

Complaint form must be signed. All complaints will be followed up on within 24 hours of receipt



Town of Van Buren
7575 Van Buren Road
Baldwinsville, NY 13027
Phone: 315-635-3604 Fax: 315- 635-8247
Email: codes@townofvanburen.com

Code Enforcement Complaint Form

Date complaint Received: _____ Received By: _____

Address/Location of Complaint: _____

Name of person filing complaint: _____

Address: _____

Phone #: _____

Signature: _____

Description of Complaint:

Nature of Complaint:

Building condition

Unregistered vehicle

Tall grass/Un-kept vegetation

Junk

Unsafe structure

Sign issue

Zoning

Housing issue

Other

ACTION BY CODE ENFORCEMENT OFFICER:

Site inspection completed/ Date: _____ Time: _____

Can this violation be seen from the road or neighboring property: Yes No

Neighboring Property Address (if applicable): _____

Report of findings: _____

Corrective Action Given: _____

Name of Property Owner: _____

Property owner notified: _____ Date: _____ Time: _____ Means of notification: _____

Complainant Notified: _____ Date: _____ Time: _____ Means of notification: _____

Date Violation/Complaint Closed:

Code Enforcement Officer