

Joyfield Township Zoning Ordinance Enforcement Complaint Form

Please send this form to:
Betsy Evans
Joyfield Township Planning Commission
PO Box 256
Benzonia, MI 49616
joyfieldpc.betsy@gmail.com
(231) 383-2798

Complaint Description:

Property Address:

Date Submitted:

Complainant Name/Contact (required):

Staff use only below this line. Describe:

- Applicable ordinance section
- Determination of whether complaint is founded and how determination made
- Violation notice
 - a. Informal notice (optional)
 - b. Formal notice
 - 1. be in writing, certified mail, return receipt requested
 - 2. describe the property and the causes of ordinance violation
 - 3. specify the number of days in which the violation must be remedied after service of the notice
 - 4. describe any applicable responsibilities and rights of the recipient under this ordinance, including process and appeal
 - c. Posting notice
- Method/timeline/property owner contact
- Extension requested/granted
- Failure to correct
 - a. Municipal civil infraction
 - 1. 1st offense
 - 2. 2nd offense
 - 3. 3rd offense
- Conclusion

Staff Comments: