

**VILLAGE OF NASHVILLE COMPLAINT FORM**

Instructions: Please type or print clearly

Date of Complaint: \_\_\_\_\_

Complaint filed by:

Name: \_\_\_\_\_

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

Phone#: \_\_\_\_\_

Your complaint is about: (Please be specific – include person’s name/address - village department/employees name as applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you like to see this complaint resolved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====

**ACTION TAKEN BY VILLAGE REPRESENTATIVE**

Referred to: Clerk / DPW / Police / President / Council / Planning / Zoning / Zoning Administrator (circle one)

Resolution – Complainant contacted: By letter\_\_ By phone \_\_ In person \_\_ Date of contact \_\_\_\_\_

Action taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Village Representative

\_\_\_\_\_  
Date

The person resolving the complaint must contact the person filing the complaint with a resolution (in person/by phone or letter) and a copy of the signed and completed complaint must be filed with the Village Clerk.

The Village of Nashville is an equal opportunity provider.