



# SPRING GARDEN TOWNSHIP

ADMINISTRATION • 340 TRI HILL ROAD, SUITE A

YORK, PA 17403-3806

PHONE NUMBER: 717.848.2858

## Complaint Form

Complaints can have serious and possibly unintended consequences. PLEASE CONSIDER CAREFULLY BEFORE REGISTERING COMPLAINTS AGAINST FELLOW MEMBERS OF YOUR COMMUNITY. The Township can only prosecute violations of the Township's rules, regulations, and Ordinances. Private civil or criminal disputes are not regulated by the Township's Ordinances. The Township encourages residents to contact an attorney or the police to resolve such disputes as may be appropriate.

To facilitate any investigation of a violation of the Township's Ordinances, we require that the complainant provide their contact information and sign this form. All written complaints are confidential and are not subject to inspection under the Pennsylvania Right-to-Know Law. Complaints may result in proceedings that require witness testimony if a hearing is deemed necessary. Anyone filing a complaint must understand the possibility of being a witness and may be subpoenaed to testify in any proceedings. If the information on THIS FORM IS NOT LEGIBLE OR MISSING CONTACT INFORMATION, THE COMPLAINT WILL NOT BE ACCEPTED. PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE COMPLAINT ALONG WITH PHOTOGRAPHS. The more information you can provide, the better you can assist our zoning and code enforcement administrators with their investigation of your complaint. Please feel free to use the back of this form for additional space.

INFORMATION ON PROPERTY IN VIOLATION	
PROPERTY ADDRESS:	
DATE OBSERVED:	TIME OBSERVED:
IS THE PROPERTY OCCUPIED:	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Commercial <input type="checkbox"/> Unknown <input type="checkbox"/> No
LOCATION OF VIOLATION:	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____
COMPLAINT TYPE (CHECK ALL THAT APPLY):	
<input type="checkbox"/> Junk & Garbage <input type="checkbox"/> Building Construction <input type="checkbox"/> Stormwater <input type="checkbox"/> Sidewalk	<input type="checkbox"/> Storage of Vehicles (Unlicensed/Unregistered/Inoperable) <input type="checkbox"/> Exterior Maintenance (Condition of Structure/Fences) <input type="checkbox"/> Vegetation/High Grass/Weeds (6"+) <input type="checkbox"/> Other (describe below):
Other: _____ _____ _____	

Priority will be given to complaints that include the information listed below. This information also will allow the Township to follow up with you as to the status of this case. Unless required by law or subsequent prosecution of the complaint in question, the information provided will be kept confidential.

INFORMATION ON COMPLAINANT	
YOUR PROPERTY ADDRESS:	
PHONE NUMBER:	E-MAIL:
PERMISSION TO VIEW SUBJECT PROPERTY FROM YOUR PROPERTY?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF THE VIOLATION WOULD GO BEFORE THE MAGISTERIAL DISTRICT JUDGE, WOULD YOU CONSIDER BEING A WITNESS?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Submit form by e-mailing to [codes@sqtwp.org](mailto:codes@sqtwp.org) or mail to Spring Garden Township, 340 Tri Hill Road, Suite A, York, PA 14703

OFFICE USE ONLY	
Tax Parcel ID: 48-000-	COMPLAINT #: _____
Ward: _____ Zone: _____	VIOLATION #: _____
Files Uploaded: <input type="checkbox"/> Photos <input type="checkbox"/> Other _____	DATE CLOSED: _____