

LeBoeuf Township, Erie County

14270 Flatts Road, Waterford, PA 16441

814-796-4095

#### ORDINANCE COMPLAINT FORM

1. The PURPOSE of the Ordinance Complain Form is to properly record and track complaints of violations against the dully adopted Zoning and General Ordinances of LeBoeuf Township
2. The POLICY of LeBoeuf Township, when dealing with ordinance complaints, shall be as follows:
  - A. All complaints of alleged violations of Township Ordinances are to be referred to the LeBoeuf Township staff for proper recording of the complaint in observance of this policy and adherence to time constraints contained therein. The staff member receiving the complaint is to record the date, time, and nature of the ordinance complaint that is presented at the Township Office in person or by phone or mail/e-mail.
  - B. The person making the complaint shall identify themselves by providing their name, mailing address and phone number to the staff member. Should the caller or visitor fail to identify themselves as a LeBoeuf Township resident , the staff member shall proceed no further with the complaint other than to record the visit or phone call as state above.
  - C. Upon proper identification by the Complainant, an Ordinance Complaint Form shall be provided to the Complainant. (in the case of a complaint by phone, the form will be mailed, faxed or e-mailed to the individual.)
  - D. The form is to be filled out, signed and returned to the Zoning Officer. The Zoning Officer will then make a determination of action upon the complaint as presented. The Complaint will either be acted upon by a designated Township Staff member, referred to the Board of Supervisors for interpretation and resultant direction, or returned to the complainant where the complaint is invalid regarding Zoning and General Ordinances. (Note: Unsigned complaints will not be acted upon.)
  - E. All complaints properly filed with the Township shall receive a written response to the complaint within 60 days of the date of filing.
  - F. In order to gather a complete history of a formal complaint, any and all information/inquires, received by the staff or members of the Board of Supervisors regarding a formal complaint, shall be referred/forwarded to the Zoning Administrator. All complaint information is to remain confidential until reported to the Board of Supervisors at a public meeting.
  - G. A report will be made by the Zoning Administrator to the Board of Supervisors at a public meeting regarding complaints received and the course of action taken on the respective complaints.
3. The Enforcement of the Zoning or General Ordinance interpreted to be in violation shall be as follows:
  - A. An investigation of the complaint shall be made by a designated representative of LeBoeuf Township to determine whether there appears to be a violation. If, upon investigation it is

believed that a violation may exist, then a courtesy letter shall be sent to the property owner and/or person(s), believed to be in violation, advising them of the specific violation believed to exist and giving them an opportunity to bring their property or activities in compliance with the Zoning or General Ordinance.

- B. If compliance is not achieved within the time period given in the courtesy letter, then the designated Township representative shall initiate enforcement proceedings by sending an enforcement notice as required under the Pennsylvania Municipalities Planning Code.
- C. If compliance is not achieved within the time period given in the enforcement notice and no appeal is taken from the enforcement notice, then the designated Township representative shall initiate appropriate legal proceedings as authorized by law.

COMPLAINT LOCATION: \_\_\_\_\_ NO. \_\_\_\_\_

(NAME)

(ADDRESS)

(TELEPHONE #)

DATE(S) VIOLATION OCCURRED: \_\_\_\_\_

BRIEF DESCRIPTION OF COMPLAINT: \_\_\_\_\_

NAME OF COMPLAINANT: \_\_\_\_\_

(ADDRESS)

(TELEPHONE #)

**SIGNATURE:** \_\_\_\_\_

**OFFICE USE ONLY:** \_\_\_\_\_

DATE OF RECEIPT

TOWNSHIP REPRESENTATIVE

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
STAFF SIGNATURE