

INSTRUCTIONS FOR COMPLETING THE PETITION FOR PAVING

PAVING FAQ'S

1. WHO COMPLETES THE PETITION?

The petitioner (person requesting the street paving) must:

Canvas the property owners on each side of the street to be paved (be sure to include the properties on each corner). The petition must be signed by the **recorded property owner** for the signature to be considered valid (renters may not sign). After completion, the petition must be **submitted to the City Clerk's office, Room 109, 933 Terrace St., Muskegon MI 49443**. A majority of the affected property owners must sign the petition before the street is reviewed for construction. For optimum consideration, it is preferred that the petition be submitted by the end of August the prior year (i.e. street to be paved in 2007 – submit petition in 2006).

2. AFTER PETITION IS SUBMITTED, WHEN WILL THE STREET BE PAVED?

The street will be given preference for pavement in the next year's construction season.

1. Each affected property owner will receive information via the US Postal Service, which will include:
 - a) A "Hearing Response Card" (ballot) to be completed and returned to the City Clerk's office and
 - b) An invitation to attend the scheduled City Commission meeting where the proposed paving will be discussed.
2. Upon approval by the City Commission, the actual street construction will be scheduled for the spring/summer construction season.
3. Each property owner and occupant will receive a notice via the US Postal Service stating the date and duration of construction.

The above information is also available on the City's web site
www.shorelinecity.com