



BOROUGH OF FRANKLIN LAKES

480 DEKORTE DRIVE
FRANKLIN LAKES, NEW JERSEY 07417
PHONE: 201-891-0048 FAX: 201-848-9453

RESIDENT SERVICE REQUEST FORM

Name: _____ Date: _____

Address: _____

Telephone No: _____ Unlisted (Y/N): _____ E-Mail: _____
If unlisted, phone number is exempt from public disclosure under Open Public Records Act

What is the best way to contact you? _____

Description of Issue: _____

Category (please check all applicable):

Building Code	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Soil Moving	<input type="checkbox"/>
DPW	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Streets	<input type="checkbox"/>
Developer Compliance	<input type="checkbox"/>	Parking	<input type="checkbox"/>	Traffic	<input type="checkbox"/>
Drainage	<input type="checkbox"/>	Sewers	<input type="checkbox"/>	Tree Removal	<input type="checkbox"/>
Driveways	<input type="checkbox"/>	Shade Trees	<input type="checkbox"/>	Zoning Matters	<input type="checkbox"/>
Environmental	<input type="checkbox"/>	Sidewalks	<input type="checkbox"/>		<input type="checkbox"/>
Fences	<input type="checkbox"/>	Signs	<input type="checkbox"/>		<input type="checkbox"/>

This "Intake Form" is a general form used by the Borough to obtain information from residents as to many different issues/situations/problems, which need to be addressed by the Borough. Because it is a general form, which applies to such a wide array of issues, the time needed to respond to any particular issue will vary depending on the issue. The Borough will work promptly to address or respond to each issue. Emergent issues will be given priority. Absent an emergency, a person filling out this form should expect a response in approximately 5 to 10 working days except as may be required by law, and certain issues may, in fact, take a longer period of time to address. **This form is not a substitute for a permit application.*

Anticipated Response Date (to be filled in by Borough Official): _____

Signature of Person Filing Form: _____

(For Borough Use Only-Please Do Not Write On This Page)

Referred by: _____

Referred to: _____ Date: _____

OFFICER/BOARD	RESPONSE	<u>DATE</u>	<u>INITIAL</u>
Administrator			
Borough Attorney			
Borough Clerk			
Borough Engineer			
Construction Official			
Zoning Officer			
DPW			
Finance			
Police			
Planning Board			
Other (specify):			