

# VILLAGE OF DAVIS JUNCTION ORDINANCE COMPLAINT FORM

Date Report Filed: \_\_\_\_\_

## COMPLAINANT INFORMATION (OPTIONAL)

*Please leave this section blank if you would like to remain anonymous.* However, please ensure that all details of alleged violation are provided. If insufficient information is provided, we will be unable to follow-up on alleged violation.

If you provide your name and contact information, you may be contacted for further information regarding the alleged violation or, if necessary, to testify in court.

Complainant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

## ALLEGED VIOLATION INFORMATION

Date Alleged Violation Occurred: \_\_\_\_\_

Name of Alleged Violator (if known): \_\_\_\_\_

Location of Alleged Violation: \_\_\_\_\_

Description of Alleged Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Attach additional pages if necessary.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE-----

## ORDINANCE ENFORCEMENT INTAKE INFORMATION

Complaint Received: ☐ In Person ☐ By Phone ☐ Voicemail ☐ Initiated by Village ☐ Other

If initiated by Village or Other, please explain: \_\_\_\_\_

Complaint routed to: ☐ Ord. Enf. Officer ☐ Building Inspector ☐ Other: \_\_\_\_\_

## ORDINANCE ENFORCEMENT REPORT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: ☐ Verbal Warning Issued ☐ Verbal Warning Issued ☐ Unfounded/Insufficient Information  
☐ Violation Letter ☐ Telephone Contact ☐ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Attachments: ☐ Yes ☐ No  
(Attach copies of any letters/photos)