



SPRING GARDEN TOWNSHIP

ADMINISTRATION • 340 TRI HILL ROAD, SUITE A

YORK, PA 17403-5709

PHONE NUMBER: 717.848.2858

Resident 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.

In order 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 PRINTED LEGIBLE OR MISSING CONTACT INFORMATION, THE COMPLAINT WILL NOT BE ACCEPTED. PLEASE PROVIDE AS MUCH INFORMATION 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.

Date and Time condition of property was observed: _____

Information on Property in Violation

Address of property in violation: _____

Specific location of the violation (Front porch, behind the garage, etc.): _____

Type of property: ☐ Owner/occupied ☐ Rental ☐ Commercial

If rented, owner(s) name and phone number: _____

Is the property occupied? ☐ Yes ☐ No ☐ Unknown

Complaint Type: (Check all that apply): ☐ Junk & debris ☐ High grass/weeds (in excess of 6" tall)

☐ Storage of motor vehicles (unlicensed, unregistered) ☐ Exterior maintenance (conditions of structures including fences)

☐ Building Construction ☐ Stormwater Issues ☐ Sidewalk ☐ Other: Provide a specific description of the issue.

Information on Complainant

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.

Address: _____

Telephone Daytime: _____ Cell: _____

Permission to view subject property from your property? ☐ Yes ☐ No

Your property address: _____

If the violation would go before the Magisterial District Judge, would you consider being a witness? ☐ Yes ☐ No

Name: _____ Signature: _____

Submit form by e-mailing to general@sgtwp.org or by mailing to Spring Garden Township, 340 Tri Hill Road, Suite A, York, PA 17403