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WEST GOSHEN TOWNSHIP OFFICIAL COMPLAINT FORM

West Goshen Township handles a wide variety of local municipal code compliance topics. Specific types of compliance issues will be forward to the appropriate Township official (i.e., Building Code Officials, Zoning Officials, Property Maintenance Code Enforcement) for compliance management. **West Goshen Township does not release the names of complainants or the complaints filed.** Completed complaint forms may be submitted via email to zoning@westgoshen.org, faxed to 610-429-0616, or in-person at the West Goshen Township Municipal Building.

DESCRIPTION OF COMPLAINT

PROPERTY LOCATION OF POTENTIAL VIOLATION

NAME OF PROPERTY OWNER AND/OR VIOLATOR (If Known)

COMPLAINANT INFORMATION:

Name: _____

Address: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

**WEST GOSHEN TOWNSHIP
OFFICIAL COMPLAINT FORM**

FOR OFFICE USE ONLY

Complaint number: _____

Township staff member who received the complaint: _____

Township staff member who addressed the complaint: _____

Date complaint was addressed: _____

Request Process for Compliance

1. Receive complaint.
2. Investigate to determine if a violation exists.
3. If the complaint does not constitute a Code violation, the person filing the complaint will be notified and informed of the reason the situation does not constitute a violation.
4. If a violation does exist, the property owner or violator will be contacted and informed of the violation, what actions are needed to remedy the situation, and given a specific compliance deadline date.
5. On the compliance deadline date, the responsible Township official will verify that compliance has been attained. If this is found to be the case, the file will be closed.
6. If, upon re-inspection, the violation still exists, the property owner or violator will be contacted and again requested to comply. The second notice will include a date in which a citation may be issued if the problem has not been resolved.
7. After the citation deadline is reached, a site visit is made to determine if the matter has been corrected. If the violation still exists, a citation may be issued and the case information prepared for District Court.

Due to the large volume of complaints processed, it is difficult to maintain up to date status reports to complainants. Please feel free to check in with the appropriate Township official if you would like to find out the current status of a complaint.

Different types of complaints and violations have somewhat different timeframes for compliance based on a number of factors including public safety and ease of corrective activities required. The intent of the compliance process is to be as fair as possible to all parties involved and to ensure that the livability of our Township is maintained through communication, education and mutual respect. The West Goshen Township Code of Ordinances is available for reference on the Township website at www.westgoshen.org. It is encouraged that citizens refer to the Code of Ordinances to provide a basis for a complaint, and if possible, communicate directly with the responsible party to the complaint in efforts of resolving the matter privately.

For questions regarding Code Enforcement and compliance, please contact the West Goshen Township Codes Department at 610-696-5266 or zoning@westgoshen.org.