**Appendix C-3: Sample Complaint Form**

**COMPLAINT**

I am hereby filing a complaint regarding the problems described below. I request that you or the appropriate member of your agency take action to remedy the situation as soon as possible. I also request that you contact me regarding the resolution of this complaint.

**This Complaint is submitted by:**

Name: **[Insert your name]**

Phone: **[Insert your phone number]** E-mail: **[Insert your e-mail]**

Date: **[Insert date submitted]** Time: **[Insert time submitted]**

**Description of the Problem:**

Could this problem involve issues of public health? Yes / No

Category:

\_\_\_Erosion/Sediment \_\_\_Water Quality \_\_\_Sewage Spills
\_\_\_Buffers \_\_\_Stormwater/Flooding \_\_\_Land Usage
\_\_\_Rezoning Land Usage \_\_\_Spills \_\_\_Air Pollution
\_\_\_Dumping \_\_\_Other

Description: **[Insert brief description of the complaint]**

First noticed: **[Insert date you first noticed the problem]**

Is the violation ongoing? **[Answer whether the issue is ongoing]**

Location: **[Insert the location of the problem]**

Other Information: **[Insert any other information relevant to the problem]**

Other government agencies reported to: **[List any other agencies you reported the problem to]**