



The Corporation of the Village of Salmo

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Civic Works Special Request Form (not for sewer or water requests)

TODAY'S DATE:
REQUESTOR NAME:
CIVIC ADDRESS FOR SERVICE:
SERVICE REQUIRING ATTENTION:
DATE SERVICE IS REQUESTED TO TAKE PLACE:
ADDITIONAL COMMENTS:

SIGNATURE OF REQUESTOR: _____

Important notice:

- All requests **MUST** be received by the Village Office at least 48 hours in advance of the date the service is requested
- An alternate date may be required depending on availability of the Civic Works crew
- All requests are subject to approval
- Equipment & Operator costs will be as per BC Road Builders & Heavy Construction Guide as per Bylaw 552, "Fees Bylaw"
- All other items will be at cost

APPROVED: YES NO

SIGNATURE OF APPROVING AUTHORITY: _____

CHIEF ADMINISTRATIVE OFFICER

Labour Information:

Name: _____ Start: _____ End: _____

Name: _____ Start: _____ End: _____

Equipment Information:

Machine: _____ Hours: _____

Machine: _____ Hours: _____

Material Used:

Description: _____ Quantity: _____

Description: _____ Quantity: _____