



Honey Brook Township
P O Box 1281
500 Suplee Road
Honey Brook, PA 19344-1281

Phone: 610.273.3970
Fax: 610.273.3909
Email: info@honeybrooktwp.com

Report an Issue or Concern

Please type or print clearly. Return in person to the Township Administration Building at 500 Suplee Road, by e-mail to info@honeybrooktwp.com, by fax at 610.273.3970, or by mail to P.O. Box 1281, Honey Brook, PA 19341. All submissions are confidential.

Your Name: _____

Address: _____

Phone # Home _____ Cell _____

Email Address: _____

Do we have permission to enter your property to view the issue? Yes _____ No _____

This Section is for you to describe the Issue or Complaint – Be Concise and Complete

Address of the Issue / Complaint _____

If the Address is not known, describe the location:

Property Owner (if known) _____

Occupants of the Property (if known):

Describe the nature of the issue or complaint in detail (attach additional pages if needed):

Your Signature: _____ Date: _____

This Section is for Township Use Only

Received By: _____ Date: _____

Parcel Number: _____

Assigned To: _____ Date: _____

Inspection by: _____ Date: _____

Inspector's Observation:

Inspector's Action:

1. No Violation / Issue Observed _____ (If this is the case, proceed to Final Disposition below.)
2. Violation / Issue Observed _____ Choose one of the following two courses of action:
 - a. "Compliance Request Letter" was mailed at request of the Manager on (date) _____.
The letter allowed _____ days to correct; OR
 - b. The issue was discussed with _____
(Owner or occupant)
on (date) _____. Person agreed to come into compliance within _____ days.
3. If no response to (2) above, then—
NOV mailed to _____ Date: _____
with _____ days to correct.
4. Follow-up Inspection conducted on _____. The correction---
(circle one) was / was not completed.
5. If an NOV did not result in the requested correction then discuss possible citation issuance with the Township Manager. Follow-up action:

6. If Citation filed:
 - a. File #: _____
 - b. Default date: _____
 - c. Result: _____

Final Disposition: _____

Complainant Informed of Disposition on (date) _____ By: _____