



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 or fax to 231-547-3617, or e-mail mgr@cityofcharlevoix.org
210 State Street
Charlevoix, MI 49720

Date: _____

Name: _____
Address: _____
Telephone: _____
E-Mail: _____

Please indicate where we can direct your inquiry:

General/Don't know _____	Recreation _____	DDA _____
City Manager _____	Street _____	Golf Course _____
Treasurer _____	Water/Electric _____	Marina _____
Clerk _____	Police _____	Mt. McSaubia _____
Planning/Zoning _____	Fire/EMS _____	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: _____