



## Town of Sanbornton Inquiry/Complaint Form

Complainant: (Please Type or Print) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What is this inquiry/complaint regarding? Please check all that apply and fill in the appropriate information:

☐ Department \_\_\_\_\_

☐ Employee \_\_\_\_\_

☐ Town Service \_\_\_\_\_

☐ Board, Committee or Commission \_\_\_\_\_

☐ Code or Zoning Enforcement – If this is a Code Enforcement or Zoning Violation, please provide the address or Tax Map/Lot \_\_\_\_\_

When and where did the action or activity leading to this complaint take place? \_\_\_\_\_

Please describe your complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(If more space is needed; please attach additional pages as necessary)*

For Code or Zoning Violations; can the alleged violation be seen from the public right of way? \_\_\_\_\_

\_\_\_\_\_

### For Office Use Only

Complaint Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint Referred To: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### Instructions:

- Please fill the form out as completely as possible; taking note that the Town of Sanbornton does not investigate anonymous complaints.
- This form can be printed or downloaded from the Town's Website; or obtained at the Town Office at 573 Sanborn Road, Sanbornton, NH 03269.
- Once completed, this form can be sent to the appropriate Town Department or sent to the Town Administrator by mail; PO Box 124, Sanbornton, NH 03269 or by email to, [townadministrator@sanborntonnh.org](mailto:townadministrator@sanborntonnh.org)
- If you have any questions or need assistance, please contact the Town Administrator by email or by phone at 603.729.8090