

## **Service Request**

Service Requests may be submitted for work needed on County roads and in our right of way area. The work order will be sent to the Highway Division supervisor for the area in which the road is located. The work will be completed in four to six weeks, depending on the nature of the work that needs to be done, the number work orders already in the system and whether or not utility locates are necessary.

Service requests may be submitted for such things as filling potholes, cleaning out ditches, mowing weeds on the right of way, trimming trees and cleaning culvert pipes under a County maintained road. The culvert pipes under a driveway are the responsibility of the homeowner.

Service requests may be made by calling our office at 636-797-5340 or mailing in the attached Service Request Form to: Public Works, PO Box 100, Hillsboro, MO 63050

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# Service Request Form



Jefferson County  
Public Works Department

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**Shed:** \_\_\_\_\_

**Request Number:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**From:** \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Address)

**Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

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

**Road Name:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**Road Location:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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

**Work Needed:** \_\_\_\_\_

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

**Date Completed:** \_\_\_\_\_

**Inspected By:** \_\_\_\_\_