



[www.masontwp.org](http://www.masontwp.org)

MASON  
TOWNSHIP

County of Cass \* Michigan

17049 U.S. 12, P.O. Box 386 Union, Michigan 49130 \* Phone: (269) 641-5923 \* Fax: (269) 641-5178

**Please Print or type.**

**\*\* Indicates required information.**

**Name: \*\***

**\*\*First:** \_\_\_\_\_ **Last:** \_\_\_\_\_

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

**\*\*Phone Number:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**\*\*E-Mail:** \_\_\_\_\_

**\*\* If necessary, may we have permission to enter YOUR property to view the alleged violation?**

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Address of the suspected violation:** \_\_\_\_\_

**If unknown, please furnish a detailed description of the property; (Side streets, roads, color, streets / roads east & west and attach photos if available.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property owner (If known):** \_\_\_\_\_

**Name of Occupants, if not the property owner:** \_\_\_\_\_

**\*\* Nature of complaint** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please understand, rectifying a violation takes time. There are several steps involved before an accusation can be made against the property owner. There are many things that have to be determined before sending a notification. The process is not simple. It can take from 5 to 15 days to respond. It can take weeks to investigate the laws involved. Then, the accused is entitled to 2 notices allowing 15 days for each to respond. Then certified mail is sent and then finally citation can be issued. Sometimes the owner of the property is in another state. So, you can see where to correct a violation it can take weeks, months, even a year to get corrected. Some of the violations have been ongoing for many years. We try our best to do what's best. Every complaint is taken to a conclusion.

When complete please return via US Mail, or E-Mail. Addresses are in the header above.

Respectfully,

LeRoy Krempec – Mason Township Zoning Administrator.