

Report of Property Maintenance Violation

City Hall

303 North River Street

Hot Springs, South Dakota 57747

Web: www.hs-sd.org | Phone: 605-745-3135 | Fax: 605-745-5180

In accordance with department policy property maintenance complaints shall be made in writing and contain the name(s) of alleged violator, name(s) of property owner (if different from alleged violator), contact information and specific allegations of wrong doing. All complaints must be signed and dated.

Type of Violation: (check all that apply)

Vehicle; On-Street Violation Vehicle; Off-Street Violation Junk/Junk Cars

Dangerous Building Illegal Construction Zoning Violation

Weeds and Grass over 8" high Noxious Weeds (identify) Trash/Garbage

Other : _____

Alleged Violator Information:

Name: _____ Daytime Phone: _____

Address: _____ Evening Phone: _____

City, State, Zip: _____

Property Owner Information (if different from Alleged Violator):

Name: _____ Daytime Phone: _____

Address: _____ Evening Phone: _____

City, State, Zip: _____

Complainant Information:

Name: _____ Daytime Phone: _____

Address: _____ Evening Phone: _____

City, State, Zip: _____

Complainant Signature: _____ **Date:** _____

Use the back of this form to specifically address your concerns. Additional pages may be attached. Dated photographs are encouraged.

OFFICE USE ONLY:

DATE RECEIVED: _____ **DATE OF INSPECTION:** _____

NAME OF COMPLAINANT CONTACT: _____

NAME OF RESPONDENT CONTACT: _____

ACTION TAKEN: _____

RESULTS: _____
