

# Charter Township of Portage - Zoning Administrator

## ZONING VIOLATION COMPLAINT FORM

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

### Statement by Complainant:

It is my belief that the property located at (address) \_\_\_\_\_  
and being used by (name of perpetrator) \_\_\_\_\_  
may be in violation of the Charter Township of Portage Zoning Ordinance because:

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

Complainant: \_\_\_\_\_  
Phone: Home \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cellular \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Location in relation to subject property: \_\_\_\_\_

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

Tax roll parcel data process no. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Action of Zoning Administrator

A. Review of the complaint as filed indicates:

- No violation of the provisions of the zoning ordinance.  
 There may be a violation of the following provisions of zoning ordinance (cite §: \_\_\_\_\_)

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

B. Inspection of premises on \_\_\_ / \_\_\_ / \_\_\_\_\_ indicates:

- No violation of the provisions of the zoning ordinance.  
 Violations noted of the following provisions of the zoning ordinance

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

Date(s) of inspection: \_\_\_\_\_

C. Action of complaint:

- No enforcement action taken as no violation was found.  
 Action taken as follows: \_\_\_\_\_

\_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_