



# CITY OF COVINGTON - CITIZEN ACTION REQUEST (CAR)

16720 SE 271<sup>st</sup> Street Covington, WA 98042  
(253) 638-1110 Fax (253) 638-1122

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

Received by: \_\_\_\_\_

(Staff name)

Please Print

COMPLAINANT/STAFF(Person making request)	PROPERTY LOCATION
Name:	Address/Location of Incident:
Address:	
Phone: Phone #2: e-mail:	Property Owner Name (if known):
Anonymous: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone (if known):

Description of Issue or Comment/Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requestor:

\_\_\_\_\_

### FOR OFFICE USE ONLY BELOW THIS POINT

Community Dev    PW/Maintenance    Parks    Code Enforcement    Police

Date Department Received: _____	Police Department:
Due Date: _____	Officer Name: _____
Date Dept. contacted Citizen: _____	Police Case No.: _____
Neighborhood Boundary: _____	Parcel Number: _____
Pertinent Ordinance Sections: _____	Department Case No. _____

INITIAL INSPECTION REPORT:

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN:

\_\_\_\_\_

\_\_\_\_\_

RESPONSE/COMPLETION:

\_\_\_\_\_

\_\_\_\_\_

Inspector Initials: _____	Date of Inspection: _____	Completion date: _____
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Logged by: _____	Date Copy Sent: _____	Completion Logged By: _____	Case Number: _____
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1. Clerk logs, numbers, and retains copy. 2. Clerk sends original to department. 3. Department responds, completes, records notes on CAR spreadsheet in R drive, and routes form back to Clerk. 4. Clerk logs completion and files original form.