



LOWHILL TOWNSHIP

7000 Herber Road
New Tripoli, PA 18066
Phone: 610-298-2641

Lowhill Township Complaint Investigation Form

Please read carefully before filing your complaint:

When a complaint is filed with Lowhill Township by an individual, the Township strongly encourages that this person (the complainant) provides his or her name and residence information with the description of the perceived violation. This information is not public information and remains private throughout any investigation. Under Section 708 of the PA Right to Know Law (Act 3 of 2008), if a requester is seeking the name or copies of the complaint submitted to the Township or other correspondence between the complainant and the Township, this information is exempt from access and will not be provided. This type of information is exempt from public access under the Right to Know Law and the complainant's name and address will always remain confidential in this situation.

Depending on the nature of the code violation and case and/or whether a particular matter would go before the District Magistrate, the Lowhill township Zoning Hearing Board or the Lowhill Township Building Code Appeals Board, the complainant should be made aware of the fact that he/she may be called to testify as a victim and describe the problem or issues identified in the complaint. Although these situations are very rare, in this situation the complainant's identity is no longer confidential. Again, these cases are not common.

Request for Action / Complaint Investigation

Name of complainant: _____

Address: _____

Telephone: _____

Email: _____

This complaint involves the property of:

Name of property owner - (if known): _____

Address: _____

Relationship of the complainant's property to this subject property: _____

Description of Request for Action / Complaint Investigation – Please be as specific as possible, providing all necessary documents, addresses, names, facts and details that relate to your request. Please feel free to attach any additional items or use the back of this sheet.

Signature of Complainant: _____ Date: _____

For Township Use only:

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I acknowledge receipt of this request for complaint/action investigation from the person listed above.

Authorized Signature: _____ Title _____ Date: _____

Forwarded to the _____
