



**Community Planning & Development**

415 Stockbridge Avenue  
Kalamazoo, MI 49001  
Telephone: (269) 337-8026  
FAX: (269) 337-8513

**FORMAL WRITTEN COMMENDATION OR COMPLAINT FORM**

This form is to be used to file a commendation or complaint and pertains to how a situation was handled by Community Planning & Development staff. Complaints regarding property should be filed on a Service Request Form.

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DO YOU RENT:  OWN:   
IF RENT: NAME OF LANDLORD: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

NAME OF STAFF MEMBER(S) INVOLVED: \_\_\_\_\_

PLEASE DESCRIBE YOUR COMPLIMENT/COMPLAINT AS COMPLETELY AS POSSIBLE:

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

*(use back, or attach additional sheets if necessary)*

Note: All complaints will be reviewed by the supervisor and, if necessary, by the Director of Community Planning & Development, and a written response will be provided.