



Citizen Complaint Form Date: _____

City policy establishes that complaints are investigated upon receipt of a signed complaint alleging a violation. Please complete all information to the best of your knowledge, including the date and time of day when you notice the activity.

The identities of individuals who register complaints with state agencies or political subdivisions concerning violation of state laws or local ordinance concerning the use of real property are **classified as confidential data**, pursuant to Minnesota Statutes 13.02 subdivision 3. Furthermore, it is the policy of the City of Rice Lake to keep the identity of the complainant confidential whenever possible. If complaint becomes part of legal proceedings, the information may be provided to the appropriate authority.

Subject property address: _____ Rice Lake, MN 55803

Name of individual filing on: _____

Their Contact information, phone/email: _____

Nature of Complaint, please attach an additional sheet if needed: *(Please includes dates and time of events)* _____

- 1. Have you spoken to the individual (s) regarding your concern? Yes No
- 2. Do you have photos of the concern? Yes No
- 3. Do you have a log of activity with dates and times? Yes No
- 4. Have you contacted any other agencies about the violation? Yes No

If yes, who have you notified? (Include agency, names, phone number, date and time, i.e. 911, WLSSD, DNR, MPCA, St. Louis County Environmental, MN Dept. of Health and Human Services)

check here if back page is used for additional information.

Complainant Name: _____

Address, City, State: _____

Phone & email: _____

Signature Required: _____ Date: _____

Witness Name(s): _____

Address, City, State: _____

Phone & email: _____

Signature Required: _____ Date: _____

Staff use only: Date Received: _____ by: _____

Reviewed by (city official): _____ Date: _____ PIN: _____

Zoning District: _____ Comments/status: _____
