

**City of Sutton**  
**Citizen Suggestion / Request / Complaint Form**

Date: \_\_\_\_\_

Time: \_\_\_\_\_ (am / pm)

Citizen's name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Physical Address (location of issue) \_\_\_\_\_

What is your Suggestion, Request, or Complaint to the City of Sutton? (please be specific)

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

Citizen's Signature: \_\_\_\_\_

City Staff receiving information: \_\_\_\_\_ : \_\_\_\_\_  
(name) (signature or initial)

**Issue Area: (circle one)**

Electric – Water – Trash – Sewer – Security/Safety – Nuisances – Zoning – City Code  
Street/Road – Enforcement – Animal Control Issues – Yard/Property Upkeep – Council Issue

Parks Committee – Housing Agency Committee – Cemetery Committee  
Tree Committee – Community Redevelopment Authority Committee  
Library Committee – Board of Adjustment – Public Works – Electric Dept. – Police – City Hall

**To be filled in by the City Administrator**

City Department: \_\_\_\_\_ Contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Solution for Issue: \_\_\_\_\_

Follow-up Completed: \_\_\_\_\_ (date) Dept. Head: \_\_\_\_\_ (initials)