

# Neighborhood Plan Contact Team Dispute Resolution Complaint Form

Please fill out this form completely and submit **within 45 days** following the occurrence of an alleged incident.

- 1) Today's Date is \_\_\_\_\_
- 2) Date of occurrence of incident \_\_\_\_\_
- 3) Complainant Name: \_\_\_\_\_
- 4) Complainant Address: \_\_\_\_\_
- 5) Complainant Email: \_\_\_\_\_
- 6) Complainant Phone Number: \_\_\_\_\_
- 7) **Neighborhood Plan Contact Team.** Please indicate the name of the Neighborhood Plan Contact Team about which you are filing a complaint:  
  
\_\_\_\_\_

*Select a NPCT Team from the Drop-down list*

- 8) **Eligibility.** Please indicate how you would be eligible to be a member of the Neighborhood Plan Contact Team selected under question 7 (based on the eligibility requirements of [Austin Land Development Code 25-1-805 \(B\)](#)). Choose as many as apply:

- I am a **property owner** within the Neighborhood Planning Area covered by the NPCT indicated above.
- I am a **residential renter** within the Neighborhood Planning Area covered by the NPCT indicated above.
- I am a **business owner** within the Neighborhood Planning Area covered by the NPCT indicated above.
- I am a **neighborhood organization member owning or renting property** within the Neighborhood Planning Area covered by the NPCT indicated above.

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- 9) **Complaint.** Please describe your complaint in the space below. Your description should provide a detailed explanation of the incident(s), and should clearly indicate how you feel the team has either a) violated [Austin Land Development Code Section 25-1-805](#), or b) violated the provisions of their [approved bylaws](#). (If needed, you may attach additional documentation.)

*Complaint Text Box*

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### **NEXT STEPS:**

Your complaint will be reviewed and the Director of Planning and Zoning or his designee may contact you with follow up questions related to the information you have provided. Within 14 days, the Director will let you know in writing whether or not additional investigation and/or dispute resolution are recommended based on the information you have provided.

If you have questions, or need to follow up on this complaint, you may e-mail the Planning and Zoning Department via [Contact\\_team\\_dispute\\_resolution@austintexas.gov](mailto:Contact_team_dispute_resolution@austintexas.gov) or by calling (512) 974-3531.

### **TO SUBMIT THIS COMPLAINT:**

Please provide all information requested and submit via:

**Mail:** Contact Team Dispute Resolution  
Planning and Zoning Department  
Attn: Debbie Valero  
P.O. Box 1088  
Austin, Texas 78767-1088

Or

**E-mail:** [Contact\\_team\\_dispute\\_resolution@austintexas.gov](mailto:Contact_team_dispute_resolution@austintexas.gov)