



# Request for Action Form

Please complete and return to:  
547 N. Carney Drive  
St. Clair MI 48079  
Fax: 810.329.7997

Date

Name

Address

Telephone No.

Email Address

- Nature of Complaint:  Traffic  Streets  Ordinance Violations  Trash Removal  
 Street Lights  Sidewalks Not Shoveled  Water Main Break  Other

Details of Complaint:

Specific Action Requested:

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### For Office Use Only

Complaint Forwarded To \_\_\_\_\_ Date \_\_\_\_\_

Date Complainant Contacted \_\_\_\_\_

Date Correction Made \_\_\_\_\_

Corrective Action Taken \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed By \_\_\_\_\_