



CITY OF SULLY
318 6th Avenue PO Box 247
Phone: 641-594-3493, Fax: 641-594-2978
Email: sullycty@netins.net

CITIZEN COMPLAINT FORM

Please complete the following information so that the City can investigate your complaint. If the City finds that your complaint is appropriate the information on this form will be used to properly fill out the abatement notice. The abatement notice will be sent to the property owner upon which the nuisance is located. Please print clearly.

NAME: _____ DATE: _____

ADDRESS: _____ PHONE #: _____

ADDRESS OF COMPLAINT: _____

If requested, will you attend a City Council meeting to explain your complaint? YES _____ NO _____

Nature of Complaint: (include the date, time, address and facts of your complaint)

Explain how you feel the complaint should be resolved: _____

Should a simple notice not suffice and a citation is issued, you may be required to testify to the above complaint in a Court of Law. Do you agree to so testify? YES _____ NO _____ (if you check No it is possible that the City will not take any action on your complaint.)

SIGNATURE: _____ **DATE:** _____

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

CITY OFFICE USE ONLY:

Received By: _____ Date: _____

Referred To: _____ Date: _____

CITIZEN COMPLAINT INVESTIGATION FOLLOW-UP

Employee/Department Handling Investigation: _____

Is Complaint Valid

- Yes
- No
- Legal Recommendation Needed

Remarks: _____

Other:

- Photographs Taken
- Prior Complaints on Record
- Other _____

Action(s) Taken

- Letter to Violator
- Municipal Infraction Filed
- Abatement Proceeding Started
- Mediation Recommend
- No Action Taken

Nuisance Abatement Timeline:

- Complaint Received _____
- Law Enforcement Investigation Deadline Given _____
- City Office Letter Mailed to Violator _____
- 10 Day Follow-up _____
- Notice to Abate Mailed _____
- Violation Taken Care of _____
- Violation Cleared by City Office _____
- Municipal Infraction Filed _____
- Sent to City Attorney for Prosecution _____

Comments: _____

Follow-up with Citizen: YES _____ NO _____ Method of Follow-up: _____