



It's as Easy as 1 2 3

Complete Form
 Fax to DNC at 623-1756
 If you have a problem call the *DNC at 623-1757*

Submitted By:		Date Submitted:		Location of Incident/Issue (Please be specific)
Company:	Downtown Norfolk Council			
Address:	201 Granby Street, Ste #101, Norfolk VA 23510			
Telephone Number:	(757) 623-1757			

GARBAGE & TRASH DISPOSAL

- Garbage Out Too Early
- Garbage Out on Wrong Day
- Illegal Dumping or Trash Disposal
- Empty Garbage Cans Not Taken in Promptly

GRAFFITI

- On Building, 7' or below 7' or above
- On Sign
- On Street or Sidewalk
- Parking Structure _____
- Other _____

HOMELESS

- Trespassing
- Panhandling
- Other _____

PARKING & TRANSPORTATION

- Trash/Weeds in Lot/Garage # _____
- Elevator Unkempt/Malfunctioning
- Stairwell Unkempt
- Lights Missing/Burned Out
- Parking Meter Damaged
- Problems with NET
- Garage Exterior Lights NOT On

PARKS & FORESTRY

- Tree or Branch Down
- Damage to Trees, Shrubs, Flowers
- Unclean Parkway/Weeds
- Tree Blocking Signal/Sign/Sidewalk
- Planters Missing/Damaged

PUBLIC HEALTH

- Improper Dumping
- Improper Refuse Storage
- Pest or Rodents

PUBLIC SAFETY CONCERNS

- Vehicle Break-ins
- Vandalism or Theft
- Suspicious People
- Skateboarders

PUBLIC UTILITIES

- Leaking Fire Hydrant
- Meter Cover Missing/Damaged
- Valve Box Cover Missing/Damaged
- Leaking Water Main
- Overflowing Sewer
- Drain Stoppage
- Unprotected Excavation
- Manhole Uncovered
- Water flowing out of Street or Sidewalk: _____

ROAD CONSTRUCTION

- Poor or No Vehicle/Pedestrian Signage
- No Safe Passage for Pedestrians
- Poor Definition of Pedestrian Area
- Need for Flagman
- Construction Barrel Problem
- Construction Barricade Problem

STREET/SIDEWALKS

- Traffic Signal Out/Malfunctioning
- Street Traffic Sign Damage
- Potholes
- Damaged Street Paving
- Water Standing in Street
- Damaged Sidewalk / Curbs
- Unprotected Excavation
- Damaged Poles
- Signs Blocked by Tree Limbs
- Exposed Wires
- Glass on Street or Sidewalk

STREET LIGHTS

- Damage Pole
- Damaged Pole Base
- Broken Globe
- Light Out or Flickering
- 30' Pole Acorn Pole
- Pole Number _____

ZONING/VIOLATIONS

- Broken Doors/Windows
- Building Trash
- Building in Disrepair
- High Weeds
- Unsafe Condition of Building

OTHER

- _____
- _____
- _____
- _____
- _____

City Use Only

Incident Number: _____

Priority: Red Yellow

Photo Number: _____

DNC Use Only

Date Processed By:

PSA Supervisor _____/_____/_____

Ops Manager _____/_____/_____

Ops Admin. _____/_____/_____

Comments _____

ZONE

A B C D E F

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