



# TOWN OF KITTERY, MAINE

200 Rogers Road – Kittery, ME 03904

[www.kitteryme.gov](http://www.kitteryme.gov)

Received

## COMPLAINT FORM

Complaint No.: \_\_\_\_\_ -- \_\_\_\_\_

### SECTION 1

#### TYPE OF COMPLAINT: check type(s) of complaints

- |  |   |
|--|---|
| <input type="checkbox"/> Work w/o Permit         | <input type="checkbox"/> Wetland Disturbance            |
| <input type="checkbox"/> Failed Septic System    | <input type="checkbox"/> Setback Violation              |
| <input type="checkbox"/> Sign Violation          | <input type="checkbox"/> Shoreland Vegetation Removal   |
| <input type="checkbox"/> Junkyard                | <input type="checkbox"/> Property Maintenance Violation |
| <input type="checkbox"/> Illegal Dwelling        | <input type="checkbox"/> Other: _____                   |
| <input type="checkbox"/> Unpermitted Land Use    | _____   |
| <input type="checkbox"/> Building Code Violation | _____   |

Space for additional remarks is available on the back of this page.

### SECTION 2

Location of Complaint: \_\_\_\_\_

Property Owner (if known): \_\_\_\_\_

### SECTION 3 (May be left blank for anonymous complaint)

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_ Other Contact: \_\_\_\_\_

#### \*\*\*OFFICE USE ONLY\*\*\*

Date of Site Inspection: \_\_\_\_\_ Date of Contact w/Alleged Violator: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ NO VIOLATION ☐ VIOLATION FOUND AND RESOLVED ☐ ENFORCEMENT/FOLLOW-UP REQ'D

### How to File a Complaint

The Code Enforcement office is responsible for responding to land use and building code complaints. To simplify and document this process the Code Enforcement Office developed the Complaint Form. In order to investigate, Sections 1 & 2 need to be completed to the greatest extent possible. If you would like us to follow up with you personally on the outcome, please provide your name and contact information. You can remain anonymous, but we will not be able to follow up with information on the outcome. Please be aware that information provided on this form becomes public information and is subject to the Maine Freedom of Access Act.

Once completed, you can submit the form by e-mail, posted mail, or it can be dropped off at the Land Department in the Town Hall.

E-mail address: [ceo@kitteryme.org](mailto:ceo@kitteryme.org)

Mailing address: 200 Rogers Road  
Kittery, ME 03904

Any questions? A Code Enforcement Officer can be reached at 207-475-1308 or 207-475-1305

Additional Remarks: