



**City of Van Meter
Citizen Complaint Form**

Please complete this form and submit to the City Clerk's Office of the City of Van Meter located at 310 Mill Street – PO BOX 160, Van Meter, IA 50261 or info@vanmeteria.gov so that the City of Van Meter can investigate your complaint.

Complaint Information:

Date of Alleged Violation _____

Name of Alleged Violator _____

Address / Location of Alleged Violation _____

Description of Alleged Violation _____

Complainant's Information:

Name _____

Address _____ City _____ State _____

Cell Phone _____ Email Address _____

Should a citation or abatement notice be issued, you may be required to testify to the above complaint in the Court of Law, do you agree to testify? ____ YES ____ NO

Should further information be requested by the City Council of the City of Van Meter, do you agree to attend the requested City Council Meeting? ____ YES ____ NO

If you select "NO" to either of the above questions, it is possible that the City of Van Meter may take no action on your complaint.

Complainant's Printed Name

Date

Signature

All complaints must be signed and dated to be considered valid.



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FOR CITY USE ONLY:

Received by: _____ Date _____

Copied to: _____ Date _____

Add'l Copied to: _____ Date _____

Code Identification: _____ Date _____

Violation Founded: _____ YES _____ NO

Comments:

If Applicable:

Length of time allowed to correct the violation: _____

Date to re-check: _____

City Official Signature: _____

Date: _____

CC: City Administrator / Police Chief / Fire Chief / Public Works