



CITY OF CHARLEVOIX  
210 STATE ST. CHARLEVOIX, MICH. 49720

## Complaints, Inquiries or Questions Form

Please use this form for general questions, inquiries about city services, and complaints. Please fill out the form completely, and then send the form to:

City Manager Office

Linda Weller

210 State Street

Charlevoix, MI 49720

or fax to 231-547-3617, or e-mail [mgr@cityofcharlevoix.org](mailto:mgr@cityofcharlevoix.org)

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

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

Please indicate where we can direct your inquiry:

**General/Don't know** \_\_\_\_\_  
City Manager \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Clerk \_\_\_\_\_  
Planning/Zoning \_\_\_\_\_

Recreation \_\_\_\_\_  
Street \_\_\_\_\_  
Water/Electric \_\_\_\_\_  
Police \_\_\_\_\_  
Fire/EMS \_\_\_\_\_

DDA \_\_\_\_\_  
Golf Course \_\_\_\_\_  
Marina \_\_\_\_\_  
Mt. McSauba \_\_\_\_\_  
Airport \_\_\_\_\_

Please describe your inquiry or complaint in the space provided below.

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

The City will address your issue within a reasonable timeframe. If you would like a follow-up contact, please indicate below.

YES I WANT A FOLLOW UP CALL

NO FOLLOW UP NECESSARY

### THIS SECTION FOR OFFICE USE ONLY

Resolution to  
problem/Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_