

## **CITY OF GRANT CITIZEN COMPLAINT POLICY**

When a citizen has a complaint they want to register, they must file the complaint **in writing**, on a form to be provided by the City. The form is available at the City Office, or can be sent by e-mail. Once signed and completed, the form will then be reviewed for determination what, if any, action shall be taken.

Persons refusing to file a signed complaint may have their complaint heard, but no action may be taken.

# CITY OF GRANT CITIZEN COMPLAINT FORM

Please select the area in which this complaint concerns:

Junk/Abandoned Vehicle

Fence/Yard Violation

Noise Violation

Junk/Refuse/Debris

Dog Nuisance

Zoning Violation

Other (please specify)

*Notice under the Minnesota Government Data Practices Act: The City of Grant collects your personal information on this form to help investigate the complaint and inform you of the results. The data from this form will be used by the City Clerk or the person who is investigating the complaint on behalf of the City. Your personal information will be kept confidential and will not be disclosed to the person about whom you are complaining. You are not required to provide any personal information, but this may prevent the City from investigating your complaint and/or informing you of the results. Please note it is the responsibility of the complainant to follow up with the City regarding any zoning enforcement action taken by the City.*

Complainant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Complainant's Address \_\_\_\_\_

Please indicate below your complaint or concern:

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Signature of Complainant \_\_\_\_\_

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Office Use Only

Date Received \_\_\_\_\_ Resolved: *Yes No* Pending: *Yes No*

Action Taken \_\_\_\_\_

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PLEASE RETURN COMPLETED FORM TO CITY OFFICE