

Complaint #: _____

CITY OF ROXBORO PLANNING & DEVELOPMENT DEPARTMENT
COMPLAINT RECORD

DATE OF COMPLAINT: _____ TIME: _____

COMPLAINT MADE BY: _____ PHONE: _____

VIOLATOR: _____

NATURE OF COMPLAINT: _____

LOCATION AND DIRECTIONS: _____

DATE OF SITE VISIT: _____ BY: _____

CONDITIONS/VIOLATIONS ON SITE: _____

ACTION TAKEN: _____

RESULTS/COMMENTS: _____
