

Town of Romulus

1435 Prospect Street – POB 177 Willard, NY 14588

Telephone: 607- 869- 9326

Email: Romulus@rochester.rr.com

Zoning Code Enforcement Complaint Form

All complaints of zoning violations must be put in writing for them to be formally reviewed.

Nature of Alleged Zoning Violation: When possible list section of code being violated.

Additional information may be attached are added on back of this form.

Address/location of property that is subject of complaint:

Name of Property Owner/Resident:

Have you discussed your concerns with the other party? **Yes** **No**

Providing your contact information allows the Code Enforcement Officer to contact you for further information, or to advise you of the outcome of their investigation. All effort is made to keep the information regarding complainants confidential; however copies of this form, as all official Town Documents, may be requested under the NYS Freedom of Information Act.

Complainant Name: _____ (Date): _____

Complainant Address: _____

Complainant Phone #: _____ Complainant email: _____

Below this line to be completed by Code Enforcement Officer

Tax Parcel ID: _____	Complaint Number: _____
Date Site Inspected: _____	
Report of Findings Entered: <input type="radio"/> Yes <input type="radio"/> No	
Recommended action Entered: <input type="radio"/> Yes <input type="radio"/> No	
Violation Notice Issued? <input type="radio"/> Yes <input type="radio"/> No	Date: _____
Order to Remedy Issued? <input type="radio"/> Yes <input type="radio"/> No	Date: _____
Code Enforcement Official: _____	Date: _____