



TOWN OF PORTER

3265 Creek Road ♦ Youngstown, New York 14174 ♦ (716) 745-3730, ext. 7 ♦ fax (716) 745-9022 ♦

Code Enforcement office ♦ p.jeffery@townofporter.net ♦ mobile (716) 531-6431

Complaint Form

Date: _____ Time: _____
Form of Complaint: ☐ Phone ☐ Letter (attach) ☐ Walk-In ☐ Observed
Site Location: _____
Property Owner: _____

Nature of Complaint: _____

Complainant: _____
Complainant Address: _____
Complainant Phone: _____
Complainant Signature: _____

Action By Enforcement Officer:

Possible violation of Chapter _____, Article _____, Section _____, of the _____ (name of law).

Site Inspection completed on _____ (date) at _____:_____ AM/PM

Report of Findings: _____

Action Taken: _____

Code Enforcement Officer (signature): _____

COMPLIANCE IS OUR GOAL!!!

A completed Form must be provided to the Code Enforcement officer to initiate action being implemented. An incomplete form will likely delay and/or neglect actions being taken. A Signature and contact information of the complainant is required; accountable/responsible complaints are afforded prompt attention. Nuisance complaints are a waste of taxpayer's resources. If you do not know whether an issue is a violation of Local Laws, contact the Code Enforcement Officer prior to submitting a complaint form. Personal information, of the Complainant, including your name will not be given out to the public. The Town does not want, and or intend, to incite dissention or animosity between residents! The Town is also not the arbitrator of neighbor disputes/conflicts!!!