

VILLAGE OF GRASS LAKE

119 N. Lake st. Grass Lake, MI 49240

TELEPHONE: 517-522-4550 Fax: 517-522-8120 www.villageofgrasslake.com File#

Received on:

Closed on:

ORDINANCE VIOLATION COMPLAINT FORM

(1) Complainant Information			(2) Alleged Violation Information				
a. Name			a. Name (of property owner-if known)				
b. Address			b. Property Address (where violation is located)				
			c. Mailing Address (if different-if known)				
c. Phone Number			c. Maining Address (ij alijereni-ij known)				
d. Email			d. Parcel ID Number (where violation is located-if known)				
e. Signature Date			e. Phone Number (if known)				
Bu submitting this completed I can a durt du	· · · · · · · · · · · · · · · · · · ·		f. Email (<i>if known</i>)				
By submitting this complaint, I agree that the information contained in it is true, accurate, and complete, to the best of my knowledge.							
I understand that this complaint is a public	record and that I m	nay be su	bpoenaed a	to testify in	court concerning this matter.		
(3) Type of Alleged Violation →	of Alleged Violation → Zoning Bligh			Under speedy			
Circle all that apply	Ordinance	Ordin	nance				
(4) Description of Condition (Include dates and times of occurrences, and pictures.) □ Pictures Attached (#)							
Staff Review (Office Use Only)							
(5) Site Visit Notes	Stuff		(0))))	se oniyy	\Box Pictures Attached (#)		
^{a.} Site Visit on: ^{Date}	^{b.} Site Visit Conducted by: ^{Name}						
^{c.} Inspection of site indicates:	d. Notes		v				
Diolation Confirmed							
Ordinance §:							
□ No Violation Found					^{e.} Compliance Date: ^{Date}		
f.	□ Phone: [#]			□ Agreed to correct by: ^{Date}			
Contact by: Name				Did not agree to correct			
on: Date	□ Mail: Address			Name			
Posted on Prope			erty by:	(Attach I			
(6) Re-Inspection Notes ^{a.} Re-Inspection on: ^{Date}	^{b.} Re-Inspec	tion C	onduato	d by Nan	□ Pictures Attached (#)		
-	d. Notes		onuucte	u Dy.			
^{c.} Re-Inspection of site indicates:							
Diolation Corrected							
Violation Not Corrected							

Ordinance Violation Complaint Form

(7) Civil Infraction						
a. Citation Number:	ion Number: Posted/Mailed on:		□ Mail Receipt Attached			Delivered to Court on:
			□ Pic	ture of Posting Attached		
b. Citation Number:	Posted/Mailed on:		Mail Receipt Attached			Delivered to Court on:
		□ Picture of Posting Attached				
c. Citation Number:	Posted/Mailed on:		Mail Receipt Attached			Delivered to Court on:
		□ Picture of Posting Attached				
d. Citation Number:	Posted/Mailed on:		Mail Receipt Attached			Delivered to Court on:
			□ Picture of Posting Attached			
(8) Court						
^{a.} Court Date: Date			^{b.} Tin	ne: Time		
^{c.} Finding For: □ Court Order/Judgment Attached						
		□ Fines Issued			□ Defendant	
		□ Fines Collected		d		
(9) Resolution						
File Closed on: Date		Signature:				

(10) Log of Contacts
