

Borough of Woodcliff Lake

COMPLAINT SHEET

Complaint Received By/Title: _____

Date Received: _____

Resident/Person Making Complaint: _____

Resident/Person Address: _____

Resident/Person Telephone # (s): _____

Name of Person/Location Complaint is About: _____

Address: _____

Block: _____ Lot (s): _____

Check appropriate box:

Residential

Commercial

Nature of Complaint:

Copied to:

- Mayor & Council
- Borough Administrator
- Borough Attorney
- Borough Clerk
- Code Official
- DPW Superintendent
- Police Department
- Recreation
- Shade Tree Committee

BOROUGH OF WOODCLIFF LAKE

COMPLAINT ROUTING SHEET

REPORT OF INSPECTOR(S)

Complaint responded to by/ Title (s):

Date of response: _____

Date of Inspection: _____

Resident/ Person Present:

Yes

No

Violation Description:

Code Section: _____ Notice of Violation Sent: _____

Additional Inspection: _____

Date Violation Corrected: _____

Municipal Summons Issued/ Summons #: _____

Comments:

File closed:

Date: _____

Initial: _____