

**CASE #** \_\_\_\_\_

☐ Complaint Unfounded      ☐ Case Closed - Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**CASE RESOLUTION NOTE - SECOND ACTION**

Date of Action: \_\_\_\_\_ Describe Action: \_\_\_\_\_  
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\_\_\_\_\_

☐ Case Continued - to follow up in: ☐ 7 Days ☐ 14 Days ☐ 30 Days ☐ 60 Days ☐ 90 Days ☐ Other \_\_\_\_\_

☐ Case Referred to: ☐ Planning Director ☐ Board of Selectmen ☐ Town Attorney ☐ Other \_\_\_\_\_

☐ Case Closed - Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**CASE RESOLUTION NOTE - THIRD ACTION**

Date of Action: \_\_\_\_\_ Describe Action: \_\_\_\_\_  
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☐ Case Continued - to follow up in: ☐ 7 Days ☐ 14 Days ☐ 30 Days ☐ 60 Days ☐ 90 Days ☐ Other \_\_\_\_\_

☐ Case Referred to: ☐ Planning Director ☐ Board of Selectmen ☐ Town Attorney ☐ Other \_\_\_\_\_

☐ Case Closed - Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**CASE RESOLUTION NOTE - FOURTH ACTION**

Date of Action: \_\_\_\_\_ Describe Action: \_\_\_\_\_  
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☐ Case Continued - to follow up in: ☐ 7 Days ☐ 14 Days ☐ 30 Days ☐ 60 Days ☐ 90 Days ☐ Other \_\_\_\_\_

☐ Case Referred to: ☐ Planning Director ☐ Board of Selectmen ☐ Town Attorney ☐ Other \_\_\_\_\_

☐ Case Closed - Date: \_\_\_\_\_ Signature: \_\_\_\_\_

***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.***