TOWN of GRANBY CITIZEN
INCIDENT, ISSUE or SUGGESTION FORM

Thank you for your interest in your Town and for providing your point of view. The Town of Granby values your feedback, and welcomes your suggestions, comments, complaints and questions.

For non-urgent Town-related matters please fill out all required information (marked with a *) on the form below; incomplete forms will not be considered. Please allow up to 7-10 business days to receive a response. In some cases, the incident or issue might need to be addressed at a future board meeting. Names and contact information will be kept confidential, unless necessary to fix an issue.

If you would like to submit a request to add an item to the Board of Trustees agenda please use the Agenda Request Form.

For code violations, please complete the Code Violation Form and submit to the code enforcement officer.

Incident, Issue or Suggestion Forms can be submitted three ways:
In-Person: Town Hall, Zero Jasper Street, Town Manager
Email: info@townofgranby.com
USPS: Town Hall, Town Manager, PO Box 440, Granby, CO 80446-0440

Staff Use Only

Date Received:
_____

Copied to:
_____

Follow-up with Citizen:
☐ Phone ☐ Email

Date: _____

Staff Name: _____

Further action needed/taken:
_____
_____
_____

Review at Board meeting?
☐ Yes ☐ No
Date of meeting:
_____

Citizen of Town of Granby Information	
***Legal Name:**	
***Physical Address:**	**City, State, Zip:** Granby, CO 80446
***Mailing Address (if different than physical address):**	***City, State, Zip:**
***Phone Number:**	***Email:**

Incident or Issue Information	
Date of Incident/Issue:	**Approximate Time of Day:** ☐ AM ☐ PM
Person/s Involved in Incident/Issue:	**Equipment Involved (if any):**
Briefly Describe Situation:	
Town Department Involved in Issue/Incident: ☐Administration ☐Building ☐Parks & Recreation ☐Planning & Zoning ☐Police ☐Streets ☐ Water	
Other Comments:	

Suggestions and Ideas
Briefly Describe Suggestion or Idea for Town: