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Office Use Only:
Rec'd by: _____
Date: _____

GENERAL/COMPLAINT FORM

Special requests need to be made in writing. In an effort to fill your request in the shortest amount of time, please be as specific as possible. Use this form for Public Works, Village Board Agenda, Standing Committee review and Zoning review etc. (Use back side of this form if more space is needed.)

CONTACT INFORMATION:

NAME: _____ GROUP: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: (required for notification) _____

SPECIFIC DESCRIPTION OF REQUEST _____

DISPOSITION OF REQUEST: APPROVED: YES NO

OVER THE COUNTER _____ DATE _____ INITIALS _____
MAILED _____ DATE _____ INITIALS _____
CALLED _____ DATE _____ INITIALS _____

COMMENTS: _____

