

# TOWN OF MILO, NEW YORK

Department of Buildings  
137 Main Street – Town Hall  
Penn Yan, New York 14527  
Telephone No.: (315) 531-8042  
Facsimile No.: (315) 536-9760  
Website: [www.townofmilo.com](http://www.townofmilo.com)

## COMPLAINT OF VIOLATION FORM

### Policy:

The Town of Milo, New York will consistently process complaints and manage enforcement actions in a manner that is fair to all involved parties. For this reason, we have created the following policy:

1. The Town's zoning regulations shall be enforced by the Department of Buildings and its duly authorized staff.
2. All zoning related complaints shall be made on this form, which is generated by the Department of Buildings.
3. The Department of Buildings will not investigate anonymous complaints. However, please understand that a complainant's information shall not be disclosed by the Town since disclosure of such information has been deemed an unwarranted invasion of personal privacy.
4. Zoning is not to be used as a means of furthering neighbor and/or civil disputes. In such cases, the staff shall advise the complainant to address the issue by private means.

### Complainant's information:

Name:

Address:

Telephone No.:  Email Address:

### Property information where the violation(s) exists:

Address:

Location of the violation(s) on the property:

Is the violation(s) visible from a public way (e.g., public road)?  Yes  No

### Description of the violation(s):

Please describe in your own words the condition or conditions that you believe are a violation. For example, tell us what your concern is and how long your concern existed.

### Affidavit:

The undersigned complainant states and affirms that the information provided in this document is true and correct under the penalty of perjury.

Signature:

Date of Signature: