



City of Lake Shore

Citizen Complaint Form

Complaint # _____

Notice under the Minnesota Government Data Practices Act: The City of Lake Shore collects your personal information on this form to help investigate the complaint and inform you of the results. The data from this form will be used by a City employee who will investigate the complaint on behalf of the City. You are not required to provide any personal information, including your phone number and address, but this may prevent the City from informing you of the results. Anonymous complaints will not be considered valid and action will not be taken. Your complaint and name is public data unless it concerns a violation of law relating to the use of real property or is otherwise protected by the Minnesota Data Practices Act.

____Property Owner

____Road & Maintenance Department

____City Hall/City Staff

____Police Department (please specify)

____Zoning/Land Use

____Other (please specify)

____Short-Term Rental**

***=required field**

***Name:** _____ **Email:** _____

Address: _____ **Phone #:** _____

Address of property in question: _____

***Please indicate your complaint or concern:** _____

***Signature of Complainant:** _____ ***Date:** _____

I understand the complaint and my name is public data unless it concerns a violation of law relating to the use of real property or is otherwise protected by the Minnesota Data Practices Act.

****Per Short-term Rental City Ordinance 47.5.3.1 – Any person who makes a false complaint regarding a short-term rental vacation rental is guilty of a misdemeanor.**

Office Use Only

Date Received: _____ **Received By:** _____

Action Taken: _____

Date Resolved: _____ **Date of Response to Complainant:** _____