



**Biglerville Borough Council**  
**33 Musselman Avenue**  
**Biglerville, PA 17307**  
**PH: 717-677-9488 / FAX: 717-677-4027**  
**Email: office@biglerville.us / [www.biglerville.us](http://www.biglerville.us)**

## CODE ENFORCEMENT COMPLAINT FORM

Please use this form to report possible violations of the Borough of Biglerville or concerns related to a Code Enforcement issue you observe. Return this signed form to the Borough of Biglerville office.

Code Enforcement complaints are investigated upon receipt of a **signed complaint** alleging a code violation.

**COMPLAINTS FILED MAY RESULT IN PROCEEDINGSS THAT REQUIRE WITNESS TESTIMONY IF A HEARING IS NECESSARY. ANYONE FILING A COMPLAINT MUST UNDERSTAND THE POSSIBILITY OF BEING A WITNESS AND MAY BE SUBPOENAED, OTHERWISE COMPLAINTS WILL BE KEPT ANONYMOUS.**

Property Address for Complaint: \_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_ Time of Alleged Violation: \_\_\_\_\_

**ALLEGED VIOLATION:**

- Weeds, Grass, Vegetative Materials (i.e. Grass exceeds 8" in height)
- Outdoor Burning (i.e. open burning instead of in a burn barrel) – Ordinance # 7-101
- Forbidding Animals at Large – Ordinance # 2-101
- Construction - Building of a structure without a Land Use Permit
- Motor Vehicle – Non-Operable (i.e. inoperable, lacking current registration/inspection, safety/hazardous)  
 Ordinance # 5-102 subsection 303.8, 10-201, & 27-914
- Junk on property (i.e. furniture or junk on porch, junk laying in yard) – Ordinance # 5-102 & 10-201
- Other – Please describe in detail

Other or Additional information on one of the above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In the absence of a signed complaint, a concern will be acted upon at the discretion of the Code Enforcement Officer. **By signing below**, I understand the consequences of my actions if I choose to file a complaint as outlined above. I also permit any Code Enforcement Officer access to my property to investigate any complaints that may be on neighboring properties to assist with their investigation.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

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

**I further certify that this information is true and correct to the best of my knowledge and belief.**

**Please submit this form to the borough office, by email, fax or dropping off at the office. Thank you.**



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**Official Use Only:**

Date Received by Borough: \_\_\_\_\_

Who will handle complaint?  Code Enforcement Officer  Office

Does this need to go to Elected Officials?  Yes  No

Action taken by Borough: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Actin Taken: \_\_\_\_\_

Official or Employee's Name: \_\_\_\_\_

Official or Employee's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**By signing this complaint, you agree to testify in court on this subject matter if necessary.**