

VILLAGE OF SHAWNEE HILLS

40 W. REINDEER DR. SHAWNEE HILLS, OH 43065 (614) 889-2824 FAX (614) 889-2053

REQUEST FOR ACTION

RESIDENT NAME: _____ DATE: _____

STREET ADDRESS: _____ PHONE # _____

ACTION REQUESTED _____

TAKEN BY: _____ DATE: _____

REFERRED TO: _____ DATE: _____

DEPARTMENT: _____

ACTION TAKEN: _____ DATE: _____

COMMENTS: _____

CITIZEN FOLLOW_UP YES: _____ NO: _____

METHOD OF FOLLOW-UP: _____