

**CITIZEN REQUEST FORM****A. REQUEST FROM:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

**B. TYPE OF REQUEST:**
☐ Citizen Complaint     ☐ Information Only     ☐ Service Required     ☐ Property Damage
**Type of Concern Being Reported**

<input type="checkbox"/> Traffic Signal	<input type="checkbox"/> Guide Rails	<input type="checkbox"/> Mailbox Damage	<input type="checkbox"/> Storm Drain
<input type="checkbox"/> Stop Sign	<input type="checkbox"/> Potholes	<input type="checkbox"/> Yard Damage	<input type="checkbox"/> Street Light
<input type="checkbox"/> Street Sign	<input type="checkbox"/> Manholes	<input type="checkbox"/> Other _____	

**Details of Request:****If notified by e-mail, please attach.****C. REQUEST RECEIVED BY:** Name \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
**D. DEPT. FORWARDED TO:** ☐ PWD ( ☐ Fleet Div., ☐ Maint. Div., ☐ WWT Div.)  
☐ Community Dev.     ☐ Admin     ☐ Other \_\_\_\_\_
**E. REQUEST FOR SERVICE FORWARDED:** Date \_\_\_\_\_ Time \_\_\_\_\_**F. STATUS OF REQUEST:**
Service Completed: \_\_\_\_\_  

Time
Date
Signature/Name of Employee

**G. DATE CITIZEN NOTIFIED OF ACTION TAKEN/COMPLETED:** \_\_\_\_\_

REMARKS:

**E-mail original complaint to Manager for routing to the appropriate Department.****Once the request for service is finished, forward a completed copy of this form to the Receptionist.**