



**Accessibility Complaint / Grievance Form
Title II of the Americans with Disabilities Act**

Instructions:

- If you wish to file a grievance related to problems accessing particular pages or sections of the website, please complete this form.
- This material can be made available upon request in an alternative format as required by the Americans with Disabilities Act of 1990
- To complete this form online, go to [Accessibility Complaint / Grievance form](#)
- To request in-person accommodations under the Americans with Disabilities Act, please download and complete the [Request for Accommodation form](#)
- For further assistance, you may direct your request to the ADA Title II and Section 504 Coordinator listed below.

Contact Information:

Name of Grievant (required):

Person Preparing Grievance (if different from Grievant):

Relationship of Preparer to Grievant (if applicable):

Address of Grievant (required):

City:

State:

Zip code:

Phone Number of Grievant (required):

Email:

(continue with form on next page)

Complaint Information:

Please provide a complete description of the specific complaint or grievance, including any incident, barrier, or perceived denial of benefit of any service, program, or activity (required, attach additional pages if needed):

Please specify any locations related to the complaint or grievance (if applicable):

Please state what you think should be done to resolve the complaint or grievance:

Signature:

Date:

Please return this form in a hard copy or email it to:

Tim Hagan
ADA Title II and Section 504 Coordinator
Pikes Peak Regional Building Department
2880 International Circle, Suite 100
Colorado Springs, CO 80910
accessibility@pprbd.org
719-327-2880