



TOWN OF NEW LEBANON
CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR
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KENT J. PRATT, CEO/ZEO
CODE ENFORCEMENT OFFICER

**TOWN OF NEW LEBANON CODE ENFORCEMENT MEMORANDUM
INFORMATION SHALL BE SUPPLIED BY CITIZEN MAKING COMPLAINT**

NAME OF COMPLAINANT _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE (HOME) _____ **(WORK)** _____ **(CELL)** _____

NAME OF PROPERTY OWNER OF ALLEGED VIOLATION:

PHYSICAL ADDRESS OF ALLEGED VIOLATION:

PLEASE EXPLAIN PROBLEM: _____

USE BACK OF THIS FORM FOR ADDITIONAL COMMENTS

WHAT REASON IS THIS COMPLAINT BEING MADE?
PLEASE CHECK ONE: **HEALTH** _____ **SAFETY** _____ **FIRE HAZARD** _____

I HAVE READ THE FOLLOWING:
I UNDERSTAND THAT THIS COMPLAINT MAY RESULT IN A COURT ACTION BEING TAKEN AGAINST THE OWNER OF THE PROPERTY, AND/OR THE TENANT OF THE PROPERTY. AT THIS TIME I UNDERSTAND AND AGREE THAT I WILL APPEAR AT ALL COURT APPEARANCES WHICH SHOULD ARISE FROM THIS COMPLAINT. [PER ZONING LAW ARTICLE ELEVEN 4(A)]

DATED: _____
_____ **SGNATURE OF COMPLAINANT**

Action by Enforcement Officer	
Date received: _____	
Possible Violation of article _____, Section _____, Subsection _____ of the _____	
Site Inspection completed on: _____ at _____ [AM/PM]	
Findings: _____ _____	
Recommended Action: _____	
Tax Map No. _____	Log No. _____
_____ Enforcement Officer's Signature	