



# Village of Canastota

205 South Peterboro Street

Canastota, New York 13032

Telephone: (315) 697-8963 \* Fax: (315) 697-3619

E-Mail: [mikeadsit@canastota.com](mailto:mikeadsit@canastota.com)

Office of the  
Code Enforcement Officer & Fire Marshall  
Michael G. Adsit

## ZONING, BUILDING & PROPERTY MAINTENANCE COMPLAINT FORM

(THIS FORM CAN BE MAILED, FAXED OR E-MAILED)

*Please use this form to report any possible zoning, building, or property maintenance violations (s) you observed. Complaints will be investigated upon receipt of a signed, complete complaint alleging a violation of the zoning, building, or property maintenance laws or regulations.*

**Please note:** *In the absence of a signed complaint or a to completely filled-out the complaint form, the Code Enforcement Officer may or may not act on the concern. This department's strict policy is that all information associated with the complainant will remain confidential.*

Complaint Date: \_\_\_\_\_ 20\_\_\_\_

Name, address, phone number, and e-mail of the person registering the complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Location / Address of Complaint: \_\_\_\_\_

Description of Complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be completed by the Code Enforcement Officer:**

Date of Inspection: \_\_\_\_\_ 20\_\_\_\_ Tax ID Number \_\_\_\_\_

Reference Complaint Record: \_\_\_\_\_

Signature of the Code Enforcement Officer: \_\_\_\_\_