

Arthur Township Complaint Policy

All complaints have to be signed and filed with the Arthur Township Clerk to be acted upon.

Verbal complaints and complaints made by a person who is not a resident (full or part-time) of Arthur Township, will be acted upon only if there is a health, welfare or safety concern.

Any and all complaints having to do with Zoning or Building issues, taken by a member of the Town Board, the ZA or the Building Official will be turned over to and documented by the Clerk. The Clerk will document these complaints with the name of the person making the complaint, the date and a short description of the complaint. This document will be confidential.

Complaints from another Government entity must be on their letterhead and signed by a department supervisor.

The Zoning Administrator will be shown a copy of the original signed complaint and given a copy with the name of the person filing the complaint blacked out. This copy will be for the ZA's investigation file. The ZA will then have five ZA working days to verify the zoning violation.

If the ZA establishes there is a violation, the ZA will assign a complaint file number. A certified letter with return receipt will be sent to the property owner. A copy of all correspondence and any other pertinent information will be kept in the file. The ZA will give the violator 90 days to comply with Arthur Township ordinances.

If the property is not in compliance within 120 days, the ZA will give the complaint to the Board of Supervisors for action. Any complaint given to the Board will be under the file number only along with recommendations for action.

The ZA will give a monthly report to the Board of Supervisors at the last board meeting of every month.