



TOWN OF HURLEY
BUILDING DEPARTMENT
(845)331-7474, x3 / (845)331-5502 (Fax)

COMPLAINT FORM

Date: _____

Your Name: _____

Your Address: _____

Phone: _____ Alternate phone: _____

Signature (required)*: _____

Information on property you have a complaint against:

Property Address: _____

Property Owner's Name: _____

Complaint: _____

Please complete form and return to:

Town of Hurley
Building Department
P.O. Box 569
Hurley, NY 12443



**TOWN OF HURLEY
Building Department**

COMPLAINT PROCEDURES

1. Verbal/phone complaints will not be accepted unless there is a substantial indication of an *imminent* threat to public health and safety.
2. Complaints that involve such issues as drainage, oil spills, septic systems, landlord/tenant disputes, trespassing and barking dogs are not handled by the Building Department.
3. Complaint review generally involves a search of the property records before a site visit is performed. If a site visit reveals conditions that warrant a full property inspection, the property owner will be notified that a scheduled inspection is required.
4. After a site visit or full property inspection is performed, research of all applicable regulations will be performed and a determination in writing will be rendered as to whether violations exist.
5. If violations exist, the property owners will be offered a reasonable amount of time to remedy the violations. They also have the right to appeal.
6. If the violations are not remedied and an appeal is not filed within the time limitations as prescribed by law, a formal Notice of Violation and Order to Remedy will be issued.
7. If the violations are not remedied by the date specified on the Order to Remedy, an appearance ticket for the Hurley Justice Court will be issued.