**TOWN OF BATH**

**PROCEDURE RELATED TO SIDEWALK ACCESSIBILITY GRIEVANCE**

**Step 1-Complaint**

The grievance or complaint should be documented on the Sidewalk Accessibility Grievance Form and should contain as much information as possible concerning the grievance or complaint. The form must be completed by the grievant or his/her authorized representative. The grievance should be submitted as soon as possible, but no later than sixty (60) calendar days after the alleged incident. The form may be mailed, e-mailed or hand delivered to:

Town of Bath

271 Wilkes Street

Berkeley Springs, WV 25411

304.258.1102

[townofbath@wvsl.net](mailto:townofbath@wvsl.net)

**Step 2-Investigation**

**Step 3-Notice of Outcome**

**Step 4-Appeal of Outcome**