



SHAWNEE TOWNSHIP

PROPERTY COMPLAINT FORM

2530 FT. AMADA ROAD, LIMA, OHIO 45804

419-991-8706 ZONING@SHAWNEETOWNSHIP.COM

PROPERTY MAINTENANCE / ZONING COMPLAINT PROCESS

SUBMITTING A COMPLAINT: SHAWNEE TOWNSHIP INVESTIGATES ALL PROPERTY MAINTENANCE AND ZONING RELATED COMPLAINTS. WHEN SUBMITTING A COMPLAINT, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE. IF THE ACTIVITY OR CONDITION IS EASILY VISIBLE FROM YOUR PROPERTY, IT HELPS IF YOU GIVE PERMISSION FOR A CODE ENFORCEMENT OFFICER TO WALK ON YOUR PROPERTY TO VIEW THE ACTIVITY OR CONDITION. TO BE INFORMED OF THE STATUS OF A COMPLAINT, YOU WILL HAVE TO PROVIDE YOUR CONTACT INFORMATION. **PLEASE NOTE THAT ALL COMPLAINTS ARE PUBLIC RECORD.**

INSPECTION PROCESS: A CODE ENFORCEMENT OFFICER WILL INSPECT THE PROPERTY WITHIN 7-10 DAYS OF RECEIPT OF THE COMPLAINT. IF A VIOLATION EXISTS, THE OWNER WILL BE NOTIFIED AND GIVEN A REASONABLE DUE DATE TO CORRECT THE VIOLATION.

ENFORCEMENT: IF THE VIOLATION IS NOT CORRECTED BY THE DUE DATE, THE CODE ENFORCEMENT OFFICER WILL REQUEST A PUBLIC HEARING OR OTHER ACTION AS REQUIRED OR ALLOWED BY LAW. IN SOME CASES, THE TOWNSHIP MAY BE ALLOWED TO CORRECT THE VIOLATION AND ASSESS THE COST TO THE PROPERTY OWNER.

COMPLAINT LOCATION: WHERE THE PROBLEM IS OCCURRING

STREET ADDRESS _____

COMPLAINT DESCRIPTION

- TRASH/DEBRIS OUTDOOR STORAGE TALL GRASS (ABOVE 8 INCHES) EXTERIOR MAINTENANCE OF STRUCTURES
 INOPERABLE VEHICLE(S) PARKING (INCLUDES BOATS AND OTHER RECREATIONAL VEHICLES)
 OTHER _____

ADDITIONAL INFORMATION _____

CONTACT WITH THE PROPERTY OWNER

HAVE YOU CONTACTED THE OWNER REGARDING THE COMPLAINT? YES NO

IF "NO", PLEASE EXPLAIN WHY: _____

IF "YES," DID YOU EXPRESS YOUR CONCERNS IN WRITING? YES NO

WHAT HAS BEEN DONE TO REMEDY THE PROBLEM? _____

YOUR CONTACT INFORMATION (OPTIONAL)

NAME _____

STREET ADDRESS _____

PHONE NUMBER _____ EMAIL ADDRESS _____

SUBMIT COMPLAINT

SUBMIT THE COMPLAINT TO: SHAWNEE TOWNSHIP ZONING DEPARTMENT

ADDRESS: 2530 Ft. Amanda Rd., Lima, Ohio 45804 **Phone:** 419-991-8706