

DEPARTMENT OF PLANNING

Action Request/Complaint

Your comments are important to us. Please describe your inquiry or complaint and provide your name, address and phone number so that we can contact you with a response. We will do our best to contact you within ten working days.

Please write or print legibly. Confidential.

(1) Detail of person(s) making complaint:

Name _____ Date _____

Postal Address _____

Tel: _____ (day) _____ (evening)

(2) Detail of Inquiry or complaint:

Multiple horizontal lines for writing details of inquiry or complaint.

(3) Details of the land subject of complaint:

Location: House No _____ Street _____ Parish _____

Owner's Name: _____ Permit No. _____

Owner's Address _____

FOR OFFICE USE

(1) Fill in staff member to respond.

Map: _____

(2) Forward form to staff member responding:

Grid Ref: _____

Staff Member to Respond: _____ Site Ref: _____ Zoning: _____

History

Multiple horizontal lines for writing history and follow-up details.

Date: _____ Computer Memo?

When follow up is complete forward any attachments to complaint file.