



## **BERKELEY COUNTY PLANNING COMMISSION**

400 West Stephen Street - Suite 203, Martinsburg, WV 25401-3838

Telephone: 304/264-1963, Fax: 304/262-3127

Web Page: [www.berkeleywv.org](http://www.berkeleywv.org)

### **COMPLAINT FORM**

I wish the Berkeley County Planning Commission to investigate a situation that I believe may be in violation of one or more of the following codes / regulations:

Subdivision Ordinance

Floodplain Ordinance

Description of Situation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suspected Violator: \_\_\_\_\_

Address (*mailing*): \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

In making this complaint, I understand that the matter may be discussed at a regularly scheduled meeting of the Berkeley County Planning Commission.

Name: \_\_\_\_\_

Address (*mailing*): \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If at all possible, please supply photographs of the situation and date them. Every reasonable attempt will be made to begin addressing the potential issue within 10 days of receipt of this complaint form.

Phone Numbers: Berkeley County Planning Commission: (304) 264-1963

\*\* Correspondence may also be sent via fax or mailing address listed above