

Driveway permit must be approved & constructed prior to filing 911 application

Mills County Road Dept.	Date logged: _____	Service Request & Work Order	Fee: \$117
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1. Source of Information:

Best time to call: _____

Name: _____

Work Phone: _____

Organization: _____

Home Phone: _____

Mailing Address: _____

Fax #: _____

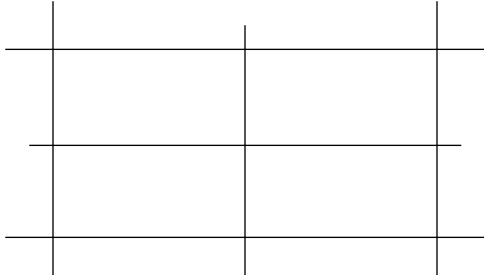
City, State, Zip: _____

Cell Phone: _____

2. Location: Provide as much information as possible

Road ID: _____
Route ID: _____
Bridge ID: _____
Twp-Rng-Sec: _____
Civil Township: _____
Detailed description: _____

4. Sketch or map:



3. Description of work requested:

When was need first noticed? _____

Check type of road feature involved: ☐ 200 R.O.W. ☐ 300 Grade ☐ 400 Culverts ☐ 500 Bridges
☐ 100 Admin ☐ 600 Rd Surface ☐ 700 Traffic Services ☐ 800 Land Service ☐ 900 Misc.

A. Field investigation and analysis:

Date Checked: _____ Checked by: _____

Previous Wk Orders on same need: _____

B. Work Assignment and Instructions:

Assigned to: _____ Priority: _____ Complete by: _____

☐ See attachment ☐ See back of this sheet

C. Work Completion Record:

(To be filled in by foreman in charge at end of job)

Date Started: ____/____/____

Crew ID & size: _____

Road type: ☐ Pvd ☐ SICt ☐ Grvl ☐ Dirt

Date done: ____/____/____

Crew time: ____Hrs / ____Days

Traffic Level: _____ vpd

Work code: _____

Work done: _____ - _____

Road feature: _____

Per timesheet

Quantity

Units

From PT/GE codes

Follow up reminder: _____