



Municipal Complaint Form

Date: _____

Name: _____ **Telephone #:** _____

Address: _____

Email Address: _____ **Signature:** _____

What is your complaint? Please include relevant date(s), time(s), location and background information, including municipal employees you have contacted regarding this matter. Additional space is available on the reverse. Additional Information, such as relevant photographs can be attached to this form.

How could this situation be improved?

Office Use Only:

Received By: _____ **Date:** _____

Assigned To: _____ **Date:** _____

Response from Assigned Regarding Action to be Taken:

Acknowledgement Letter/Email Sent on: _____

Action Taken:

Final Letter/Email Sent on: _____

Completed By: _____ **Date:** _____