



City of Muskegon
Engineering Department
1350 E. Keating Ave.
Muskegon, MI 49442
231.724.6707

SIDEWALK COMPLAINT & INSPECTION FORM

SIDEWALK ENFORCEMENT

- Sidewalk maintenance is addressed in sec. 74-81 of the City of Muskegon Code of Ordinances
- Sidewalk complaints can be taken by phone, in person or by email
- Sidewalk enforcement criteria and specifications brochures are available at the DPW office and on the city website; www.shorelinecity.com under the Engineering Department
- Send completed initial complaints to the engineering administrative assistant for processing
- Send questions or comments regarding sidewalk enforcement letters to the engineering administrative assistant ext. 6707

INITIAL COMPLAINT

DATE: _____ REPORTED BY: _____ PHONE: _____

(CALLER IDENTIFICATION IS NOT REQUIRED)

SIDEWALK ADDRESS: _____ CROSS ST.: _____

PROPERTY OWNER: _____ PARCEL NO. 61-24- _____

(ATTACH PRINTOUT FROM BS&A)

PROPERTY OWNER ADDRESS: _____

COMMENTS: _____

SIDEWALK INSPECTION

DATE: _____ INSPECTOR NAME: _____

RECORDABLE SIDEWALK DAMAGE: Y N NO. OF SECTIONS: _____

PHOTOS TAKEN & ATTACHED: Y N

COMMENTS: _____



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PROPERTY OWNER NOTIFICATION(S)

1ST NOTICE MAILED: _____ 1ST NOTICE RESPONSE: _____

2ND NOTICE MAILED: _____ CERT. MAIL RECEIPT: _____

CERT. MAIL RECEIPT SIGNED: Y N 2ND NOTICE RESPONSE: _____

CITY ACTION INITIATED: _____ INVOICED: _____

CALLER NAME: _____ PHONE No.: _____

E-MAIL: _____ RECEIVED BY: _____

COMMENTS: _____

SIDEWALK REPAIR ACTION

REPAIRED BY PROPERTY OWNER REPAIRED BY CONTRACTOR

REPAIR DATE: _____ COMPANY NAME: _____

RIGHT OF WAY PERMIT No.: _____ INSPECTION DATE: _____

REPAIRED BY CITY DPW Authorization Date: _____

INVOICE No.: _____ INVOICED AMOUNT: _____

INVOICE DUE DATE: _____ PAYMENT DATE: _____ RECEIPT No.: _____

COMMENTS: _____

