

ANIMAL WASTE: To report excessive dog feces contact the **Code Enforcement Dept.** in City Hall at **231-724-6748**

APPLIANCES: Appliances require a separate ***neon green*** sticker. Acceptable appliances include refrigerator, stove, dishwasher, microwave oven, washer, dryer, water heater, trash compactor and dehumidifier. The stickers may be purchased at the **City Treasurer's Office** in City Hall or DPW.

GARBAGE PICK-UP: To report a problem with garbage pickup, call the **DPW** at **231-724-4100**.

JUNK CARS: Vehicles must be licensed, operable and in good repair. The Police Department may tow inoperable or unlicensed vehicles. To report junk vehicles, call the **Police Department** at **231-724-6750**.

MOWING AND YARD UPKEEP: During the growing season, (typically April – October) City rules require that grass and vegetation be maintained to ***NOT EXCEED SIX INCHES IN HEIGHT***. Grass clippings may not be in the roadway or gutter. The terrace (the area between the curb and sidewalk) and alley areas must also be maintained. A **Code Enforcement Inspector** will take action on properties that are not maintained. A contractor may also be sent to cut weeds, grass, etc., at the property owner's expense or a civil infraction could be issued. ***YOU WILL RECEIVE ONLY ONE LETTER PER YEAR FOR A TALL GRASS/WEEDS VIOLATION****. Subsequent violations will result in a contractor cutting the grass at the property owner's expense and may be cut the same day that a work order is processed.

Please, also keep shrubs and trees trimmed back at corners to prevent traffic hazards and away from sidewalks for pedestrian safety. For more information, contact **Code Enforcement Dept.** at **231-724-6748**. Please do not put lawn clippings or leaves in the road, alley or gutter since they may clog storm drains, which can be costly to clear out. Call the **Highway Department** at **231-724-4100** to report dumping in the street.

PARKING: Cars **may not** be parked in the **front yard** unless on a paved driveway. To report front yard parking, contact **Planning Dept.** at **231-724-6702** or **Police Dept.** at **231-724-6750**.

PERMITS:

- ***Development Permits*** are needed in the City to construct fences, sheds or pools, and divide parcels or clear land. Contact the **Planning Dept.** at **231-724-6702**.
- ***Building Permits*** are needed to remodel, wire, and plumb, change heating or cooling systems or to construct buildings. Contact the **Building Dept. Services** at **231-724-6715**.
- Permits are needed to change or put in new driveway openings and public sidewalks. Contact the **Engineering Department** at **231-724-6707**.

SPRING CLEAN UP: A dumpster day for each neighborhood is announced for both spring and fall. A dumpster is placed in each neighborhood and residents can bring household items they want to dispose of. Each neighborhood supervises its dumpster day. Contact the **DPW** for dates at **231-724-4100**.

STICKERS: If you have more garbage than the toter can hold, you must have a ***hot pink*** garbage sticker on each item (couch, TV, extra garbage bag, etc.). We recommend that you staple the sticker on the item if there is a chance it will blow off. The stickers may be purchased at the **City Treasurer's Office** in City Hall or at DPW. ***If loose items do not have a sticker, OR if they are out more than 24 hours prior to or after garbage pick-up day, you will get a 24-hour violation notice* (bright orange notice attached to the item), which could result in a clean-up bill or a civil infraction.***

TOTERS: Call **DPW** at **231-724-4100**. To keep neighborhoods looking neat and avoid spilling trash, please do not overload your toter and do not put them out before 7:00 p.m. the night before garbage pick-up. After toter is emptied, they are to be stored out of public view. ***If a toter is not taken care of (call DPW to report), you may be ticketed or it could be taken away.***

JUNK, DEBRIS, YARD WASTE & LEAVES:

- ***Junk, Debris, Trash:*** Items like building materials, car parts, tires, household items, mattresses, tools, appliances, dismantled machinery, scattered trash, cardboard, or domestic waste may not be openly stored in yards. If such items are not disposed of properly or stored in a suitable manner (i.e., in a garage or shed) a **Code Enforcement Inspector** will take action to initiate clean-up. Action may include sending a violation notice by mail, a contractor cleaning the property at the property owner's expense and/or ticketing the property owner. Call **Code**

Enforcement Dept. in City Hall at **231-724-6748** for more information.

WASTE PICKUP: Call the **DPW** at **231-724-4100**. The Public Service Building is located at 1350 E. Keating Ave.



- **Leaves:** Leaf season begins **September and ends April**. Once leaf season has concluded, unbagged leaves on a property with a principal structure **MUST** be removed. Enforcement begins **May 1**. **Please keep leaves and other yard waste out of the gutter**. It's illegal; it clogs storm drains, and makes a huge mess when plows go through! You may not rake leaves into the gutter, road or alley. To report a violation, contact the **DPW** at **231-724-4100**.
- **Yard waste** is picked up on your garbage day and **should not** be set by the curb until the night before. Yard waste service typically runs from the first week of April through the first week of December, weather permitting. Yard waste (grass, leaves and twigs) must be in **paper bags or rigid containers only** or the waste hauler will not pick it up.
- Rigid containers should be labeled "yard waste". A **Code Enforcement Inspector** will cite yard waste stored in plastic bags.
- **Branches and sticks** need to be tied up with twine in manageable bundles no greater than four feet in length. Branches can be no more than 4 inches in diameter. Large limbs and trees coming from residential units may be disposed of by making an appointment with the **DPW** at **231-724-4100**.

***AN E-ALERT SERVICE IS ALSO AVAILABLE THROUGH CODE ENFORCEMENT DEPT. BY PROVIDING THE E-MAIL FOR THE PROPERTY OWNER OR PERSON IN CHARGE OF MAINTAINING THE PROPERTY, A NOTICE CAN BE E-MAILED WHEN A VIOLATION IS NOTED BY A CODE ENFORCEMENT INSPECTOR.**

The Code of Ordinances and many other useful forms and information are available on the City of Muskegon website:

<http://www.muskegon-mi.gov/>

Prepared by: City of Muskegon and SAFEbuilt

Code Enforcement Dept. 231-724-6758

Dept. of Public Works (DPW) 231-724-4100

Police Dept. Main Desk 231-724-6750

Planning/Zoning Dept. 231-724-6702

Community & Neighborhood Services

231-724-6717

CODE ENFORCEMENT DEPT.

PROPERTY MAINTENANCE STANDARDS

Part of understanding the community and being a good neighbor means learning about local rules and ordinances that impact your quality of life. This brochure is provided to help you be a good neighbor. Quality neighborhoods benefit everyone by keeping our City an attractive, clean and safe place to live and raise families. Following is information on some of our most common questions and/or sources of complaints and the departments to call. Please become familiar with this information and call if you have any questions.

ALLEYS: Residents must help maintain alleys by trimming brush, grass and picking up refuse to the center of the alley, even if it is outside fenced areas. This includes mowing and keeping them free of garbage and lawn waste. **Code Enforcement Inspectors** will send notices and may ticket unkempt areas adjacent to alleys. Alleys are graded and plowed if they are on the City's maintenance schedule. You may call the **Department of Public Works (DPW)** about alley maintenance (grading, plowing) at **231-724-4100**.