

# Citizen Issue Form

Dear Citizen:

Thank you for your interest in your Town. Your suggestions and comments are welcome. Please fill out this form in its entirety. **Forms must be turned in with a contact name, phone number and both physical and mailing address to be considered.** This form may be copied to the appropriate staff and Mayor and Council Members for review.

Date(s) of incident/issue: \_\_\_\_\_ Approximate time of day: \_\_\_\_\_

Town Department involved:	Trash Service _____	Financial _____
	Planning and Zoning _____	Water _____
	Office Staff _____	Streets _____
	Snow Removal _____	Parks _____
	Sheriff/Police _____	Animal Control _____
	Nuisance _____	Code Enforcement _____

**Incident/Issue involves:**

Person or persons: \_\_\_\_\_

Street Address: \_\_\_\_\_

Equipment: \_\_\_\_\_

Briefly describe the situation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments or suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**This Section Must Be Completed**

Your name: \_\_\_\_\_ Your phone number: \_\_\_\_\_

Your physical address: \_\_\_\_\_

Your mailing address: \_\_\_\_\_

**Office Use Only**

Copied to: \_\_\_\_\_

Review at Council Meeting? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Follow up: Citizen called? Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_ By Whom \_\_\_\_\_

Further action needed/taken: \_\_\_\_\_