

PROCEDURES GOVERNING HEARINGS  
CONDUCTED BY THE NEIGHBORHOOD COMMISSION

OFFICIAL COMPLAINT FORM

1. COMPLAINANT

Print Name: \_\_\_\_\_  
First Middle (or Initials) Last

Residence Address: \_\_\_\_\_  
Number Street Apt. # City Zip

Mailing Address: \_\_\_\_\_  
(if different from resident) City Zip

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Please check below, as applicable:**

I am a member  resident  of Neighborhood Board: \_\_\_\_\_

Other (specify): \_\_\_\_\_

2. RESPONDENT NAME(S): \_\_\_\_\_

3. DATE OF ALLEGED VIOLATION:

\* Note: Complaint must be filed within forty-five (45) calendar days of alleged violation (NP 2008 Sec 2-18-101)

\* Date: \_\_\_\_\_ Time: \_\_\_\_\_

\* Other (specify): \_\_\_\_\_

4. SPECIFICS (Refer to the 2008 Neighborhood Plan):

<http://www.honolulu.gov/cms-nco-menu/site-nco-sitearticles/19987-neighborhood-plan.html>

**SPECIFY the section(s) of the Plan that you allege was violated; and  
DESCRIBE why you think that part of the Neighborhood Plan was violated.**

**\*Complaints that fail to cite a Plan section will be dismissed.**

**\*\*Sections 2-13-101, 2-13-102, and 2-13-106 are enabling statutes and not subject to the  
Neighborhood Plan's Chapter 18. Complaints citing those sections will be dismissed.**

Alleged violation of Neighborhood Plan 2008 section: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Details (may attach further sheets):

REQUESTED BY \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLAINANT (signature)

Review Request Number (Internal Use Only): \_\_\_\_\_