



222 Main Ave West. Frazee, MN 56544 | Office: 218-334-4991 | Website: www.frazeecity.com

CODE COMPLAINT FORM

Code complaints must be filed in writing. To register a complaint, please fill out this form in its entirety and submit the completed form to City Hall.

Address of Complaint: _____

Check the area in which this complaint concerns:

- | | |
|---|---|
| <input type="checkbox"/> Abandoned Vehicle | <input type="checkbox"/> Noise |
| <input type="checkbox"/> Dog Nuisance | <input type="checkbox"/> Weeds / Yard |
| <input type="checkbox"/> Junk / Refuse / Debris | <input type="checkbox"/> Zoning |
| | <input type="checkbox"/> Other (please explain below) |

Please describe complaint or concern in more detail below. Use detailed examples: “junk car in yard,” or “tall grass/weeds.” Do not include opinions: “looks bad,” or “needs to be condemned.”

Complainant’s Printed Name: _____ Phone: _____

Complainant’s Address: _____

Signature of Complainant: _____ Date: _____

For Office Use Only - PLEASE RETURN COMPLETED FORM TO CITY HALL

Date Received _____

Date Complaint Reviewed/Inspected _____

ACTION TAKEN

Comments: _____

Conditions Set: _____

Completed By: _____ Date: _____



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CITY OF FRAZEE CODE COMPLAINT PROCEDURE

When a citizen has a complaint they want to register, they must file the complaint in writing, on the form provided by the City. The form shall be brought into City Hall or can be mailed.

There is an on-line version that may be submitted.

This form will then be reviewed and forwarded to the proper department and a determination will be made for what, if any, action need be taken. Upon completion of any action, the complainant will be notified of action taken.

Persons refusing to file a signed complaint will have their complaint heard, but no action may be taken.