

{Time Stamp}

Office of the Town Clerk  
Town Hall  
1009 Main Street  
Tewksbury, MA 01876  
(978) 640-4355

- Pot Hole Claim must be filed within 30 days of incident to the Office of the Town Clerk.
- Attach a copy of the estimate of repair or the repair bill.

If incident occurred on Route 38 (Main Street) submit form to:

District Highway Director  
Massachusetts Highway Department, District 4  
519 Arlington Street  
Arlington, MA 02476

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Location:** \_\_\_\_\_

(Near a specific and/or familiar sight)

**Statement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date**

**Signature**

For Internal Use Only:  
DPW Superintendent  
Town Manager

Pot Hole Claim 6/2009