

Violation of Zoning Code or Police Ordinances Complaint Form
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Lincoln Township
Zoning Administrator

COMPLAINT ON VIOLATION

Statement by Person Making Complaint:

On the basis of my understanding of _____
_____ (cite specific zoning ordinance provision) of the Zoning
Code, it is my belief that the property located at _____
_____ (address) and being used by _____
_____ (name of alleged violator) may be in violation of the Zoning Code
because (cite reasons below):

(Name of Person Making Complaint)

(Address) (Zip Code)

(Date) (Phone)

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Action by Zoning Administrator:

A. Review of complaint filed indicates:

- No violation of provisions of Zoning Code.
- The following provisions of the Zoning Code may be in violation:

Comments:

Action by Zoning Administrator:

B. Inspection of premises indicates:

- No violation of provisions of Zoning Code.
- Violations noted of the following provisions of Zoning Code (cite specific Zoning Code provisions):

Dates of Inspection:

C. Action on Complaint:

- No violation was found.
- Action(s) taken as follows:

Person making complaint was informed of the following action(s):

Zoning Administrator

_____, 20_____
Date

LINCOLN TOWNSHIP, CLARE COUNTY

P. O. Box 239, Lake George, MI 48633

989-588-9841

ORDINANCE COMPLAINT PROCEDURES

I. The PURPOSE of the Ordinance Complaint Form is to properly record and track complaints of violations against the duly adopted Zoning and General Ordinances of Lincoln Township.

II. The POLICY of Lincoln Township, adopted month, day, year, when dealing with Ordinance complaints, shall be as follows:

A. All complaints of alleged violations of Township Ordinances, with the exception of Ordinance 32 – Blight and Nuisance, are to be referred to the Lincoln Township Zoning Administrator, in observance of this policy and adherence to time constraints contained therein. The Zoning Administrator when 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. Violation of Ordinance 32, Blight and Nuisance, are to be reported directly to the Clare County Sheriff's Department.

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 Lincoln Township resident, the staff member shall proceed no further with the complaint other than to record the visit or phone call as stated 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 to the individual.)

D. The form is to be filled out, signed and returned to the Zoning Administrator. The Zoning Administrator will then make a determination of action upon the complaint as presented. The Complaint will either be acted upon by the Zoning Administrator, 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 45 days of the date of the filing.

F. In order to gather a complete history of a formal complaint, any and all information/inquiries, received by the Zoning Administrator regarding a formal complaint, shall be acted upon. All complaint information is to remain confidential until reported upon at a public meeting.

G. A report will be made by the Zoning Administrator at a public meeting regarding complaints received and the course of action taken on the respective complaints.

III. 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 Lincoln Township. A verbal attempt will be made to contact the property owner and determine if a violation actually exists or allow a property owner or person, believed to be in violation, the opportunity to bring their property or activities into compliance with the Zoning or General Ordinances.

B. After verbal contact is made, a letter shall follow that states the nature of the visit to the property and citing the specific section of Ordinance found to be in violation. A period of no longer than 30 days, stated within said letter, will be allowed for compliance to the Ordinance.

C. After the passing of the time period given for compliance, the designated Township representative shall initiate legal proceedings through the Township Attorney.