



**VILLAGE OF GENOA CITY**

755 Fellows Rd / P.O. Box 428  
Genoa City, WI 53128  
(262) 279-6472 office / (262) 279-6618 FAX  
www.genoacity.info

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## GENERAL REQUEST

Special requests need to be made in writing. In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Use this form for requests for Public Works, for the Village Board Agenda, for Committee review, for Zoning review etc.

**PERSON REQUESTING RECORDS:**

NAME: \_\_\_\_\_ GROUP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: (required for notification) \_\_\_\_\_

SPECIFIC DESCRIPTON OF REQUEST \_\_\_\_\_  
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**DISPOSITION OF REQUEST: APPROVED: YES OR NO**

OVER THE COUNTER \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_  
MAILED \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_  
CALLED \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
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