

# City of Harpers Ferry

PO Box 250  
Harpers Ferry, IA 52146  
Phone: 563-586-2777  
Fax: 563-586-2524

## Citizen Complaint Form

Use this form to notify the City of Harpers Ferry of code violations or recurring problems in your neighborhood. The more information you can give us, the greater our opportunity to successfully address your concerns.

Your personal information will enable us to communicate any action we take regarding your request for services and to contact you in the event that more information is required for us to effectively respond to your situation.

**Complainant Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If requested, will you attend a City Council meeting to explain your complaint? \_\_\_\_\_ YES \_\_\_\_\_ NO

Type of Concern:

- General Code Provisions
- Administrations, Boards, and Commissions
- Police, Fire, and Emergencies
- Public Offenses
- Nuisances and Animal Control
- Traffic and Vehicles
- Water
- Sanitary Sewer
- Garbage and Solid Waste
- Franchises and Other Services
- Regulation of Business and Vocations
- Streets and Sidewalks
- Building and Property Regulations
- Zoning and Subdivision
- Other: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

Date and Time of Occurrence: \_\_\_\_\_

Specify Concern: \_\_\_\_\_

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Requested action/Explain how you feel the complaint should be resolved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should a citation be issued, you may be required to testify to the above complaint in a Court of Law. Do you agree to so testify? \_\_\_\_\_YES \_\_\_\_\_NO (If you check NO it is very possible that the City will not take any action on your complaint.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All complaints must be signed and dated to be considered valid.*

**City Hall Office Use Only**

Received by: _____	Date: _____
Copied to: _____	Date: _____
Mayor's Signature: _____	Date: _____
Follow Up Completed by: _____	Date: _____
Comments: _____	
_____	