



# RESIDENT COMPLAINT FORM

**Southampton Township  
Cumberland County  
200 Airport Road  
Shippensburg, PA 17257  
(717) 532-9646**

Southampton Township residents may file a complaint with the Board of Supervisors by completing this form. The Board aims to address the needs of residents, while adhering to the limits of authority as outlined in the Township's ordinances. You should attempt to resolve differences with your neighbors before submitting this form. The Township will not be involved in feuding neighbors. The Township will attempt to bring violators of ordinances into voluntary compliance prior to resorting to prosecution as provided by ordinance.

The Board reserves the right not to respond to verbal complaints. Complaints shall be filed by completing this form.

|  |   |      |
|--|---|------|
| <b>Name of Person Filing Complaint</b>   |   |      |
| Address:   |   |      |
| City:  | State:  | Zip: |
| Phone:   | Mobile:   |      |
| <b>IF THIS COMPLAINT IS AGAINST ANOTHER PARTY, PLEASE COMPLETE THE FOLLOWING</b>   |   |      |
| Name:  |   |      |
| Address:   |   |      |
| City:  | State:  | Zip: |
| Phone:   | Mobile:   |      |
| <b>NATURE OF COMPLAINT:</b>  | (attach additional sheet of paper if necessary) |      |
|  |   |      |
|  |   |      |
| Dates of Occurrence:   |   |      |
| List action steps you have taken to resolve the matter:  |   |      |
|  |   |      |
|  |   |      |
| If this situation is a violation of an ordinance and results in prosecution in a court of law, are you willing to testify in the case <input type="checkbox"/> Yes <input type="checkbox"/> No |   |      |

**Signature of Complainant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICIAL USE ONLY**

Complaint Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Does Complaint Violate an Ordinance? Yes  No  List Ordinance # \_\_\_\_\_

Action Taken or Required: \_\_\_\_\_

Violation # (if applicable): \_\_\_\_\_

Date Complaint Closed: \_\_\_\_\_ Enforcement Officer's Signature \_\_\_\_\_