



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
27 Ponquogue Avenue, Hampton Bays, NY 11946
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www.southamptontownny.gov/codeenforcement

Richard Harris
Acting Town Code Compliance &
Emergency Management Administrator

Ricardo Larios
Town Investigator

Michael Chih
Code Enforcement Officer

COMPLAINT FORM

The Investigations & Enforcement Unit discovers many problems while on patrol, however, complaints provided by the public are invaluable in assisting us with finding many life and health safety problems, as well as other violations of the Southampton Town Code. All complaints are investigated, but additional information is always helpful. Please provide any documentation or photos you may wish to have reviewed. Provide as much information as you can to assist us in resolving this concern expeditiously. Please remember that an investigation does not mean that all problems will be resolved quickly. Due process must be followed. You may send this to the Investigations & Enforcement Unit by facsimile or mail at the above location.

VIOLATION ADDRESS: Street Number _____ Street Name _____
Hamlet _____
Closest Cross Street _____
Name of involved individual (a)/business (if known) _____

BRIEF DESCRIPTION OF COMPLAINT (e.g. people living in basement; excessive vehicles; litter) _____

WHAT IS THE BEST TIME OF DAY or DAY OF THE WEEK TO OBSERVE THE VIOLATION?

HAVE ANY PREVIOUS COMPLAINT MADE? UNKNOWN NO YES - DATE MADE _____

IS THE LOCATION OF THE COMPLAINT OCCUPIED BY THE OWNER? UNKNOWN NO YES

OWNER NAME (if known) _____
ADDRESS _____

I AFFIRM THAT ALL INFORMATION PROVIDED IN THIS COMPLAINT IS TRUE AND FACTUAL

_____/_____/_____
YOUR SIGNATURE / PRINT NAME / DATE

Request by Name _____
Telephone Number(s) _____
Address _____
E-mail address _____

Do you want to be contacted? Yes No