

# SERVICE REQUEST

DATE: \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

NAME (LAST, FIRST) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

- POTHOLE     DRAINAGE     BRUSH     SIGN     GRADING  
 SNOW/ICE     TREE     CEMETERY     OTHER

PROBLEM / NATURE OF COMPLAINT: \_\_\_\_\_

EXACT LOCATION: (Standing in front of property on street) \_\_\_\_\_

.....  
*(below for DPW use only)*

INSPECTION DATE:  INVESTIGATED BY:

OBSERVATION: TOWN TREE  PRIVATE TREE

POLE #  DIAMETER  SPECIES  Tree #

CALL BACK  LETTER  COMPLETE LATER  CLOSED