



ZONING COMPLAINT FORM

Request for investigation of possible Town Code violation

This document is public record under the North Carolina Public Records Act and may be disclosed to third parties.

Staff use only:

Violation Case #: _____ Date Received: _____ Received by: _____

Person Requesting Investigation

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Do you want to be contacted with the result of the investigation: Yes _____ No _____

Person Responsible for Alleged Violation

Address of alleged violation: _____
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Description of Alleged Violation

Submit this completed form to Planning and Inspections Department at permitting@kittyhawknc.gov or to the Kitty Hawk Town Hall at 101 Veteran's Memorial Drive, PO Box 549, Kitty Hawk NC, 27949. Please allow 7-10 business days for initial site visit. Violators are typically given 30 days to come into compliance, staff may work with them longer, when necessary, to correct a violation.



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FOR STAFF USE ONLY

Violation Case #: _____ Date Received: _____ Received By: _____
Results of Investigation: _____

Complainant Notified of Investigation Results: Yes _____ No _____

Date: _____

Notes: _____