

City of Canistota Complaint - Action Form

Name of person complaint being filed against: _____

Name of person filing complaint: _____

Date complaint was received: _____

Address/Location of complaint: _____

Complaint:

_____ Location needs general clean-up

_____ Location needs grass mowed

_____ Location needs sidewalk snow removal

_____ There are dead trees in the boulevard

_____ The sidewalk is broken and dangerous

_____ Plugged storm drain

_____ Drainage problem in street or alley

_____ Pothole(s)

_____ Street Sign (circle one: broken, missing, needs replacing, needs a sign)

_____ Problem with a dog or cat (circle one: barking, vicious, at large)

_____ Debris blowing around

_____ Other/Explain: _____

Who should do the follow-up action?

_____ Finance Officer

_____ City Maintenance

_____ Police Chief

_____ Mayor

_____ Council Member _____

What should they do?

_____ Send letter regarding problem

_____ Contact police/sheriff to serve notice/ticket
(circle one) (circle one)

_____ Have city crew fix the problem

Is billing required? Yes _____ No _____

Other follow-up action (please explain)

Signature of Complainant _____ Date _____

Signature of person taking complaint _____

