

FAX 810-231-4295 PHONE 810-231-1000

Staff Use Only	Tax ID# 15	SubLot
Date Received	Violation No.	Received By

CODE COMPLIANCE REQUEST FORM

This form must be completed for all filings of code related complaints. All complaints should be made in writing and filed with the Hamburg Township Zoning Administrator. The person or persons filing this complaint shall understand that by filling out questions 4 through 7 and signing and/ or attesting to the information contained herein may be asked and/or summoned by subpoena to provide testimony on this complaint, if necessary. If you would like to remain anonymous please do not fill out numbers 4 through 7 and do not sign this form. If you wish to remain anonymous you cannot choose to receive updates on the case.

1) Address where the alleged violation exists______

2) Owner of the property where the alleged violation exists______

3) Description of the alleged violation (times, dates and pictures of the alleged violation may be helpful if necessary)

4) Name of complainant						
5) Address of complainant						
6) E-mail address of complainant						
7) Phone Number of complainant						
8) Driver License number of Complaint						
Please sign here that you agree that this complaint desc your knowledge.	ribed above is true and accurate to the best of					
Name:	Date:					
Please check if you would like to receive updates on this code enforcement case by:						
	E-mail					
	Regular Mail					
•••••••••••••••••••••••••••••••••••••••						

Staff Review (Office Use Only)								
(5) Site Visit Notes					\Box Pictures Attached (#)			
Site Visit on: Date		Site Visit	Conducted by: Name					
Inspection of site indicates:		Notes						
Violation Confirmed								
Ordinance §:								
Description No Violation Found								
Contact by: ^{Name} on: ^{Date}					□ Agreed to correct by: ^{Date}			
				Did not	Did not agree to correct			
		□ Mail: Address						
Resolution Date: Date		□ Posted on Property by: <i>Name</i>			(Attach Pictures)			
(6) Re-Inspection Notes					\Box Pictures Attached (#)			
Re-Inspection on: Date		Re-Inspec	tion Conducted by: Name					
Re-Inspection of site indicates:	:	Notes						
□ Violation Corrected								
Violation Corrected								
Civil Infraction								
Citation Number: Posted/N		Iailed on: Mail Receipt Attac			Delivered to Court on:			
			□ Picture of Posting Attach	ed				
Citation Number: Post		failed on:	□ Mail Receipt Attached		Delivered to Court on:			
			□ Picture of Posting Attached					
Citation Number:	Posted/M	failed on:	□ Mail Receipt Attached		Delivered to Court on:			
			□ Picture of Posting Attached					
Citation Number: Posted/I		Mailed on: □ Mail Receipt Atta			Delivered to Court on:			
			□ Picture of Posting Attached					
Citation Number: Posted/M		failed on:	□ Mail Receipt Attached		Delivered to Court on:			
		□ Picture of Posting Attached		ed				
Court								
Court Date: Date			Time: Time					
Finding For:		□ Township						
		□ Fines Issued		□ Defer	□ Defendant			
		Fines Collected						
Resolution								
File Closed on: Date								

Log of Contacts