



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: _____