



# VILLAGE OF GRASS LAKE

119 N. LAKE ST.  
GRASS LAKE, MI 49240

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|--------------|
| File #       |
| Received on: |
| Closed on:   |

## ORDINANCE VIOLATION COMPLAINT FORM

| (1) Complainant Information                                                                                                                                  |                                                     | (2) Alleged Violation Information                                |                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------|
| a. Name                                                                                                                                                      |                                                     | a. Name <i>(of property owner-if known)</i>                      |                                                 |
| b. Address                                                                                                                                                   |                                                     | b. Property Address <i>(where violation is located)</i>          |                                                 |
| c. Phone Number                                                                                                                                              |                                                     | c. Mailing Address <i>(if different-if known)</i>                |                                                 |
| d. Email                                                                                                                                                     |                                                     | d. Parcel ID Number <i>(where violation is located-if known)</i> |                                                 |
| e. Signature                                                                                                                                                 |                                                     | e. Phone Number <i>(if known)</i>                                |                                                 |
| Date                                                                                                                                                         |                                                     | 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 may be subpoenaed to testify in court concerning this matter.                                 |                                                     |                                                                  |                                                 |
| (3) Type of Alleged Violation →<br><i>Circle all that apply</i>                                                                                              | Zoning Ordinance                                    | Blight Ordinance                                                 | Other: <i>Specify</i>                           |
| (4) Description of Condition <i>(Include dates and times of occurrences, and pictures.)</i>                                                                  |                                                     |                                                                  | <input type="checkbox"/> Pictures Attached (# ) |
| <b>Staff Review (Office Use Only)</b>                                                                                                                        |                                                     |                                                                  |                                                 |
| (5) Site Visit Notes                                                                                                                                         |                                                     |                                                                  | <input type="checkbox"/> Pictures Attached (# ) |
| a. Site Visit on: <i>Date</i>                                                                                                                                | b. Site Visit Conducted by: <i>Name</i>             |                                                                  |                                                 |
| c. Inspection of site indicates:<br><input type="checkbox"/> Violation Confirmed<br><i>Ordinance §: _____</i><br><input type="checkbox"/> No Violation Found | d. Notes                                            |                                                                  | e. Compliance Date: <i>Date</i>                 |
|                                                                                                                                                              | f. Contact by: <i>Name</i><br>on: <i>Date</i> _____ |                                                                  |                                                 |
| <input type="checkbox"/> Phone: # _____                                                                                                                      |                                                     | <input type="checkbox"/> Mail: <i>Address</i> _____              |                                                 |
| <input type="checkbox"/> Posted on Property by: <i>Name</i> _____                                                                                            |                                                     | <i>(Attach Pictures)</i>                                         |                                                 |
| (6) Re-Inspection Notes                                                                                                                                      |                                                     |                                                                  | <input type="checkbox"/> Pictures Attached (# ) |
| a. Re-Inspection on: <i>Date</i>                                                                                                                             | b. Re-Inspection Conducted by: <i>Name</i>          |                                                                  |                                                 |
| c. Re-Inspection of site indicates:<br><input type="checkbox"/> Violation Corrected<br><input type="checkbox"/> Violation Not Corrected                      | d. Notes                                            |                                                                  |                                                 |

