



Borough of New Alexandria

207 W Main St | New Alexandria, PA | 15670 | P: 724-668-7671 | F: 724-668-5535

www.NewAlexPA.org

CODE ENFORCEMENT COMPLAINT FORM

Please use this form to report possible violations or concerns related to Code Enforcement, that you observe, inside the Borough of New Alexandria. Return this signed form to the Borough office.

Code Enforcement complaints are investigated upon receipt of a **signed complaint** alleging a code violation.

The person or persons filing the complaint shall understand that by signing and/or attesting to the information contained herein may be asked and/or summoned by subpoena to provide testimony in a court of law

ALL WRITTEN COMPLAINTS ARE NOT PUBLIC RECORD IN ACCORDANCE WITH THE RIGHT TO KNOW LAW P.S. §67.708.17(I)

Property Address:

Date and Time alleged Violation:

Alleged Violation

- Weeds, Grasses, Vegetative Materials (ex: grass exceeds 6" in height) – [Ordinance 163](#)
- Outdoor Burning (ex: burning on a non-burn day) – [Ordinance 153](#)
- Nuisance – [Ordinance 165](#)
- Construction – Building of a structure without a Land Use Permit
- Motor Vehicle – Non-Operable (flat tires, on jacks, lacking current inspection)
- Other – Please describe in detail below

Other or Additional Information on one of the above:

In the *absence of a signed complaint*, a concern will be acted upon at the discretion of the Code Enforcement Officer.

By my signature, I also permit the Code Enforcement Officer access to my property to investigate any complaints that may be on neighboring properties I further certify that this information is true and correct to the best of my knowledge and belief.

Name:

Address: Phone:

Complaint Signature: _____ Date:

STAFF USE ONLY	
DATE RECEIVED _____	ACTION DATE: _____
REF NUMBER _____	ACTION TAKEN: _____