



# RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

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## INCIDENT/COMPLAINT FORM

Date \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

**Nature of Incident/Complaint** (check all that apply)

- |                |             |                  |               |
|----------------|-------------|------------------|---------------|
| Ordinance      | Animal      | Snow Removal     | Taxes         |
| Mailbox Damage | Street Work | Village Employee | Noxious Weeds |
| Board Member   | Other _____ |                  |               |

Name Complaint is Against if Known \_\_\_\_\_

Address or Location \_\_\_\_\_

Date & Time Incident Occurred \_\_\_\_\_

Description of Incident/Complaint \_\_\_\_\_

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

Please return this form to the Ridgeway Village Clerk, Thank You



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**OFFICE USE ONLY:**

Complaint Taken by \_\_\_\_\_ Date \_\_\_\_\_

Referred to \_\_\_\_\_ Date \_\_\_\_\_

Initial Action Taken \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_ Spoke To \_\_\_\_\_

Address (if applicable) \_\_\_\_\_ Phone and/or Email \_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow-Up \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_ Spoke To \_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow-Up \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_ Spoke To \_\_\_\_\_

Details \_\_\_\_\_

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