

CITIZEN COMPLAINT & REQUEST FORM

City of Great Falls | PO Box 5021 | Great Falls, MT 59403 | 406-771-1180 | <https://greatfallsmt.net>



INSTRUCTIONS: This form is designed to process, expedite, and track complaints or requests for City services. Requests will be processed in the order received unless it is an emergency. Please fill out the following to file a complaint or report a code violation. Mail forms to the address above ATTENTION: CITIZEN COMPLAINT/REQUEST or drop off at any City office.

VIOLATION LOCATION / PROPERTY OWNER INFORMATION

Street Address and/or Location: _____

Property Owner Name: _____ Phone: _____

NATURE OF COMPLAINT

TYPE OF COMPLAINT:

Trash/Litter
Weeds/Grass
Abandoned Vehicles
Domestic Animal
Noise
Snow Removal
ADA Compliance
Road/Traffic
Boulevard Trees
Park Maintenance
Other

Date Reported: _____

REPORTING PARTY INFORMATION - REQUIRED

Complaints submitted with incomplete or invalid Reporting Party information will be considered a false report and will not be processed.

Reporting Party Name: _____ **Signature Required:** _____

Physical Address: _____

Phone - Home: _____ Cell: _____ Email: _____

This form is a public record. If the complaint results in a criminal charge in Municipal Court for a code violation, this complaint form is considered an initial incident report and is considered a public record, but subsequent investigative materials are considered confidential criminal justice information and are only releasable in very limited circumstances pursuant to MCA 44-5-303.

Updated: 02/2024

(FOR OFFICE USE ONLY)

Received by: _____ Date: _____ Time: _____

Department issued to:

Administration	Legal Services	Police
Finance	Park & Recreation	Public Library
Fire	Planning & Community	
Human Resources	Development	
	Public Works	

Action Taken: _____

Comments: _____

Complaint Resolved by: _____ Date: _____

City of Great Falls

Citizen Complaint & Request Form - Routing Information

TYPE OF COMPLAINT:

- **Trash/Litter:** on private property = Planning & Community Development; on public property = Public Works
- **Weeds/ Grass:** Public Works
- **Abandoned Vehicles:** on private property = Planning & Community Development; on streets = Great Falls Police Department (GFPD); on boulevards = Public Works (*The fastest/most efficient way to report a junk/abandoned vehicle on a public street is by calling the non-emergency police dispatch line at (406) 455-8599.*)
- **Domestic Animal:** GFPD Animal Control (*To report an **active domestic animal incident**, call the non-emergency police dispatch line at (406) 455-8599.*)
- **Noise:** GFPD
- **Snow Removal:** on public sidewalks = Planning & Community Development; on public streets = Public Works
- **ADA Compliance:** Sidewalks = Public Works; Public Buildings = Planning & Community Development; Parks = Park & Recreation
- **Road/Traffic:** Public Works
- **Boulevard Trees:** Park & Recreation
- **Park Maintenance:** Park & Recreation
- **Other** – TBD based on the issue

“Other” items commonly reported include, but are not limited to:

- **Business Licensing:** Planning & Community Development
- **Graffiti:** on private property = Planning & Community Development; Parks = Park & Recreation
- **Employee:** Human Resources
- **Occupying Recreational Vehicles:** on private property = Planning & Community Development; on streets = GFPD
- **Parking Pads/adding Additional Private Property Parking** = Public Works
- **Sidewalk and Pothole Repairs:** Public Works
- **Vacant/Condemned Buildings:** Planning & Community Development
- **Zoning:** Planning & Community Development

CITY DEPARTMENT LOCATIONS:

- **Animal Shelter:** 1010 25th Ave NE, 59404
- **Civic Center:** 2 Park Dr. S, 59401 (Administration, Finance, GIS, Human Resources, Legal, Mansfield Center, Planning & Community Development, Utility Billing)
- **Community Recreation Center:** 801 2nd Ave N, 59401
- **Fire Department:** 105 9th St S, 59401
- **Library:** 301 2nd Ave N
- **Park & Recreation:** 1700 River Dr. N, 59401
- **Police Department:** 112 1st St S, 59401
- **Public Works:** 1005 25th Ave NE, 59404 (Engineering, Streets/Weeds/Potholes, Sanitation, Utilities)

DEPARTMENT ONLINE DIRECTORY: <https://greatfallsmt.net/contactdepts>

- *If this is an immediate safety concern or hazard, refer to the online department directory or call 406-771-1180.*
- *For life-threatening emergencies, please call 911.*