



# REQUEST FOR INVESTIGATION

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETEY

This form should be completed for all filings of complaints with the Town of Newbury. The person or persons filing the complaint shall understand that by signing and/or attesting to the information contained herein may be asked and/or summoned by subpoena to provide testimony. Accordingly, the Town of Newbury can only respond if the following information is provided accurately and completely. Please provide the complainant's complete address and contact information.

Complainant Information: Name \_\_\_\_\_ Telephone#: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_

Street or PO Box	Town/City	State	Zip Code

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SUBJECT OF THE COMPLAINT**

Property Owner Name (if known): \_\_\_\_\_

Address of Subject Property (if known): \_\_\_\_\_

Location of Subject Property. If address is NOT known, be as detailed as possible:

Relationship of the Complainant's Property to the Subject Property: \_\_\_\_\_

Description of Complaint. Be as detailed as possible. Use a separate sheet if necessary: \_\_\_\_\_

Can the alleged code violation be seen from the public right of way? ( ) Yes ( ) No

Is the town investigator permitted on your property to view and/or take photos of the alleged code violation?  
( ) Yes ( ) No

Send completed form to: Town of Newbury Attn: Code Enforcement Officer  
P.O. Box 296 Newbury, NH 03255

Town of Newbury, NH - Staff Use Only

Date Received:

Notes: \_\_\_\_\_  
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