



# WORK REQUEST

Send completed Work Request,  
Attn: Public Works to:

Email: [dionh@birchhillscounty.com](mailto:dionh@birchhillscounty.com)  
[michaelc@birchhillscounty.com](mailto:michaelc@birchhillscounty.com)

Fax: 780-694-3788

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

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Problem Area:**

Nearest Intersection: Range Rd: \_\_\_\_\_ Township Rd: \_\_\_\_\_

**Land Location(s):**

LSD: \_\_\_\_\_ ¼: \_\_\_\_\_ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W of the \_\_\_\_\_<sup>th</sup> Meridan

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**Description** (detailed information including landmarks, condition of area, etc.) \_\_\_\_\_

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

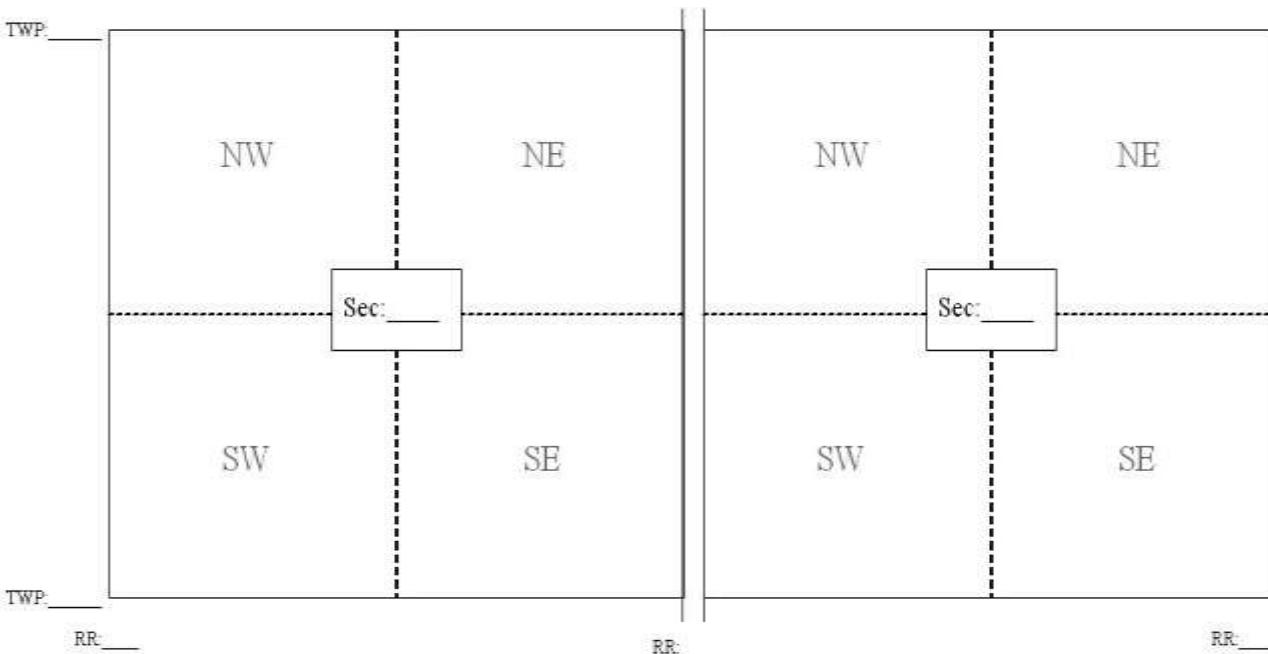
Length of Area (if applicable) \_\_\_\_\_

Type of Sign (if applicable): \_\_\_\_\_

*Requests made before the deadline should be completed within the same year, requests made after the deadline will be forwarded to the following year.*

Request For (check one):	Deadline:
<input type="checkbox"/> Dust Control	April 30 <sup>th</sup>
<input type="checkbox"/> New Approach	May 31 <sup>st</sup>
<input type="checkbox"/> Approach Widening	May 31 <sup>st</sup>
<input type="checkbox"/> Ditch Clean/Repair	May 31 <sup>st</sup>
<input type="checkbox"/> Culvert Repair	June 30 <sup>th</sup>
<input type="checkbox"/> Culvert Replacement	June 30 <sup>th</sup>
<input type="checkbox"/> Road Gravelling	July 31 <sup>st</sup>
<input type="checkbox"/> Brush Removal	August 31 <sup>st</sup>
<input type="checkbox"/> Roadside Spraying	October 1 <sup>st</sup>
<input type="checkbox"/> Sign Installation/Replacement	N/A
<input type="checkbox"/>	

Please be as descriptive as possible when drawing the map:



**Office Use Only (Resolutions)**

Filled Out By: \_\_\_\_\_

Received By: \_\_\_\_\_

Contact Made By: \_\_\_\_\_  
Date: \_\_\_\_\_

Completed By: \_\_\_\_\_  
Date: \_\_\_\_\_

Denied  
 Called Back By: \_\_\_\_\_  
Date: \_\_\_\_\_