**CITIZEN REQUEST / COMPLAINT FORM**

**NAME:** **Phone #:**

**EMAIL:**

**ADDRESS:**

**TYPE OF REQUEST**

Citizen Complaint Information Only Service Required Property Damage

**Type of Concern Being Reported**

Traffic Signal Guide Rails Mailbox Damage Storm Drain

Stop Sign Potholes Yard Damage Street Light

Street Sign Manholes Commercial

Parking Burning Trash

Dog/Animal Odor Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weeds/Grass Zoning

**Details of Request:**

*INTERNAL USE ONLY*

**If notified by email, please attach**

**REQUEST RECEIVED BY:**

**DEPT FORWARDED TO: PWD PD ORDINANCE OTHER**

**REUEST FOR SERVICE FORWARDED: DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_**

**STATUS OF REQUEST**

**Service Completed: Date:** **Time:**

**Signature/Name of Employee**

**CITIZEN NOTIFED OF ACTION TAKEN/COMPLETED:**

**REMARKS**: