Borough of Juniata Terrace Complaint Form

This information is required for all complaints so that it may be reviewed by Borough Council. Contact information is required should the Codes Department/Council need additional information. The form is considered incomplete if it does not contain all of the * required information.

*First _____ *Last_____

*Phone (_____) _____ Email _____

*Address _____

*Circle one Are you a: Current resident of the Juniata Terrace, A Guest Previous Resident.

If you are a previous resident list the dates of your residency _____to_____

To ensure prompt inspection services, please complete the information as accurately as possible.

Alleged Violation Information

Type of Alleged Violation (Circle all that apply):

High Weeds / Grass Complaint	Vehicle Complaint	Junk Complaint
Noise Complaint	Snow Removal Complaint	Sidewalk Complaint
Animal/Pet Complaint	Infestation Complaint	Electrical Complaint
Sewer/Sanitation Complaint	Garbage / Debris Complaint	Public Safety Complaint
Playground Complaint	Street Light Complaint	Mechanical Complaint
Structure Complaint (porch/walls, etc)	Vacant Property Complaint	Roadway Complaint

Other:_____

Description of Alleged Violation.

Please be as descriptive as possible. Photos of Violation can be emailed to borough@juniataterrace.net

Please keep in mind any photos/videos will be used as probable cause to have codes enforcement/Borough Council review the complaint. Anything submitted to the Juniata Terrace Borough will be filed with the codes report, however, the Codes Officer must gather their own evidence of the alleged violation for court.

Address of Alleged Violation:_____

Complainant:_____

_____

_____

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_____

_____

Does the alleged violation appear to be a ongoing problem?
YES NO

If yes please list the times/days so code enforcement officer can best attempt to catch the violation while it is happening

_____

May Borough personnel walk on your property to view the alleged violation?

YES NO

If yes do you have any pets we should be aware of and if so what kind:

_____

If the violation would lead to a citation and go before District Justice, would you consider being a witness? YES NO

I verify that the statements made above are true and correct to the best of my knowledge.

_____ _____/_____/_____

Complainant Signature Date

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TO BE FILLED UP BY THE BOROUGH COUNCIL ONLY

Board Member Handling Complaint: _____

Additional Board Members Involved: _____

Code Officer Assigned to Review, send notice of violation to resident, & Issue Citation if Deemed appropriate:

_____

Action/s Taken to review complaint:

Was the complaint found to be an ordinance violation? No / Yes If Yes, What Ordinance(s) are in violation: _____ _____ Date Notice Sent: _____/_____/_____ Date of Reinspection before Citation_____/_____/_____

Resolution:

Date Resolved: _____

_____ _____ _____

Code Enforcement Signature Council President's Signature Mayor's Signature