

**Casco Township  
7104 71<sup>st</sup> Street  
South Haven MI 49090  
269-637-4441**

### **Complaint Process**

Be advised that this is a basic complaint procedure and does not necessarily pertain to all cases, violations, or circumstances of the potential violation. Some variables of complexity of a situation may warrant a different process. Noting the above, the process is as follows:

1. Complete the complaint form. Complaints are required to be put in writing. The form can be faxed, mailed or emailed to the Township Hall or faxed 269-673-9583, mailed MTS 111 Grand St Allegan MI 49010, emailed [mtsallegan@frontier.com](mailto:mtsallegan@frontier.com). Be advised that all records are subject to FOIA (Freedom of Information Act) regulations and will be provided to the general public if requested. Anonymous complaints will be investigated.
2. Within a reasonable time after the complaint is received, a site inspection will be performed to determine if the violation exists.
3. If the property is in violation a letter(s) will be sent following the procedure in the Ordinance(s). If not the complainant will be notified.

Complaints may be for zoning, blight, cars or similar issues.

Tasha Smalley  
Zoning Administrator  
Code Enforcement  
7104 71<sup>st</sup> Street  
South Haven MI 49090  
Tuesday's 10:30-12:30  
269-637-4441

MTS – Allegan  
111 Grand St  
Allegan MI 49010  
1-800-626-5964  
[mtsallegan@frontier.com](mailto:mtsallegan@frontier.com)

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## Complaint Form

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

Property of Complaint: \_\_\_\_\_

(address, or owner name, or parcel number, etc)

Alleged Violation(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Complainants Information

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

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Return form to:  
Tasha Smalley  
Zoning Administrator, Code Enforcement  
Mail: 7104 71<sup>st</sup> Street, South Haven MI 49090  
Email: [mtsallegan@frontier.com](mailto:mtsallegan@frontier.com)  
Phone: 1-800-626-5964