



Village of Galena ♦ 109 Harrison Street, PO Box 386, Galena, Ohio 43021 ♦ 740-965-2484

Property Maintenance Zoning Complaint

>>> Please Print Legibly <<<

INSTRUCTIONS: To initiate an investigation, completely fill out this form, sign and date it, and submit to the Village code compliance office at the address listed above.

NOTE: Incomplete or unsigned complaints will not be processed.

Person making this report

Name of Complainant: _____ Date: _____

Address of Complainant: _____

Phone: _____ Email: _____

Address of the property in this complaint: _____

Occupant of the property in this complaint: _____

Date problem was first noticed: _____

Is anyone in danger? _____

Nature of the complaint (be specific): _____

Requested action: _____

NOTE: | If this matter should go to court, you may be subpoenaed to testify as a witness.
This document is a public record and subject to public records laws of the State of Ohio.

Complainant's Signature: _____ Date: _____

For Office Use Only

Approved for site inspection by: _____

Date inspected: _____

Inspected by: _____

If violation found, describe and cite zoning resolution and/or property maintenance section:

Inspector's action taken: _____

Date of action: _____

Response of owner or occupant, if any: _____

Other notes: _____

Date of compliance: _____ **Date sent to prosecutor:** _____