



NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS

P.O. Box 41225 • Raleigh, NC 27629-1225 • Phone: (919) 850-9088 • Fax: (919) 872-1598

Email: ncbla@bellsouth.net • www.ncbola.org

COMPLAINT FORM

1. This form should be used when filing a complaint with the North Carolina Board of Landscape Architects (the “Board”) against a landscape architect or firm (hereinafter “licensee”) or unlicensed person acting as a landscape architect (“Respondent”).
2. Please fill in the information requested below. Then answer the questions and state your complaint at the bottom of this form.
3. **A summary of your complaint will be provided to the person against whom you are making the complaint.**
4. Persons who file complaints must be willing to appear as a witness, be sworn, testify and be cross-examined concerning the allegations made in the complaint.

IMPORTANT

The Board investigates complaints against licensed landscape architects and registered landscape architect firms accused of misconduct. If the Board finds that a licensee or registered corporation has violated the North Carolina Board of Landscape Architects’ Licensing Act or the Board’s rules, it can suspend or revoke their license.

The Board cannot give legal advice or act as your attorney. The Board cannot assist in resolving disputes involving the payment of fees and the Board cannot order monies to be paid or refunded to you or contracts to be cancelled. If you have these types of problems, you should consult your own attorney.

Person making complaint:

(Name – Include Name of Company, if applicable)

(Physical Address)

(Mailing Address, if different)

(Telephone Number)

(E-mail Address)

Person complained against:

(Name – Include Name of Company, if applicable)

(Address)

(Telephone Number)

(E-mail Address)

(License Number – If Applicable)

Person(s) with information about the incident:

(Name)

(Address)

(Telephone Number)

(E-mail Address)

(Name)

(Address)

(Telephone Number)

(E-mail Address)

Details of complaint:

For example, provide address where work was performed, describe work, and identify specific plan, survey or report. Use additional pages as needed.

Furnish copies of all documents relating to your complaint (contracts, letters, reports, etc.), retaining the originals for your file. You may mail a paper copy or an electronic copy on CD or flash drive to the Board office.

Affidavit and Notarization:

The undersigned hereby swears that the foregoing statement and evidence submitted are true.

Signature of Complainant

Notary Statement:

State of _____

County of _____

I _____, a Notary Public for _____

County and said state do hereby certify that _____ personally appeared before me and being by me duly sworn, stated that he/she executed the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20_____

(Official Seal)

Notary Public

My Commission expires _____