PEQUEA TOWNSHIP

1028 Millwood Road | Willow Street PA 17584 | P (717) 464-2322 | F (717) 464-4098 | office@pequeatwp.org

COMPLAINT FORM

(Please type or print in ink legibly)

To ensure prompt inspection services, please complete the information as accurately as possible.

_____

Property Address of Complaint

Type of Violation: (Check all that apply)

- ☐ Sewage Complaint
- ☐ Zoning Complaint
- ☐ Structural Complaint
- ☐ Plumbing/Electrical Complaint
- ☐ Trash/Garbage/Refuse/Junk
- ☐ Unregistered/Uninspected Vehicle
- ☐ High Grass/Weeds Complaint
- ☐ Other _____

Nature of Complaint:

_____

_____

THE FOLLOWING INFORMATION CAN NOT BE DIVULGED UNLESS BY COURT ORDER IN ACCORDANCE WITH STATE LAW.

Complainant Information: (this information is necessary in case of a discrepancy in above information)

_____ _____

Complainant Name **Complainant Phone Number**

_____

Complainant Address

NOTE: All of the above information must be completed to accurately respond to the complaint.

Submission of a false statement to a public official, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes Code, constitutes a misdemeanor of the third degree offense, punishable by a fine and imprisonment of not more than one year.

Can we contact you to appear in court for the violations noted? ☐ Yes ☐ No

_____ _____

Signature of Complainant **Date**

Please submit this form to the Pequea Township Municipal Office via the following:

1. Hand Delivery 2. Fax: (717) 464-4098 3. Email: office@pequeatwp.org

Property Maintenance Code Complaint Process

Once you have submitted your complaint, the code enforcement officer will visit the property to inspect for the violations noted on the complaint form.

Once the code enforcement officer has inspected the property, one of two actions will take place:

1) The code officer may issue a notice to correct the noted violations. The notice in accordance with law must be mailed to the property owner or agent or served by personal service. Contained in the notice is a prescribed number of days in which the owner or agent must correct the violations. Should the owner fail to correct the violations in the prescribed time, a non-traffic citation is issued.

2) The code officer may issue an immediate fine (Quick Ticket). This may occur if the owner previously was issued a warning and/or notice of violation and failed to comply and the violation is related to high grass and weeds, sanitation or snow removal and the violation is of an extreme nature.

Once a citation(s) has been issued, it is sent to the Magisterial District Judge for processing. The District Judge then notifies the owner or agent by certified mail with a prescribed time. The defendant may either pay the fine or request a hearing. Often times, a defendant may simply pay the fine but not correct the violations. In this case, the Township's only recourse is to issue additional citations. Should the owner or agent fail to pay or request a hearing, a warrant is issued for the arrest of the defendant.

In either scenario as described above, it may take days, weeks or longer to achieve compliance depending on the cooperation of the property owner or agent as well as the manner in which a citation(s) is adjudicated by the District Judge.

It is your right as a citizen to appear before the Magisterial District Judge for any hearing to support actions taken pursuant to your complaint.

It is important when filing a complaint on a property with the Zoning Officer/Code Enforcement Officer that you check the box stating that you are willing to appear for any court hearing to support your complaint. When doing so, the inspecting officer will request that you be subpoenaed for any hearing that may be requested by the defendant.