



# Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek MI 49017

Phone (269) 968-8549 \* Fax (269) 968-2021 \* www.pennfieldmi.gov

"A great place to live - A great place to grow"

## **CODE COMPLIANCE REQUEST FORM**

This form must be completed for all filings of code related complaints. All complaints should be made in writing and filed with the Pennfield Township Zoning Administrator. *The person or persons filing this complaint shall understand that by filling out questions 4 through 7 and signing and/or attesting to the information contained herein may be asked and/or summoned by subpoena to provide testimony on this complaint, if necessary. If you would like to remain anonymous please do not fill out numbers 4 through 7 and do not sign this form.*

1. Address where the alleged violation exists: \_\_\_\_\_

2. Owner of the property where the alleged violation exists (If known):  
\_\_\_\_\_

3. Description of the alleged violation:

(times, dates and pictures of the alleged violation may be helpful, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name of complainant: \_\_\_\_\_

5. Address of complainant: \_\_\_\_\_

6. E-mail address of complainant: \_\_\_\_\_

7. Phone number of complainant: \_\_\_\_\_

*Please sign here that you agree that this complaint described above is true and accurate to the best of your knowledge.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ***For Office Use Only***

Date Received: \_\_\_\_\_

Tax ID #: 18-\_\_\_\_-\_\_\_\_-\_\_\_\_

Received By: \_\_\_\_\_