

**Town of Mashpee
Board of Selectmen**

Policy No: 28

Guidelines for Building and Zoning Complaints

It is the policy of the Board of Selectmen, in the event that a member of the Board of Selectmen wishes to make a complaint regarding building or zoning matters under the purview of the Building Inspector/Zoning Enforcement Officer, the following procedures shall be followed:

- All complaints shall be submitted in writing to the Town Manager.
- The Town Manager shall have all such complaints stamped as to date received and shall forward same to the Building Inspector/Zoning Enforcement Officer for review, providing a copy to all members of the Board of Selectmen.
- The Building Inspector shall investigate all such complaints and shall respond in writing, within fourteen (14) days of the receipt of such complaint, through the Town Manager, who shall forward said response to all members of the Board of Selectmen.
- The Building Inspector shall follow through on any action required to address said complaint.
- The Building Inspector is hereby directed to report to the Town Manager any complaint from a member of the Board of Selectmen which has not been submitted in conformance with these procedures. The Town Manager shall inform all members of the Board of Selectmen of any such complaint report to him/her.

***Adopted by the
Mashpee Board of Selectmen
July 10, 1995***

