
Village of Spring Valley

Requested by _____

Location _____

Date _____

Time _____

Phone _____

Service Requested: (circle appropriate items)

Street Repairs (potholes)

Curb Repairs

Street Signs

Shoulder Work

Street Lights

Road Salting

Grass Mowing

Snow Plowing

Tree Limbs

Tree Limbs

Misc. - Others _____

Description of Property

Referred to: Maintenance Department

Reply from Department

Action Taken by Department

Signed: _____

Date: _____

Time: _____

**sample form