



VILLAGE OF TIMBERLAKE

VILLAGE OF TIMBERLAKE - PROPERTY MAINTENANCE COMPLAINT FORM

11 East Shore Blvd, Timberlake, Ohio 44095

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

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of Alleged Violation: \_\_\_\_\_

Please use this form to report any possible zoning or property maintenance violation(s) you observe. Mail or return this signed form to the Village Enforcement Office at the address listed above. Complaints will be investigated upon receipt of a signed and complete complaint alleging a violation of the zoning, building or property maintenance law or regulations.

Please note: In the absence of a signed complaint or a fully completed complaint form, a concern will be acted upon at the discretion of the Village.

Nature of Complaint: (Include all relevant facts – Attach sheets if necessary)

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

If requested, will you attend a Village Council meeting to explain your complaint? Yes \_\_\_ No \_\_\_

If no, please explain why: \_\_\_\_\_

Please be aware that if a citation is issued based on this complaint, you may be required to testify to the above complaint in a court of law.

Signature: \_\_\_\_\_

\*\*\*\*\*Village Staff Use Only\*\*\*\*\*

Received on: \_\_\_\_\_ (Date) by: \_\_\_\_\_ (Staff Name)

Investigation completed on: \_\_\_\_\_ (Date) by: \_\_\_\_\_ (Staff Name)

Ref Number: \_\_\_\_\_

Comments: \_\_\_\_\_

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