**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**: