Dear Inspector of Buildings:

This is a formal request for enforcement of an alleged violation of the Town of West Newbury’s Zoning By-Law.

Property address of the alleged violation(s): ____________________________________________

Property owners name(s): __________________________________________________________

Property owner’s mailing address: ___________________________________________________

Date(s) of alleged violation: _________________________________________________________

Nature and details of alleged violation(s):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Town of West Newbury Zoning By-Law Article(s) and Section(s) you feel are being violated:

  Article # _______________________
  Section # _______________________

Name of Complainant: ________________________________________________________________

Mailing Address: ___________________________________________________________________

Local address if different from above: _________________________________________________

Best method of communication:  □ Email address: _______________________________________
   □ Phone: _____________________________________________________________________

All fields are required to be completed. Once this complaint form is signed and submitted to the Inspector of Buildings it becomes a public record and is accessible for public view.

I believe the above facts to be true, and I understand that if it becomes necessary for the Town of West Newbury to institute legal action in the courts I will agree to testify on behalf of the Town of West Newbury.

Signature of complainant ___________________________  Date _____________

After completing this form it can be scanned and emailed to jvigneault@wnewbury.org