



**Town of Strasburg**  
 Economic Development and Planning Department  
 174 East King Street, PO Box 351  
 Strasburg, VA 22657  
 540-465-9197 (p)  
 540-465-3252 (f)

## PROPERTY VIOLATION COMPLAINT FORM

<b>ALLEGED VIOLATOR'S INFORMATION</b>	NAME	
	ADDRESS/LOCATION (if address is unknown, describe in detail the location of the violation)	
<b>ALLEGED VIOLATION INFORMATION</b>	TYPE OF VIOLATION (check one)	
	<input type="checkbox"/> Property maintenance (tall grass, trash, blight etc.) <input type="checkbox"/> General zoning (setbacks, land use, etc.) <input type="checkbox"/> Illegal sign	<input type="checkbox"/> Building without a permit <input type="checkbox"/> Accessory structure (fence, shed, deck, etc.) <input type="checkbox"/> Other (please describe below)
	DESCRIBE THE ALLEGED VIOLATION (use back of sheet if needed)	
<b>COMPLAINANT'S INFORMATION</b>	NAME	
	ADDRESS	
	EMAIL	RECEIVE UPDATES ON STATUS OF VIOLATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
	PHONE	KEEP NAME CONFIDENTIAL? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>STAFF ONLY</b>	DATE RECEIVED	
	INSPECTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	INSPECTION DATE
	LETTER SENT <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE LETTER SENT
	FOLLOW-UP ACTION	
<p><b>NOTE:</b> By submitting this form, you are attesting to the validity of this complaint and acknowledge your willingness to appear in court as a witness against the alleged violator of the Strasburg Town Code. Please be advised that you may be contacted to verify the information contained in this form. If you wish to keep your name confidential with respect to requests from the public for release of information in accordance with the Freedom of Information Act (FOIA), please check the appropriate box above. Mail, email, fax, or hand-deliver the completed form to the Economic Development and Planning Department at the address listed at the top of this page.</p>		
<hr style="width: 80%; margin: 0 auto;"/> Print Name of Complainant		<hr style="width: 80%; margin: 0 auto;"/> Signature of Complainant