North Newton Township
Cumberland County
528 Oakville Road
Shippensburg, PA 17257
Tel: (717) 776-7665
Fax: (717) 776-1364

RESIDENT COMPLAINT FORM

Complaint #: _____

Date Complaint Filed: _____

North Newton Township residents may file a complaint with the Board of Supervisors by completing the following information concerning the issue. The Board desires to hear and meet the needs of residents, while staying within the limits of authority as provided in the ordinances of the Township and treating residents fairly and equitably. The Board requests that you attempt to work out differences among neighbors prior to filing complaints with the Township. The Township will not be involved in feuding and will attempt to bring violators of ordinances into voluntary compliance prior to resorting to prosecution as provided by ordinance.

The Board reserves the right to not respond to verbal complaints that are not filed by form.

PERSON FILING COMPLAINT:		
Address:		
City:	State:	Zip:
Phone:	Mobile:	
IF THIS COMPLAINT IS AGAINST ANOTHER PARTY, PLEASE COMPLETE THE FOLLOWING:		
Name:		
Address:		
City:	State:	Zip:
Phone:	Mobile:	
NATURE OF COMPLAINT:	(attach additional sheet of paper if necessary)	
Dates of Occurrence:		
List action steps you have taken to resolve the matter:		
If this situation is a violation of an ordinance and results in prosecution in a court of law, are you willing to testify in the case? ☐ Yes ☐ No		

Signature of Complainant: _____ Date: ____/____/____

OFFICIAL USE ONLY

Complaint Received By: _____ Date Received: _____/_____/_____

Does Complaint Violate an Ordinance? ☐ Yes ☐ No List Ordinance #: _____

Action Taken or Required: _____

Violation # (if applicable): _____

Date Complaint Closed: _____/_____/_____ Enforcement Officer's Signature: _____