



**Town of East Longmeadow**  
**Building Department**  
60 Center Square  
East Longmeadow, Massachusetts 01028

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**REQUEST FOR ENFORCEMENT**

To: Building Commissioner/  
Zoning Enforcement Officer

Date: \_\_\_\_\_

I believe that the Zoning By-law is being violated because (Use additional sheets if needed.  
Include photos or other documents if available):

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Address of Alleged Violation: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

I am basing my allegations on the above facts, and understand that as the complainant, I may be asked to participate with the Building Commissioner/ Zoning Enforcement Officer by appearing jointly with him/ her at court in the event the Building Commissioner/ Zoning Enforcement Officer is personally unable to verify my allegations, thereby requiring legal proceedings to enforce the regulation(s) cited above. Pursuant to the above allegations I am requesting an investigation and enforcement, if applicable.

*“Per M.G.L. 148A Section 2; Fine: Whoever, upon request of any local code enforcement officer, refuses to state his name and address, or if he states a false name and address or a name and address which is not his name and address in ordinary use, shall be punished by a fine of not more than \$200.”*

I am certifying under the pains and penalties of perjury that the information provided above is true and correct.

Complainant Original Signature: \_\_\_\_\_

**\*The following information is required.**

**\*Required fields not filled out will cause this form to be invalid.**

(Please Print)

\*Name: \_\_\_\_\_ \*Daytime Phone: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

**For Department use only:**

Date of Response: \_\_\_\_\_ By: \_\_\_\_\_

Notes: \_\_\_\_\_

## **Request For Enforcement Instructions**

1. When you fill out a Request for Enforcement you are filing a formal written complaint that is considered a public document.
2. Read carefully and completely fill out the Request for Enforcement form.
3. Sign the Request for Enforcement form with an original signature (copies not accepted).
4. Forward the original form to the Building Official via mail or drop off at the Municipal Building Department.

Please Note:

For all complaints that are filed with a complete Request for Enforcement form, the complainant will receive a written response from the Municipal Inspection Department of its findings/ actions. This response can be appealed to the appropriate board.

### **7.1 ENFORCEMENT OF THE ZONING BY-LAW**

*“If the Zoning Enforcement Officer finds no violation or prospective violation, any person aggrieved by the decision, or any officer or Board of the Town may within 30 days appeal to the Board of Appeals.”*