

Citizen Utility Damage Incident Report Form

Instructions: Please fill out this form to report damage to utility infrastructure (water, gas, electric, telecommunications, or sewer). This form is designed for printing and manual submission.

1. Reporter Contact Information

Full Name:

Phone Number:

Email Address:

Mailing Address:

2. Incident Details

Date of Incident (MM/DD/YYYY):

Time of Incident (HH:MM AM/PM):

Exact Location of Damage (Street Address, Cross Streets, or Landmarks):

Type of Utility Damaged (e.g., Water Main, Gas Line, Electric Pole, Fiber Optic):

Description of Damage and Current Situation:

3. Responsible Party Information (If Known)

Name of Individual or Contractor Causing Damage:

Company Name:

Vehicle Description / License Plate Number:

4. Additional Comments

Any other relevant details or observations:

5. Administration Use Only (Do Not Fill)

Received By (Staff Name):

Date Received:

Assigned Case Number: