City of Point Pleasant

400 Viand Street
Point Pleasant, West Virginia 25550

Phone
304 675-2360
Fax
304 674-8005

Complaint Report

Use this form to report any problem or complaint to the City Officials

Form # COPP-Complaint-2005.09.01		**Date**	

Complainants Information

NAME				
Address 1				
Address 2				
City, State, Zip				
Phone	**Day Time**	Home		

Property Owner Information

NAME				
Lot Number and Legal Description of location				
Address 1				
Address 2				
City, State, Zip				
Phone	Day Time	Home		

Details of the Incident

Be Specific as to what the complaint, problem or violation entails; and the reason why.

Copies of drawings or photos should accompany this report, if needed to properly explain the problem.

Use additional paper if necessary to adequately describe the problem

Submitted By	PRINT	SIGNATURE

For The City of Point Pleasant Use Only

Received By	Print	Signature	Title	Date

Unfounded		Corrected		Other		DATE

Reasons, Comments, Remarks and Conditions are noted on the reverse side of this form.