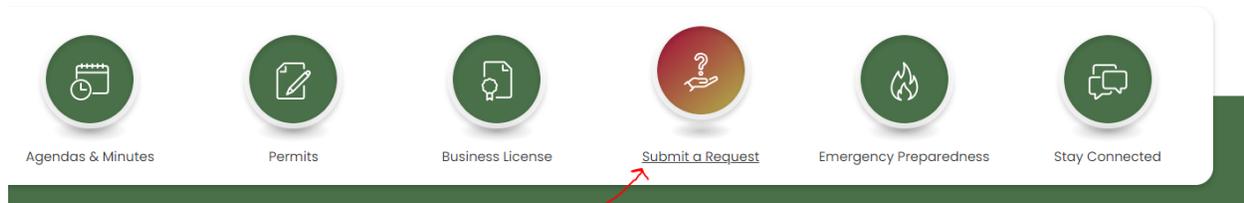
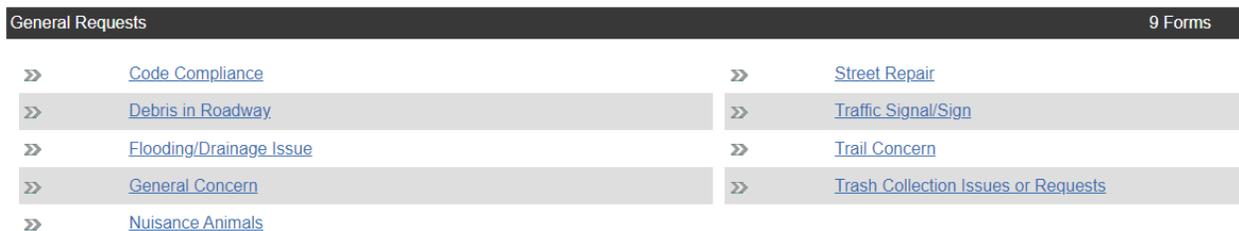


From Town Website (www.woodsideca.gov), click on the *Submit a Request* button. This button can be found toward the bottom of each page on the website.



Then, select the appropriate reporting category. Not every issue will have an obvious category. For example, there is no category for reports of downed trees so select *Debris in Roadway* or *Trail Concern* instead. You can also select *General Concern* if you are not sure.



Select *Proceed as Guest*. You can also create an account so that you do not have to re-type your contact information. Whether you create an account or proceed as a guest, you will receive updates regarding your request as long as you include an email address on the request form.

Sign In

When using an existing account, you will be redirected to the CivicPlus sign in page.

Complete the request form. In the description box, please briefly describe the issue. You can also attach pictures to your request if you think they'd be helpful to Town staff in identifying the location or understanding the issue.

Debris in Roadway

Brief Description *	
<input type="text"/>	
Problem Location	
Street Number and Name:*	<input type="text"/>
Address Line 2:	<input type="text"/>
City:*	<input type="text"/>
State:*	<input type="text"/>
Zip Code:	<input type="text"/>
Photograph:	<input type="button" value="Choose File"/> No file chosen Convert to PDF? <input type="checkbox"/> (DOC, DOCX, XLS, XLSX, TXT)
Your Information	
Name:	<input type="text"/>
Street Number and Name:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Woodside"/>
State:	<input type="text" value="CA"/>
Zip Code:	<input type="text" value="94062"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Email Address:	<input type="text"/>
Preferred Contact Method:*	<input type="text" value="Email"/>

* indicates required fields.

After completing the form, click the “submit” button. The appropriate staff member will then receive an email notification with the submitted request.