VILLAGE OF GRESHAM, NEBRASKA
CITIZEN COMPLAINT FORM

Return to: Village Clerk, 310 Elm Street, Gresham, NE 68367 | clerk@greshamne.gov

For emergencies or crimes in progress, call 911. This form is not monitored on an emergency basis. Routine service requests (streetlights, water or sewer service, street maintenance) may be made directly to the Village office without this form. Use one form per subject. Do not enter private property or confront others to gather information. Incomplete or unsigned forms may not be processed.

1. Complainant Information

Name:	Date:
Mailing Address:	
Phone:	Email:

2. Subject of Complaint

Address or location of concern:
Category (check one): [ ] Streets / alleys / sidewalks [ ] Water / sewer / utilities [ ] Nuisance / weeds / junk / vehicles [ ] Animals [ ] Zoning / building / permits [ ] Village employee or official [ ] Other: _____
Date(s) and time(s) observed:
Does this relate to a permit, application, or hearing now pending before the Village? [ ] Yes [ ] No [ ] Unsure

3. Description

Describe the condition or concern in specific, factual terms (what, where, when, and who, if known). Attach additional pages or photographs if needed.

4. Prior Reports

Have you previously reported this matter to the Village? [ ] No [ ] Yes
If yes, approximate date(s) and complaint number(s), if known: _____
If yes, describe any new facts or new occurrences since your last report:

5. Requested Action (optional)

6. Acknowledgment and Signature

By signing below, I acknowledge and understand that:

(a) The Village will review this complaint under its Citizen Complaint Policy, but is not required to respond to me, provide updates, report the outcome, or take any particular action.

(b) A complaint that repeats a matter already reviewed or pending may be closed without further review unless it presents new and material facts.

(c) This form does not entitle me to a hearing, and there is no appeal from the Village's disposition. I may address the Village Board during public comment.

(d) This form and any attachments are public records and may be disclosed as required by Nebraska law.

(e) This form is not a claim for damages against the Village under the Political Subdivisions Tort Claims Act.

(f) The Village may contact me for more information, and I may be asked to give a written statement or testify if enforcement results.

(g) I do not act on behalf of the Village and am not authorized to enter private property or take any action for the Village.

I certify that the information provided is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

(A typed name is acceptable for forms submitted by email.)

FOR VILLAGE USE ONLY

Complaint No.:	Date Received:	Received By:
Related/Prior Complaint No. or Pending Matter:		
Review Level: [ ] Clerk [ ] Chairperson [ ] Board		
Disposition: [ ] Administrative referral to: _____ [ ] Hazard referral (§ 6) [ ] Repetitive—closed (§ 10) [ ] Pending proceeding file (§ 3(f)) [ ] Attorney (§ 6(d)) [ ] Outside jurisdiction—referred to: _____ [ ] No action warranted [ ] Board action		
Date Closed:	Initials:	Conflict (§ 9): [ ] N/A [ ] Yes
Notes:		