

WAYNE TOWNSHIP

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Corry, Pa. 16407

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POLICY & INSTRUCTIONS

NUISANCE COMPLAINT FORM

- I. The PURPOSE of the Complaint Form is to properly record and track complaints relative to violations of the adopted **Nuisance Ordinances** of Wayne Township.
- II The PROCEDURE in Wayne Township when dealing with nuisance complaints shall be as follows:
 - A. All complaints of alleged nuisance violations are to be referred to the Wayne Township secretary for proper recording of the complaint. The person making the complaint shall identify themselves by providing their name, mailing address and phone number to the secretary. Should the caller or visitor fail to identify themselves as a Wayne Township resident, the secretary shall proceed no further with the complaint other than to record the visit or phone call as stated above.
 - B. Upon proper identification by the complainant, a Nuisance Complaint Form shall be provided to the complainant via mail, fax or in person. Complainants shall be notified that alleged violations will be investigated only upon receipt of a **signed** complaint form.
 - C. The form is to be filled out, SIGNED and returned to the Township Office. **By signing this complaint, the complainant agrees to being a witness at a Criminal Hearing in front of the District Judge, should the complaint proceed to that point in the legal process. The Complainant will be subpoenaed if necessary by the Magisterial District Court. Unsigned complaints will not be acted upon.**
 - D. In order to gather a complete history of a formal complaint, any and all information/inquiries, received by the staff or Supervisors regarding a formal complaint, shall be referred/forwarded to the Township Secretary. **All complaint information is to remain confidential until a hearing before the District Judge.**
 - E. An investigation of the complaint shall be made, by a designated representative of Wayne Township. The Township will then make a determination of action upon the complaint as presented.
 - F. In cases where a violation is found; an enforcement proceeding will commence, or in cases where there is no violation, that determination will be noted and no further action will be taken.
 - G. Wayne Township's concern is with the enforcement of the Nuisance Ordinance, and the Township will not proceed unless it believes there is a reasonable basis for enforcement proceeding.