



MATAMORAS BOROUGH
CODE ENFORCEMENT
10 AVE I, SUITE 1
MATAMORAS, PA 18336
570-491-2771

MATAMORAS BOROUGH COMPLAINT FORM

COMPLAINT POLICY: THE BOROUGH IS COMMITTED TO ENFORCE ALL OF THE BOROUGH CODES. COMPLAINTS TO BOROUGH OFFICIALS CAN HAVE SERIOUS AND POSSIBLY UNINTENDED CONSEQUENCES. PLEASE CONSIDER CAREFULLY BEFORE REGISTERING COMPLAINTS AGAINST FELLOW MEMBERS OF YOUR COMMUNITY. IF THE INFORMATION ON THIS FORM IS NOT PRINTED LEGIBLE, THE COMPLAINT WILL NOT BE ACCEPTED. IN ORDER TO ASSIST THE ZONING AND CODE OFFICIAL(S) IN ENFORCEMENT WE REQUIRE COMPLAINTS TO BE REGISTERED ON THIS FORM. PLEASE PROVIDE AS MUCH INFORMATION REGARDING THE COMPLAINT ALONG WITH PHOTOGRAPHS. THE MORE INFORMATION YOU CAN PROVIDE THE BETTER YOU CAN ASSIST OUR OFFICIALS WITH THEIR INVESTIGATION OF YOUR COMPLAINT. PLEASE FEEL FREE TO USE THE BACK OF THIS FORM FOR ADDITIONAL SPACE.

Please identify the subject of the complaint by:

Name: _____

Address: _____

Describe the complaint in detail and what ordinance and section you feel is being violated: { the Borough Code can be found on our website or a copy can be reviewed or purchased from the Borough office}. Please review the Borough Codes prior to filing a complaint. Complaints will be acted upon within 30 days from date of filing. Additional time may be needed due to the nature of the complaint.

Article: _____ Section: _____

Describe: _____

In order to facilitate any investigation or any subsequent action, we require that the complainant provide their contact information. Complaints may result in proceedings that require witness testimony before the Zoning Hearing Board, the Building Hearing Board, and/or the Pennsylvania Courts. Anyone filing a complaint must understand the possibility of being a witness and may be subpoenaed to testify in any proceedings. Complaints registered without contact information will not be processed. A complaint that results in an investigation is not subject to a Right to Know request. Copies of this complaint will only be released upon receipt of a subpoena or a court order.

Complainant's Name: _____ Phone #: _____

Address: _____ City, State & Zip: _____

By signing below, I understand the consequences of my actions if I choose to file a complaint as outlined above. I also permit any Matamoras Borough Officials access to my property to investigate any complaints that may be on neighboring properties to assist with their investigation.

Signature: _____ Date: _____

OFFICE USE ONLY

Rec'vd By: _____ **Rec'vd Date:** _____