

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; 315-635-3009 Fax: 315- 635-8247  
Email: codes@vanburennny.gov

## 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

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### 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