



**DEVELOPMENT &  
COMMUNITY STANDARDS  
COMPLAINT FORM**

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 Fax: 403.885.4610  
 Email: [planning\\_development@blackfalds.com](mailto:planning_development@blackfalds.com)

**NOTE:** By submitting this form, you acknowledge that the details outlined on this form, and your personal information may be used in legal proceedings relative to the filed complaint. Anonymous complaints are not formal complaints and may be investigated at the discretion of the complaint investigator through the Development Officer.

**PART 1 – IDENTIFICATION (Complainant Information)**

Complainant Name (Your Information)	Telephone:
	Email Address:

Mailing and/or Civic (Street) Address:

**PART 2 – VIOLATION INFORMATION**

Civic (Street) Address of Violation:

**PART 3 – DESCRIPTION OF VIOLATION**

Please provide a description and/or drawing of the violation/issue:  
*(If more space is needed, please attach a separate piece of paper. If applicable, pictures can also be attached)*

Multiple empty rows for describing the violation.

**PART 4 – ADDITIONAL INFORMATION**

When did the violation/issue start (if known)?

Have you communicated with the owner or tenant about your concerns? (Check one)  YES  NO  
*If so, please provide details:*

Do you believe that this may be a public safety concern? (Check one)  YES  NO  
*If so, explain:*

Have you contacted other referral agencies? (Check one)  YES  NO  
*(i.e. Provincial Government, RCMP, etc.) If so, please list with applicable file number(s):*

**Declaration and Acknowledgement:** I, the undersigned, acknowledge that the details outlined in this form, including personal information, are true and correct and may be made available to the subject of the complaint through legal proceedings with the intent to correct the issue through remedial action.

**Signature of Complainant:****Date** (dd/mm/yy):**FOR OFFICE USE ONLY****PART 5 - PROPERTY CONTACT INFORMATION**

Property Contact Name:  Property Owner  
 Company Contact  
 Tenant

Mailing and or Civic (Street) Address: Telephone:  
 Fax:  
 Email:

**PART 6 – COMPLAINT ROUTING**

Complaint Tracking Number: Date Recieved (dd/mm/yy):

Development Officer Tasked: Date Resolved (dd/mm/yy):

Additonal Comments: