

# CITIZEN ACTION REQUEST (CAR)



P.O. Box 1307  
Issaquah, WA 98027-1307  
Phone: (425) 837-3000

Date: \_\_\_\_\_ Citizen Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Alternate Contact Information: \_\_\_\_\_

If Form Not Completed by Citizen, Staff Name: \_\_\_\_\_

Location of Concern: \_\_\_\_\_

Detailed Description of Concern: \_\_\_\_\_

Specific Action Requested: \_\_\_\_\_

Response Preferred: *Phone Call (should always be followed up with a letter)* or *Letter* or *Email*

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\*\*\* Area Below Is For City Use Only \*\*\*

Initial department response to citizen by: \_\_\_\_\_ On: \_\_\_\_\_ Letter / Phone / Email?  
(Name) (Date) (Circle one)

Forwarded to: \_\_\_\_\_ Department: \_\_\_\_\_ on \_\_\_\_\_ to  
(Date)

draft a response for Mayor's review/signature by: \_\_\_\_\_  
(Date)

Assigned to: \_\_\_\_\_ on \_\_\_\_\_ for completion by \_\_\_\_\_.

Final department response to citizen by: \_\_\_\_\_ DATE: \_\_\_\_\_ LETTER / PHONE / EMAIL?  
(Name) (Circle one)

(Due in ten (10) business days unless solution is lengthy and citizen has been notified of final response delay.)

If final solution was handled by phone call to citizen, fully describe solution below then always respond by follow up letter, attach copy:

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**RETURN COMPLETED CITIZEN ACTION REQUEST WITH COPY OF STAFF'S RESPONSE  
TO:**