

VILLAGE OF BENZONIA
ORDINANCE COMPLAINT FORM

Receipt of Application – Village Use Only

Date Report Filed: _____ Complaint # _____

A. COMPLAINT INFORMATION

Name of Person Filing Complaint: _____

Address: _____

Telephone: _____ Email: _____

Location and Description of Alleged Violation: (attach additional pages if necessary) _____

Date(s) Alleged Violation Occurred: _____

Name and/or Parcel Number of Alleged Violator (if known): _____

Address of Alleged Violator (if known): _____

Signature of Person Reporting

B. FOR VILLAGE USE

Signature of Village Staff Receiving Complaint Form: _____ Date: _____

Complaint Received: In Person ____ By Phone ____ Voice Mail ____ Email ____ Initiated by Village ____

Other (explain): _____

Staff Follow-Up Summary: _____

Action Taken: _____

Date Resolved: _____

Village of Benzonia

PO Box 223, 1276 Michigan Ave. Benzonia, MI 49616 • **ph.** 231.882.9981 • **email.** zoning.villageofbenzonia@gmail.com