

## Sample Sidewalk Violation Letters

### 1<sup>st</sup> Violation Notice:

{Date}

{Owner Name}

{Owner Address}

{Owner Address}

**SUBJECT: Defective Sidewalk Adjacent to {Property Address}, Shelby Township**

Dear Property Owner:

As the property owner of record for the above property, you are being notified of a defect in the sidewalk adjacent to said property. Per Section 58-528 of the Township Code of Ordinances, maintenance and repair of all sidewalks abutting a property are the owner's responsibility.

Some examples of defects include, but are not limited to: cracks, chips, uneven or improper sloping, and projections above walk grade over  $\frac{3}{4}$ ". Please reference the enclosed brochure for more information

Per the above referenced Township Ordinance, this letter shall serve as the official notice of the need for repair. All arrangements and repairs must be completed within 60 days of the date of this letter. There are three options available for property owners:

- **Prepaid Sidewalk Replacement Program** – Residents may submit payment to the Township for the estimated cost of replacing the sidewalk slabs. All work will be completed by the Township's sidewalk contractor. Be aware that the costs provided are only estimates; you are fully responsible for all associated costs. If additional costs are required, they will be discussed with you prior to work completion. There is no additional fee for participating in this program.
- **Hire a Private Contractor** – Residents also have the option to complete the work themselves or hire a private contractor. Note that all sidewalk repairs over 100 square feet require a permit through the Township per Section 58-521 of the Township Code of Ordinances; the permit is available online at the Township website: [www.shelbytwp.org](http://www.shelbytwp.org). All repairs done privately must meet requirements of the Township. No grinding or mud-jacking will be permitted – all sidewalks deemed in need of repair must be replaced in their entirety. Certain inspections must be completed prior to work completion to ensure compliance with codes. It is suggested that you contact the Township's Engineer, Fazal Khan and Associates, at 586-739-8007 for the requirements.
- **Do Nothing** – If you elect to not participate in either of the aforementioned options above or do not complete the work within the required timeframe, the Township's contractor will complete the work required after the 60 day time

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frame. After the work is complete, *you will be assessed the full cost to replace the sidewalk in addition to a 25% service fee.* Unpaid balances will be submitted to the County Assessment and levied on the proceeding tax bill, with interest.

Regardless of your decision, **you must complete and return the attached form to the Township Building Department within 60 days.** Please find the enclosed brochure for FAQ's related to the Sidewalk Maintenance Program. Additional information may also be found on Shelby Township's website: [www.shelbytwp.org/sidewalkmaintenance](http://www.shelbytwp.org/sidewalkmaintenance). Should you have any questions or concerns regarding this matter or if you require further information regarding the Sidewalk Maintenance Program, please contact the Township Engineer, Shannon Filarecki at 586-739-8007.

Sincerely,  
FAZAL KAHN & ASSOCIATES  
Shelby Charter Township Engineer

Shannon L. Filarecki, P.E.

Cc: Tim Wood, Building Department  
Craig Kenneth Cowper, Sidewalk Committee

**Sample Method of Repair form**

I, the undersigned property owner, have received the notification of the need for sidewalk repair by {Insert Date}. I have selected the following option to affect the repairs:

**OPTION 1: Township Contractor**

The Township has a standing contract with a designated contractor to complete this work. If you wish to proceed with the work through the Township Prepaid Sidewalk Repair Program estimated cost of repairs is \$«Estimated\_Cost». Please be aware that this is only an estimate; additional fees may apply and are solely the responsibility of the homeowner. Any additional fees will be discussed with you prior to the completion of the work.

**OPTION 2: Private Contractor**

If you do not wish to go through the Township, you may choose to complete this work yourself or contract a private party. The forgoing work is to be performed in accordance with the Township Design Standards (see Township Code of Ordinances Section 58-527).

Signing below indicates that you understand failure to complete the required work within the allotted time period will result in the Township completing the work and all costs associated with the work, plus a 25% service fee being billed to your property. All unpaid balances will be assessed on your property taxes.

Please sign below and remit this page to the following address:

Sidewalk Maintenance Program  
c/o Shelby Township Building Department  
52700 Van Dyke Avenue  
Shelby Township, MI 48316

Payments may be made via check (made out to Shelby Township), cash (delivered to the Township directly), or credit card. All payments made via credit card will incur a 2.5% fee, minimum \$3.95); debit cards will be assessed a \$3.95 flat rate fee.

\_\_\_\_\_  
Signature (Property Owner)                      Date

\_\_\_\_\_  
Please Print Name of Signatory

Credit Card (circle one):     
Credit Card Number: \_\_\_\_\_  
Cardholder Name (printed): \_\_\_\_\_  
Exp. Date: \_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_