



# BOROUGH OF OLD TAPPAN

## Service Request/Issues Intake Form

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

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description of Issue (Use additional sheets as necessary):

Category (Please check all applicable):

Building Code	<input type="checkbox"/>	Sewers	<input type="checkbox"/>	OTHER:	<input type="checkbox"/>
DPW	<input type="checkbox"/>	Shade Trees	<input type="checkbox"/>		<input type="checkbox"/>
Drainage	<input type="checkbox"/>	Sidewalks	<input type="checkbox"/>		<input type="checkbox"/>
Driveways	<input type="checkbox"/>	Signs	<input type="checkbox"/>		<input type="checkbox"/>
Environmental	<input type="checkbox"/>	Soil Moving	<input type="checkbox"/>		<input type="checkbox"/>
Fences	<input type="checkbox"/>	Streets	<input type="checkbox"/>		<input type="checkbox"/>
Lighting	<input type="checkbox"/>	Traffic	<input type="checkbox"/>		<input type="checkbox"/>
Noise	<input type="checkbox"/>	Tree Removal	<input type="checkbox"/>		<input type="checkbox"/>
Parking	<input type="checkbox"/>	Zoning Matters	<input type="checkbox"/>		<input type="checkbox"/>

This Complaint/Intake Form is a general form used by the Borough to obtain information from residents as to many different issues/situations/problems which need to be addressed by the Borough. Because it is a general form which applies to such a wide array of issues, the time needed to respond to a request will vary depending on the issue. The Borough will work promptly to address or respond to each issue. Emergent issues will be given priority. Please sign below and email to [oldtappan@oldtappan.net](mailto:oldtappan@oldtappan.net) or drop off at the Borough Hall.

Signature of Person Filing Form: \_\_\_\_\_

Anticipated Response Date (*to be filled in by Borough Official*): \_\_\_\_\_