



Community Planning & Development Department  
415 E. Stockbridge Avenue  
Kalamazoo, MI 49001  
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**FORMAL WRITTEN COMMENDATION OR COMPLAINT FORM**

This form is to be used to file a commendation or complaint regarding to conduct of Community Planning & Development Department staff. Complaints regarding property should be filed using a Service Request Form.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Are you a **property owner** or **tenant**? (Circle one.)

If tenant, name of landlord: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Name(s) of staff member(s) involved: \_\_\_\_\_

Describe your commendation of complaint as thoroughly as possible. Use back or additional sheets if necessary.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: All complaints will be reviewed by the supervisor and, if necessary the Code Administration Manager and/or Director of the Community Planning & Development Department. A written response will be provided.