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
Service Request Form

Jefferson County
Public Works Department

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: _______________________________