

**Resident/Citizen Request Form**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediate Response to Citizen: \_\_\_\_\_

\_\_\_\_\_

Request Accepted By: \_\_\_\_\_

**For Administrator's Use Only**

**Administrator's  
Instructions/Comments:**

**Assigned to:**

Fire Chief \_\_\_\_\_

Police Chief \_\_\_\_\_

Public Works Director \_\_\_\_\_

Zoning Inspector \_\_\_\_\_

Recreation Director \_\_\_\_\_

Administration Office \_\_\_\_\_

City Administrator \_\_\_\_\_

Finance Director \_\_\_\_\_

**Time Frame:** Date Assigned: \_\_\_\_\_

Date Response \_\_\_\_\_

Expected: \_\_\_\_\_

Action Taken By Assignee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ File - No Further Action To Be Taken \_\_\_\_\_

\_\_\_\_\_

**Assignee Signature**

\_\_\_\_\_

**City Administrator Signature**