



# COMPLAINT FORM

200 NE Moe Street | Poulsbo, Washington 98370  
(360) 394-779-3901 | www.cityofpoulsbo.com

## Who may file a complaint?

Any citizen may file a complaint whenever they observe conditions, uses of a property, or structures that they suspect are improper. Knowledge of City Ordinances is not required, since staff will make this evaluation.

## How is a complaint filed?

For neighborhood issues, such as potholes, graffiti, sidewalk issues, and litter, please use "SeeClickFix" found here <https://cityofpoulsbo.com/see-click-fix/>. For all other concerns, submit this complaint form to the City Clerk's Office in person (3<sup>rd</sup> floor of City Hall), via email ([cityclerks@cityofpoulsbo.com](mailto:cityclerks@cityofpoulsbo.com)), or by mail (200 NE Moe Street, Poulsbo WA 98370). Life-threatening emergencies and *after-hours* noise complaints should be reported to 911.

## What happens once I've submitted my written complaint?

Except for issues where an immediate threat to health and safety exist, initial action on your complaint will normally begin within 2 or 3 days of receipt. Resolutions, however, can take weeks, months and sometimes longer depending on the complexity and legal ramifications involved.

NATURE OF COMPLAINT	
<input type="checkbox"/> Solid waste/garbage/debris	<input type="checkbox"/> Right-of-way obstruction (blocked sidewalk, etc.)
<input type="checkbox"/> Junk vehicles	<input type="checkbox"/> Timber harvest/tree cutting
<input type="checkbox"/> Substandard/illegal building	<input type="checkbox"/> Illegal signs
<input type="checkbox"/> Overgrown vegetation	<input type="checkbox"/> Work without proper permits
<input type="checkbox"/> Household animals/chickens	<input type="checkbox"/> Commercial business in residential zone
<input type="checkbox"/> Other:	
For neighborhood issues, such as potholes, graffiti, broken sidewalks, and litter, please use <a href="#">SeeClickFix</a> .	
PERSON INITIATING REQUEST (REQUIRED)	
Name (First and Last):	
Mailing Address:	
Email:	Phone:
If necessary, may we have permission to enter your property to view the subject violation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Under RCW 42.56.240(2), you as a complainant may indicate a desire that your identity not be disclosed upon an inquiry from the public. Please indicate your preference by checking the appropriate box below. If there is a public inquiry, and you have indicated that you desire nondisclosure, your identity will remain confidential to the extent permitted by the law. If this matter is filed as a case in court, your identity will be disclosed.	
<input type="checkbox"/> You may disclose my identity upon public inquiry regarding this complaint.	
<input type="checkbox"/> You may not disclose my identity upon public inquiries regarding this complaint, unless disclosure is required by law. (If this matter is filed as a case in court, your identity must be disclosed.)	
Signature:	Date:
COMPLAINT INFORMATION	
Address of Concern:	
If no address is available, provide a detailed description of the location:	

Name of Property Owner (if known):

Description of Complaint (describe the complaint in detail, including who, what, when, where and why. Please ensure that your narrative is clear enough to give a reader, with no prior knowledge of the situation, a complete understanding of the problem. Attach additional pages if necessary):

**STAFF USE ONLY**

Case #:

Date Received:

Received By:

Parcel Number:

Zoning:

Building Dept.    Planning Dept.    Engineering Dept.    Public Works    Police    Fire

