



Concern about Exterior Upkeep

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Please complete this form if you would like to report a complaint about the exterior appearance of a premise within your neighborhood. This will be handled as a complaint under the International Property Maintenance Code (IPMC). Please reference [Title 13, Sections 302 & 304](#).

Property address of concern: _____

Telephone: _____ **Email:** _____
(optional, and only used if we have questions)

Your concerns?

- _____ Sanitation
- _____ Inoperable vehicle, expired tags
- _____ Grass higher than 8"
- _____ Issues with exterior structure

Description of concern:

For Office Use:

Zoning Officer Comments

Date