

Request for Enforcement Instructions

1. When you fill out a Request for Enforcement form you are filing a formal written complaint.
2. Read carefully and ***completely*** fill out the Request for Enforcement form.
3. Sign the Request for Enforcement form with an ***original signature*** (copies not accepted).
4. Forward the ***original form*** to the Building Official via mail or drop off at the Inspection Department.

Please Note:

Request for Enforcement forms that are incomplete will be treated as anonymous complaints.

Complaints that are phoned in to the Inspection Department will be treated as anonymous complaints.

Anonymous complaints will be investigated at the Building Official's discretion. The complainant will not receive a response from the Inspection Department of its findings/actions.

For all complaints that are filed with a complete Request for Enforcement form, the complainant will receive a written response from the Inspection Department of its findings/actions. This response can be appealed to the appropriate board.



Town of Rowley
Inspection Department
Request for Zoning Enforcement

To: Zoning Enforcement Officer

Date: _____

I believe that the **Zoning By-law(s)** are being violated because:

(Use additional sheets if needed. Include photos or other documents if available)

Address of Alleged Violation: _____

Name of Property Owner: _____

I am basing my allegations on the above facts, and understand that I am the complainant. Pursuant to the above allegations I am requesting an investigation and enforcement, if applicable.

I am certifying under the pains and penalties of perjury that the information is true and correct.

Complainant Original Signature: _____

The following information is required. Failure to provide your name, address and telephone number will result in the Zoning Enforcement Officer to process the complaint at his/her discretion.

(Please Print)

Name: _____ Daytime Phone: _____

Address: _____ Email Address (optional): _____

For Department Use Only

Date of Response: _____ By: _____

Notes: _____

