

Last Name \_\_\_\_\_  
Year \_\_\_\_\_

**CITIZEN REQUEST FORM**

**A. REQUEST FROM:**

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

Address \_\_\_\_\_

**B. 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     Burning  
 Street Sign     Manholes     Garbage / Junk     Other \_\_\_\_\_

**Details of Request:**

\*\*\*\*\* The following information is for White Township use only\*\*\*\*\*  
If notified by e-mail, please attach.

**C. REQUEST RECEIVED BY:** Name \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**D. DEPT. FORWARDED TO:**  Road     Sewer     Code     Rec     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 on action taken: