

**STARKE COUNTY PLANNING COMMISSION
53 EAST MOUND STREET
KNOX, IN. 46534
574-772-9133
FAX: 574-772-9178**

ADMINISTRATOR/BUILDING COMMISSIONER:
Bruce W. Williams
CLERK/SECRETARY
Pamla J. Starkey

Complaint Procedure:

Due to the increasing number of ordinances that call for the Starke County Planning and Zoning Administrator to investigate and in order to adequately investigate and follow up on all potential complaints that fall under the jurisdiction of the Starke County Planning Commission. The Starke County Planning Commission Board has approved and adopted the following complaint procedure.

- 1) All complaints must be in writing on the approved form and submitted to the Starke County Planning commission office. The approved form can be requested from the planning commission office or by visiting the county web site and downloading it at www.starkeco.org .
- 2) All complaints submitted must be signed by the complainant with his/her address and phone number.
- 3) It is the feeling of the board that all complaints must be taken seriously. In order to give each complaint its due process and to prevent undue burden on the Starke County Planning and Zoning administrator. No complaint will be addressed without item number 2 above being followed.
- 4) Signed complaints will be processed in a reasonable amount of time. Please keep in mind that at times it can take several months or even longer to resolve a complaint. No complaints are resolved overnight, and if the complaint ends up involving litigation it may take several years.
- 5) Why must a complaint be signed? The Starke County Planning Commission takes all complaints seriously; therefore, we would like the complainant to take them seriously as well. By having a complaint signed it validates the severity of the complaint. If it is worth the time for you to fill out and sign a complaint form it is worth our time to investigate said complaint.