



ALLEY PAVING POLICY

EFFECTIVE: January 1, 2022

PURPOSE

The City of Muskegon maintains alleys within every neighborhood of the city. A majority of the existing alleys are gravel, with very few having been improved to a paved surface. To facilitate improved access in the alleys and to reduce maintenance expenses on the gravel alleys the city is adopting the below policy to facilitate paving of alleys where it is in the best interest of all parties.

GOALS

The City of Muskegon maintains this policy with the goals of:

- Improving access to and use of the existing network of alleys
- Optimizing the use of a traditionally underutilized public space
- Fostering relationships amongst block neighbors towards a common goal
- Reducing maintenance cost and expense of gravel alleys
- Reduction of blight associated with underutilized alleys

APPLICATION PROCESSING & FEES

Applications will be accepted year round on the attached form. Each application shall be prepared and submitted by a designated Block Captain whom shall be the single point of contact relative to the paving request.

Staff will review all applications and annually make a recommendation on alleys to be targeted for paving in a given year. The number and location of alleys selected for paving will be based on staff availability and staff concurrence that the alley is a good candidate for paving. Staff will review the alley for access issues, ownership, utility conditions, use types/frequency, neighbor support for the paving, and other features.

Once an alley has been determined eligible for paving the City will contact the designated Block Captain and inform them of the decision. The Block Captain is then responsible to collect fees from the block and provide payment to the DPW offices before paving can be scheduled.

Fees for Alley Paving will be as follows:

- \$300 / Residential Parcel
- \$1,000 / Non-Residential Parcel

For the purposes of this policy “Residential Parcel” shall be defined as any parcel with a Zoning Code that includes the term “Residential” in the Zoning Code and/or Description. Non-Residential Parcel shall refer to any other parcel not captured by the above definition of a Residential Parcel. Municipally owned parcels are exempt from payment, all other parcels including non-profit and religiously operated are subject to the fee requirements.

Fees for alley paving are designed to offset a portion of the cost for the asphalt material used to pave the alley. This figure is competitively bid on an annual basis with the current (2021) price being \$69.50/Ton. A typical 400 FT long alley requires approximately 60 Tons of asphalt to pave (\$4,170 – Material Costs).

Fee collection and submittal shall be the sole responsibility of the Block Captain. No special assessments will be executed by the City to support fee collection.

ALLEY PAVING PROCESS

The City will schedule paving throughout the traditional paving season depending on when fees are paid and when staff is available. Alley paving carries less priority than repairs to roadways, and schedule will be subject to change throughout the typical paving season (May 1 – October 31).

City staff will communicate with the Block Captain approximately one (1) week ahead of the paving to inform them of the planned schedule. The Block Captain shall be responsible to inform the neighbors of the schedule.

From start to finish paving will take approximately 3-5 days to complete depending upon the complexity. To the greatest extent possible the City requests that residents arrange for alternative access to minimize their need to use the alley. Residents of the block will need to park on adjacent streets whenever possible to ensure the alley is free and clear for work to proceed.

Alley paving will include paving of a single twelve (12) foot wide lane. No flare out or widening of the pavement will be made to meet adjacent driveways or provide additional space for parking, storage of trash cans, or any other use. Any additional paving requested shall be the responsibility of the requesting property owner. The alley will be graded and paved with an approximately two (2) inch thick layer of asphalt. Any utility manhole covers will be adjusted flush with the surface of the alley pavement.

The pavement will be maintained by the City of Muskegon for its useful life. When the useful life of the pavement has expired and full replacement is required a new application shall be submitted and payment due.

Return completed application to the following:
City of Muskegon Public Works Department
1350 East Keating Avenue
Muskegon, MI 49442

► **ALLEY PAVING FEES**

RESIDENTIAL PARCEL	\$300 Per Parcel
NON-RESIDENTIAL PARCEL	\$1,000 Per Parcel

► **I. DESIGNATED BLOCK CAPTAIN**

NAME	
ADDRESS	
PHONE	
EMAIL	

► **II. ALLEY INFORMATION**

CROSS STREETS	
PARALLEL STREETS	
EXISTING ALLEY MATERIAL	
SPECIAL CONSIDERATIONS	

► IV. LIABILITY WAIVER

APPLICANT(S) voluntarily agree, understand and recognize that participants will have no right to make a claim or file a lawsuit against the City in relation to the alley paving operations.

► V. REQUIREMENTS OF ALLEY PAVING

1. Applicant shall comply with all rules and regulations of the City of Muskegon Alley Paving policy.
2. Applicant shall comply with all City of Muskegon Ordinances.
3. Applicant shall save the City of Muskegon harmless from all claims.
4. The appointed fees must be collected by the Block Captain and paid in full to the City prior to any work being scheduled.
5. Block Captain shall be the sole point of contact for the project and shall be responsible to coordinate and communicate with other alley users on the project details.
6. The City reserves the right to make final determination on which alleys are suitable for paving and to prioritize the paving schedule.
7. Alley paving shall include a single twelve (12) foot wide lane at two (2) inches thickness from cross street to cross street. No additional paving requests will be considered. Residents are responsible to separately arrange for any additional paving requests.

With my signature, I certify that I have read and agree to the City of Muskegon Alley Paving Policy and all items listed on this application. I further certify that I have contacted all parcels on the affected block with alley frontage and have indicated their address and noted their support/opposition to the alley paving as outlined in the form.

I agree to abide by all applicable ordinances & regulations.

Signature of Block Captain

Date

CITY STAFF USE ONLY: APPROVED / DENIED

NAME/TITLE: _____

DATE: _____

FEE: _____

NOTES: _____