

## City of Hamilton

### Complaint Form and Instructions

- Anonymous (unsigned) complaints will be accepted but will not be investigated unless a clear public health or safety issue is presented which can be independently corroborated.
- As stated on the Official Complaint Form, once signed and filed with the City of Hamilton the form constitutes a public record under Montana Law that is generally open to public inspection. This means the complainant's name will be available for disclosure and may not be withheld. The complainant's personal information (street address and personal phone number) will be used for staff purposes only and will not be disclosed unless ordered by a court.
- Please fill out the form completely. Incomplete forms will not be accepted.
- Specific details and timelines are important, please include these in space provided. If additional space is needed, please do so on an additional 8 ½"x 11" paper and attach to complaint form. Please write legibly or type additional information.
- This Complaint Form can be used for but is not limited to Building Code and Zoning violations, weeds, junk vehicles, garbage, alley blockage, fences, improper storm water management, city park maintenance, floodplain regulations, trees in public right of way, sidewalk maintenance, and property nuisances.
- Please state on the form if you wish to be contacted about the result of the City's investigation or if you do NOT want to be contacted for any reason.
- Upon completing the form, please send or hand deliver to:  
  
City of Hamilton  
920 New York Ave.  
Hamilton, MT. 59840
- Please be patient, the City has a process for complaint investigation and resolution that must be followed. Some issues cannot be addressed immediately.



CITY OF HAMILTON
OFFICIAL COMPLAINT FORM

COMPLAINANT INFORMATION

Name: Please Print or Type Last First Middle Initial
Address:
City: State Zip
Phone: ( ) Email Address:

ALLEGED VIOLATION

Name: Phone: ( )
Address:
City: State Zip

ABOUT YOUR COMPLAINT

Nature of Complaint Junk Vehicle Weeds Signs Garbage Permit Water Other
Complaint

SIGNATURE

I declare, under penalty of perjury under the laws of the State of Montana, that the information contained in this complaint is true and accurate, and that any documents attached are true and accurate copies of the originals.
I understand that this official complaint form, once signed and filed with the City of Hamilton Public Works Department, constitutes a public record under Montana Law that is generally open to public inspection.

Signature Date

FOR CITY USE ONLY

Action Taken:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

City Employee Responding: \_\_\_\_\_

Called on: Sent Email/Letter on: Site Visit on:

FOR JUNK VEHICLE, GARBAGE & OTHER NUISANCE COMPLAINTS ONLY:

Reviewed by Police Chief or Designee on: \_\_\_\_\_

HPD Case Report No. (if applicable): \_\_\_\_\_