

Public Works Property Damage Report

Instructions: Complete all sections of this form to document damage to public property. This form is formatted for printing and manual filing.

1. General Information

Report Number: Date of Report:

Date of Incident: Time of Incident:

2. Incident Location

Street Address / Intersection:

Specific Landmark or GPS Coordinates:

3. Damaged Property Details

Type of Public Property Damaged (e.g., Road, Guardrail, Sign, Utility, Vehicle):

Detailed Description of Damage:

Estimated Cost of Repair/Replacement:

4. Responsible Party (If Known)

Full Name:

Address:

Phone Number:

Vehicle Make/Model/License Plate:

5. Witness Information

Witness Name:

Witness Contact Phone:

6. Reporting Officer / Employee

Employee Name:

Department / Division:

Employee ID / Badge Number:

Employee Signature: Date Signed: