



# VILLAGE OF ROTHBURY

## ORDINANCE & ZONING COMPLAINT FORM

7804 South Michigan Ave, Rothbury, MI 49452  
Phone: (231) 894-2385 | Fax: (231) 893-4454  
clerk@villageofrothbury.com

Please complete all sections and submit to the Village Zoning Administrator by mail, in person, or email. Incomplete forms may delay processing. The Village will acknowledge receipt within 5 business days.  
FOIA Notice: Complaint forms may be subject to public disclosure under Michigan's Freedom of Information Act.

### SECTION A — COMPLAINANT INFORMATION

Name: \_\_\_\_\_ Date of Complaint: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Note: Anonymous complaints may be submitted; however, providing contact information allows the Village to follow up with you.

### SECTION B — PROPERTY INFORMATION

1. Name of property owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owner mailing address: \_\_\_\_\_ Email: \_\_\_\_\_  
2. Address of property in violation (if different from owner):  
\_\_\_\_\_  
3. Occupant name & phone (if different from owner):  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### SECTION C — VIOLATION DETAILS

4. Type of violation (check all that apply):  
 Junk / Debris  Tall Grass / Weeds  Abandoned Vehicle  Illegal Structure  Zoning Use Violation  Noise / Nuisance  
 Sign Violation  Other: \_\_\_\_\_  
5. Specific section(s) of the Rothbury zoning ordinance being violated:  
\_\_\_\_\_  
6. Describe the violation in detail (dates observed, frequency, relevant details — attach separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
7. How long has this violation been occurring? \_\_\_\_\_  
Have you spoken to the property owner?  Yes  No  
If yes, Date: \_\_\_\_\_  
Supporting documentation attached:  Photos  Letters / Notices  Other  None

### SECTION D — CERTIFICATION & SIGNATURE

I certify that the information provided in this complaint is true and accurate to the best of my knowledge. I understand that filing a false complaint may result in legal consequences.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Complainant Signature: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Inspected: \_\_\_\_\_ Inspector: \_\_\_\_\_  
Action Taken: \_\_\_\_\_ Date Closed: \_\_\_\_\_ Resolution: \_\_\_\_\_