



601 2<sup>nd</sup> Street  
Griswold, IA 51535  
Phone: 712-778-2615  
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# Citizen Complaint Form

*Please complete the following information so that the City can investigate your complaint. If the city finds that your complaint is appropriate, the information on this form will be used to properly fill out the abatement notice. The abatement notice will be sent to the property owner upon which the nuisance is located.*

Please print clearly

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

If requested, will you attend a City Council meeting to explain your complaint? YES \_\_\_\_\_ NO \_\_\_\_\_

Nature of Complaint: (include the date, time, address, and facts of your complaint)

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Explain how you feel the complaint should be resolved:

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Should a simple notice not suffice and a citation is issued, you may be required to testify to the above complaint in a Court of Law. Do you agree to testify? YES \_\_\_ NO \_\_\_ (if you check NO, it is possible that the City will not take any action on your complaint.)

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

DATE: \_\_\_\_\_

*All complaints must be signed and dated to be considered valid.*

**OFFICE USE ONLY**

Received By \_\_\_\_\_ Date \_\_\_\_\_

Referred To \_\_\_\_\_

# Citizen Complaint Follow-Up

**Is Complaint Valid**

- Yes
- No
- Legal Advise Needed

Remarks: \_\_\_\_\_

**Other:**

- Photographs Taken
- Prior Complaints on Record

Remarks: \_\_\_\_\_

**Action(s) Taken**

- Letter to Violator
- Municipal Infraction Filed
- Abatement Proceeding Started
- No Action Taken

Remarks: \_\_\_\_\_

**Municipal Infraction or Abatement Timeline: (include dates where applicable)**

- Complaint Received
- Investigation Completed
- Letter Mailed to Violator
- 15 Day Follow-up
- Notice to Abate Mailed
- Municipal Infraction Filed
- Violation Taken Care of
- Sent to City Attorney for Prosecution

Remarks: \_\_\_\_\_

Follow-up with Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

Method of Follow-up: \_\_\_\_\_