## INQUIRER INFORMATION (IF AVAILABLE) Phone: Fax: Address: \_\_\_ E-mail: City: \_\_\_\_\_ Zip \_\_\_\_\_ State: Anonymous Taken by \_\_\_\_\_ DESCRIPTION OF INQUIRY/COMPLAINT Location of Concern: \_\_\_\_\_\_ Map & Lot #: \_\_\_\_\_ Description: CASE ASSIGNMENT Date Assigned: \_\_\_\_\_ Fire/Code Enforcement \_\_\_\_\_ ☐ Investigate and take appropriate action ☐ Building Inspector \_\_\_\_\_ ☐ Investigate and recommend appropriate action Referred to: Health Officer Conservation Commission Please complete CASE RESOLUTION ACTION Fire Chief Police Chief Road Agent notes (below and on back) for each action taken Other \_\_\_\_ to resolve the issue and close the case. **CASE RESOLUTION NOTE - FIRST ACTION** Date of Action: \_\_\_\_\_ Describe Action: \_\_\_\_\_ Case Continued - to follow up in: 7 Days 14 Days 30 Days 60 Days 90 Days Other 00 Other Case Referred to: Planning Director Board of Selectmen Town Attorney Other Complaint Unfounded Case Closed - Date: Signature:

LAND USE INQUIRY/COMPLAINT DATE: \_\_ /\_\_ /\_\_ CASE #\_\_\_\_\_

	CASE RESOLUTION NOTE - SECOND ACTION
Date of Action:	Describe Action:
Case Continued - to for	ollow up in:        7 Days         14 Days         30 Days         60 Days         90 Days          Other
☐ Case Referred to: ☐	Planning Director
	sed - Date: Signature:
□ Case Clos	eu - Date Signature
	CASE RESOLUTION NOTE - THIRD ACTION
Date of Action:	Describe Action:
Case Continued - to for	ollow up in: ☐ 7 Days ☐ 14 Days ☐ 30 Days ☐ 60 Days ☐ 90 Days ☐ Other
☐ Case Referred to: ☐	Planning Director
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∐ Case Clos	sed - Date: Signature:
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Date of Action:	CASE RESOLUTION NOTE - FOURTH ACTION

In the event that resolution of an open case requires additional action notes, please attach another form and indicate the sequence of additional actions taken on the back. Please return completed forms to the Planning Department within 24 hours of taking an action step. Planning Dept. staff will send reminders of scheduled follow-up based on your notes.