MS4 Stormwater Complaint Report

Complaint Number: _____ **Date/Time Received:** _____

Type: Construction ☐ Post Construction ☐ Illicit Discharge ☐ Drainage ☐

Complaint Received By: _____

Complaint Lodged By:

Name: _____ Phone: _____

Address: _____

Location of Occurrence:

Address: _____

Name of Development: _____

Nature of Complaint: _____

_____

_____

Referred to:

Agency/Department: _____ Date/Time of Referral: _____

Representative: _____

Action Taken: Site Visit ☐ Letter ☐ Call ☐ Referral ☐ Stop Work ☐ Fine ☐

Action Results/Findings: _____

_____

_____

Follow Up Action Needed: Yes ☐ No ☐

If Yes, Describe: _____

_____

_____

Dates of Follow-up Action: _____ **Representative:**_____

_____ _____

_____ _____

Describe Follow-up Action and/or Resolution: _____

_____

_____

_____

_____

Signature of Representative Closing Case: _____

Note: This form should be used to document actions taken in response to complaints lodged by the public concerning stormwater problems. Upon resolution of a complaint, the final person to address the situation should sign off on the form. If an additional inquiry regarding the same issue is made after the case has been closed, it should be treated as a new complaint.