

FORMAL COMPLAINT FORM

COMPLAINT INFORMATION: Complete this section identifying whom the complaint is being filed against and the nature of the complaint.

Date: _____

Tax Parcel #: _____

Property Owner: _____

Tenant/Resident (If different than owner): _____

Physical address where complaint is located: _____

Nature of Complaint:

_____ Building/Structure/Setback

_____ Sewage/Septic System

_____ Vehicles

_____ Signs

_____ Junk Yards

_____ Garbage/Rubbish

_____ Other (Please complete in detail): _____

Describe in detail the nature of the complaint: _____

(Continue on back if more space is needed)

Attach Supporting Documentation/Evidence/Photographs to Support Complaint

Complainant Information: (Please complete this section with YOUR information)

Tax Parcel #: _____

Name: _____

Telephone: () _____

Address: _____

Are you an adjoining property owner of the property owner the complaint is being filed against?
_____ Yes _____ No

Do you have any pending legal action against the property owner the complaint is being filed against?
_____ Yes _____ No

The undersigned Complainant submits this formal complaint to Windsor Township and agrees to cooperate with the Township in the investigation and/or resolution of the Complaint.

DATE: _____

Printed Name

Signature of Complainant

Procedures on how and when to fill out at Complaint File

1. If you have a complaint to file, please fill out the entire form and email it to: administrator@windsortownshipberkscounty.com. The form can be found at <https://www.windsortownshipberkscounty.com/permits-forms>, called Formal Complaint Form Windsor. Download, fill out and send to above email.
2. From there the secretary will forward the complaint form to each township supervisor. The supervisors will determine the course of action to take, which may include sending it to the zoning officer or another approach.
3. If a resident reaches out to any of the following parties such as:

- Zoning officer
- Zoning officer employer
- Township secretary
- Roadmaster
- Supervisor
- Township employee
- Or anyone else

You will be instructed to go to the web site (listed above) to fill out the Formal Complaint Form and follow the instructions provided.