



COMPLAINT FORM

Person County Planning & Zoning
325 South Morgan Street, Suite B
Roxboro, NC 27573
(336) 597-1750

Date

Time

Received By

COMPLAINANT INFORMATION

Complaint Received: ☐ Phone ☐ Letter ☐ Email ☐ In Person Remain Anonymous: ☐ Yes ☐ No

Name: _____ Phone: _____

COMPLAINT

PROPERTY INFORMATION

Address: _____

City: _____ State: _____ Zip: _____ Tax Map & Parcel: _____

Zoning Jurisdiction: ☐ City ☐ County Zoning District: ☐ R ☐ RC ☐ B-1 ☐ B-2 ☐ GI

Flood Plain: ☐ Yes ☐ No Watershed: ☐ Roanoke ☐ Pamlico ☐ Neuse

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

REFERRAL

Referred To: _____ Date: _____

Department: ☐ Environmental Health ☐ Inspections ☐ Other: _____

VIOLATION DETERMINATION

Site Visit Date: _____ Time: _____ Violation Found: ☐ Yes ☐ No

Violation: _____

CORRESPONDENCE

1st Warning Citation Mailed: _____ Certified Letter: ☐ Yes ☐ No

Notes: _____

2nd Warning Citation Mailed: _____ Certified Letter: ☐ Yes ☐ No

Notes: _____

Comments: _____

In Compliance Date: _____

County Zoning Official: _____