

WASHINGTON TOWNSHIP

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John J. Krause-Chairman / Eric T. Wolfe.-Vice-Chairman / Lynn A. Brown-Supervisor
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Washington Township Complaint Policy

A documented written complaint by a Township resident must be filed giving the name and address of the person or entity filing the complaint and must clearly state the name and address of the property and property owner alleged to be at issue. This complaint needs to be clear enough for the Township to evaluate it and consider action, as necessary. Photographs are encouraged to be submitted, but not required. Failure to clearly state the facts necessary to allow the Township to evaluate the complaint will delay the process. The document will be dated by the Township when it is received.

The Township will examine the complaint at the township meeting immediately following the filing of the complaint, if timely, and the Township may act immediately, or may defer it to their solicitor or engineer for consideration at the next township meeting regularly convened.

Based upon the complaint, attachments, and solicitor or engineer's review, as applicable, the Township may invite the resident to defend the alleged violation and offer the resident the opportunity to meet with a representative of the Township in an effort to resolve the complaint. This may result in a 30 to 60-day opportunity to correct any perceived concerns or violations. This allows 2 township meeting cycles to address the issue.

If no resolution is had after a meeting with the resident, or no meeting can be scheduled, the Township may then retain a third party to examine the subject property and determine the nature and extent of the concern or violation. Notice of the date and time of such inspection shall be given to the resident by certified and first-class mail.

Based on the report of the third party, the Township, at a regular meeting, will

1. Review the report for compliance
2. Allow reasonable additional time to secure if warranted.

Nothing contained in this process shall compel the Township to take any action in terms of assessing fines and penalties if the Township believes, after reasonable investigation, that the property owner is acting in good faith to bring the property or concern into compliance.

Any time frame stated in this policy may be extended by the Township, at its discretion and for any reason.