

CITY OF CROSWELL

100 N. Howard Ave.

Croswell, MI 48422

810-679-2299

Fax: 810-821-0777



GENERAL INFORMATION

Updated 7-1-2023

Welcome to Pioneer Country!

We would like to formally welcome you to the home of the Croswell-Lexington Pioneers! The City of Croswell has put this packet of information together to help answer questions, connect you with city services, amenities, and share city policies. If you have any questions that cannot be answered by the information in this packet, please feel free to call City Hall during regular business hours. We are always happy to help! We are looking forward to sharing our hometown with you and hope you take advantage of the many perks the City of Croswell provides.

Your friends,

The City of Croswell Staff

THE PERKS

Free Public Notary Service is available at City Hall for City of Croswell residents only. **\$5.00 fee for non-residents.**

Community Center Rental Discount – City of Croswell residents may rent the Community Center at a discounted rate! See page 8 for details.

The City has many parks and amenities and is home to the famous **Croswell Swinging Bridge**. The Croswell Swinging Bridge is a suspension bridge that was built in 1905. It spans 139 feet across the Black River.

We put on the **BEST** Christmas firework show in the Thumb! Mark your calendars for the Saturday after Thanksgiving! Fireworks will begin immediately following the Christmas parade.

Thinking about a beach day? We are just a hop and a skip away from Lake Huron!

Electric services are provided by Croswell Light and Power.

Energy Optimization Program – See page 17 for details.

Emergency Services:

- 24-Hour EMS Service
- 24-Hour Police Department
- Volunteer Fire Department

Table of Contents

City Services/Business Hours.....	5
Additional Public Services.....	6
City Parks.....	7
Council Meetings & Community Center Rental	8
Burning Regulations & Link to Ordinances Online	9
Tree Removal	10
Yard Waste Removal.....	11
Garbage Services.....	12
Recycling Guidelines	13
Utility Billing Policy	14
Utility Explanation Codes & Pool-Filling Meters.....	15
Online Bill Pay & Card Payments	16
Energy Optimization Program	17
Utility Deposits Administrative Procedure Policy	18
Tax Billing Schedule	19
Cemetery Fees	20
Utility Shut Off Fees	21
Utility Tap-In Fees	22
Water & Sewer Line Service Repairs	23
Permits.....	24
City Map	25

CITY SERVICES

Ambulance - Emergency	911
Ambulance Office	810-679-4224
Building/Zoning Department - City Administrator or Clerk.....	810-679-2299 ext 106 or 103
City Administrator	810-679-2299 ext 106
City Utility Billing	810-679-2299 ext 102
City Clerk	810-679-2299 ext 103
City Treasurer	810-679-2299 ext 104
City Assessor (Tuesday's Only)	810-679-2299 ext 105
Cemetery	810-679-2299 ext 103
Department of Public Works	810-679-3158
Electric Department	810-679-2120

For after-hours emergency assistance, call the D.P.W or Electric Department number and the afterhours emergency will be forwarded to the on-call worker.

Fire Department - Emergency	911
Fire Hall.....	810-679-2346
Library	810-679-3627
Police Department - Emergency	911
Police Department	810-679-2200
Central Dispatch (non-emergency)	810-648-2000 ext 2
Wastewater Treatment Plant	810-679-2459

BUSINESS HOURS

City Hall is open Monday - Friday 8:00 a.m. to 4:30 p.m. except holidays. There is a secure drop box by the front window for after-hours payments.

The Department of Public Works and Electric Department are open Monday - Friday 7:00 a.m. to 3:30 p.m. except holidays. Summer hours may vary.

The Wastewater Treatment Plant is open Monday-Friday 6:30 a.m. to 3:00 p.m. except holidays.

William Aitkin Memorial Library hours are:
Monday - Thursday 10:00 a.m. to 7:00 p.m.
Friday 10:00 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 2:00 p.m.

ADDITIONAL PUBLIC SERVICES

<u>Natural Gas</u>	Southeastern Michigan Gas (SEMCO) 1-800-624-2019
<u>Telephone</u>	AT&T 1-800-244-4444
<u>TV</u>	Comcast (Cable) 1-800-772-7548 Dish Network (Satellite) 855-506-1583 Direct TV (Satellite) 855-567-1569
<u>Internet</u>	Comcast/Xfinity 1-800-XFINITY AT&T 844-896-7703 Air Advantage 989-652-9500 Speed Connect 866-297-2900 Hughes Net 844-737-2700
<u>Trash Pickup</u>	City of Croswell Jeff's Rubbish Disposal 810-384-1448
<u>Chamber of Commerce</u>	Croswell-Lexington 810-359-2262
<u>Secretary of State</u>	1-888-767-6424
<u>Croswell Post Office</u>	810-679-3226
<u>Croswell-Lexington Schools</u>	810-679-1000 (Administration)
High School	810-679-1500
Middle School	810-679-1400
Geiger School	810-679-1300
Frostick School	810-679-1100

CITY PARKS

Riverbend Park:

Lower Park – Enter at the end of Nims St.

Upper Park – Enter at the end of Maple St.

Kayak Launch – Lower Park

Splash Pad – Upper Park

Open 10AM – 7 PM Everyday from Memorial Day – Labor Day (Weather Permitting)

Ryan Markel Memorial Disc Golf – Upper & Lower Park

Long 1st Hole is on the east end of Swinging Bridge.

Short 1st Hole is on the west of Swinging Bridge.

Gingersnap Park

Located just south of Paramount Industries on N. Howard Ave.

Truman Street Park

Located at 15 Truman St.

Harrington Road Park

Located just west of the bridge on Harrington.

River Access

P.L. Graham Park/Campground

160 Roach Road

Rustic Camping –rustic bathrooms, river access, kayak launch, grills.

First come first serve.

Cost – Donation

BIKE PATH

Cros-Lex Bike Path –

Paved trail from Croswell to Lexington - Just over a 4 mile trip.

CITY COUNCIL MEETINGS

City Council meetings are held the first and third Monday of each month at 7:30 p.m. at the Croswell Community Center, 124 N. Howard Ave., Croswell, MI.

The public is welcome to attend these meetings. If an individual wishes to be put on the agenda please contact the City Clerk no later than noon the Thursday before the meeting at 810-679-2299.

COMMUNITY CENTER RENTAL

City of Croswell residents receive a discounted rate!

All fees **MUST** be paid at the time of booking and are as follows:

	<u>CURRENT FEE/SECURITY DEPOSIT</u>
Weekdays: Monday-Thursday	\$75.00/\$75.00
Weekends: Friday-Sunday	\$150.00/\$150.00
Holidays during the week	\$150.00/\$150.00
Weddings	\$245.00/\$245.00

A copy of the homeowner or insurance liability policy is required.

Cancellations: For the weekday rentals, the cancellation period is 7 days and for weekends, it is 14 days. Those wishing to cancel prior to the designated cancellation period shall receive a full refund. After the cancellation period there will be no refunds.

All deposits shall be held until the keys are returned and the building is inspected by the cleaning personnel.

BURNING REGULATIONS

Burning barrels within the City of Croswell are prohibited. **AT NO TIME** shall burning barrels be used.

Contained bonfires are permitted. Any complaint from a neighbor - the fire **MUST BE PUT OUT**.

ORDINANCES

For City Ordinances, please visit www.cityofcroswell.com

Ordinances are listed under Quick Information > City Ordinances

TREE REMOVAL

If you need to remove or trim trees, please contact the Croswell DPW 810-679-3158 to let them know the date and time.

1. The City will remove brush from individual property using the City's chipper and equipment if the following parameters are met.
 - a. All branches must be less than 6" in diameter
 - b. All branches must be less than 8' in length.
 - c. No stumps or roots.
 - d. Logs over 6" in diameter will be picked up separately providing they are under 6'
2. The first fifteen (15) minutes of your visit are free; however, for extended periods or subsequent visits a charge of \$20 per quarter hour will be applied.
3. If you contract with a tree service, they are responsible for the cleanup.
4. If Mother Nature pays Croswell a visit and City clean up becomes necessary individual expenses may be waived by the Public Works Supervisor.

YARD WASTE PICK-UP

Jeff's Rubbish Disposal - Every Monday

1. Yard waste pick up will be one time per week on Monday. Yard waste **MUST** be to the curbside by 6:00 a.m.
2. Grass and plant clippings along with leaves will be collected from 30 gallon or smaller containers, with a weight limit of 40 pounds. Containers need to be marked with an "X" or word "**COMPOST**" and be separated from your regular trash. Branches must be no longer than 4 ft. and tied into bundles. NO PLASTIC BAGS.

YARD WASTE / COMPOST consists of: leaves, grass clippings, indoor & outdoor plants and branches under 2" in diameter.

All bags/containers containing a mix of yard waste and trash **WILL** be left until you separate the two.

DPW - Every Other Monday

DPW will be doing brush pick-up every other Monday (weather permitting). Please call City Hall to find out the next scheduled pick-up date.

- Leaves/brush must be placed on the **roadside**.
- Place large branches off the road and on the **curbside**.

DO NOT PLACE GRASS CLIPPINGS AT THE ROADSIDE – Grass clippings must be in a container for pick-up by Jeff's Rubbish.

To make arrangements for large branches, please call the DPW at 810-679-3158

JEFF'S RUBBISH DISPOSAL, LLC.

11114 Burt Road

PO Box 337

Emmett, MI 48022

810-384-1448

OFFICE HOURS:

MONDAY – FRIDAY

9:00AM – 4:00PM

We would like to take this opportunity to thank you for your business. Please take a few moments to read the following information. If there are any questions, please call the office during our normal business hours.

YOUR SCHEDULED TRASH PICK-UP DAY IS MONDAY.

Holiday Schedule: There will be **NO** trash removal on: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day. If your scheduled pick-up day falls on or after these Holidays, your trash will be picked up 1 day late that week only. (If that Holiday falls on the weekend, there will be no delay). If you have any questions regarding our Holiday schedule, please feel free to call the office.

Holiday Effected:

Date of Holiday:

Route Effected:

Memorial Day	Monday May 29 th , 2023	ALL ROUTES	ONE DAY DELAY
Independence Day	Tuesday July 4 th , 2023	TUES-FRI ROUTES	ONE DAY DELAY
Labor Day	Monday September 4 th , 2023	ALL ROUTES	ONE DAY DELAY
Thanksgiving Day	Thursday November 23 rd , 2023	THURS-FRI ROUTES	ONE DAY DELAY
Christmas Day	Monday December 25 th , 2023	ALL ROUTES	ONE DAY DELAY
New Year's Day	Monday January 1 st , 2024	ALL ROUTES	ONE DAY DELAY
Memorial Day	Monday May 27 th , 2024	ALL ROUTES	ONE DAY DELAY
Independence Day	Thursday July 4 th , 2024	THURS-FRI ROUTES	ONE DAY DELAY
Labor Day	Monday September 2 nd , 2024	ALL ROUTES	ONE DAY DELAY
Thanksgiving Day	Thursday November 28 th , 2024	THURS-FRI ROUTES	ONE DAY DELAY
Christmas Day	Wednesday December 25 th , 2024	WED-FRI ROUTES	ONE DAY DELAY
New Year's Day	Wednesday January 1 st , 2025	WED-FRI ROUTES	ONE DAY DELAY

GENERAL INFORMATION:

- You are allowed **8-10 bags (30 Gallon) per week**. All garbage needs to be bagged. This avoids trash being left in the bottom of your container and helps avoid damage to your cans. The weight limit on trash bags is **40 pounds**.
- Other items such as: Furniture/Appliances/ extra bags, building material will have an extra charge. Please call the office to schedule a pick-up and to make payment arrangements. Extra items may be left until next pick up day if prearrangements are not made.
- We are not able to pick up the following materials: Shingles, cement/brick/block, liquid waste such as paint & oil, pesticides, yard waste, tires, batteries, or items with Freon coils: refrigerators, freezers, air conditioners, dehumidifiers.
- **Garbage must be out by 6:00AM. If trash is not out, it will be picked up on your next scheduled day.**
- **Please Note: It is illegal to allow another person to put trash with yours if they are not one of our paying customers. This is "Theft of Service" and will result in additional charges to your account and possible termination of your service.**

RECYCLING GUIDELINES

The City of Crosswell Recycles!

Bottle grade plastic labeled 1 or 2 are accepted (lids go in the trash). Plastic labeled 4 through 7 is also accepted. Keep items free of liquids and residue. Rinse all jars, bottles, and cans. **Do Not** put your recyclables into plastic bags. Plastic bags are not recyclable and cannot be processed at the recycling facility.

Residents are advised that, any contaminated recycling bins will be left behind.



NOT ACCEPTED

- NO Plastic Bags of any kind (including garbage bags and store shopping bags)
 - NO Waxed Cardboard (like OJ Cartons)
 - NO Electronics, Batteries, Cell Phones
 - NO Clothes, Shoes
 - NO Food
 - NO Styrofoam (like takeout boxes, packing foam)
 - NO Plastic Toys
 - NO Broken Glass, Pyrex, Mirrors, Ceramics
 - NO Windows or Tempered Glass
 - NO Wire Hangers
 - NO Needles or syringes
 - NO Hazardous Waste
- If it does not have a recyclable symbol on it, then we cannot take it...

ACCEPTABLE ITEMS

- Plastics #1 and #2 and #4 through #7
- Office Paper, gift wrapping paper
- Corrugated cardboard and paper bags
- Aluminum/Metal food cans (rinsed out)
- Newspaper, Magazines, Brochures, Inserts
- Paperboard boxes (holds cereal, pasta, tissue)
- Phonebooks, Greeting cards, regular and junk mail
- Glass bottles and jars (like food jars - rinsed out)
- Bulky rigid plastics (buckets, chairs, - **MUST** have recyclable symbol)



UTILITY BILLING POLICY

- 1: Customer is to be billed for 30 (average) days usage within one (1) week of meter read date. The customer shall receive the following months billing approximately a week after the previous bill's due date.
- 2: Bills are due in approximately three (3) weeks after receiving them. If the bill is not paid on the due date, a 1.5% penalty will be incurred.
- 3: If the previous month's bill is still unpaid following its due date, a "previous balance (PB) - due immediately" balance will be reflected on the next month's bill.
- 4: The customer will receive a hand delivered notice to said address once a month on accounts that are thirty (30) days past the original bill due date. Hand delivered notices shall be delivered no less than 48 hours before disconnecting. Services will not be disconnected on a Friday, the day before a holiday, or after 3 pm on weekdays. There will be a \$10 delivery/processing charge added to each customer account. Copies of shut off notices will be mailed or emailed to the landlord/homeowner.
- 5: Once the customer has received a hand-delivered notice, the only arrangement that may be made at this time is a written contract with the City of Croswell with payment schedule to pay off the balance due at the Administrator's discretion. If a payment is not made as agreed upon, utilities will be discontinued within 24 hours of the missed payment.
- 6: Services will be disconnected and not be restored until payment is received in **full for the outstanding past due utilities**. A \$25 shut off fee will be added to each account that is shut off. Upon payment and re-installation of services, a \$25 reconnecting fee will be added. If a utility is disconnected for nonpayment and payment is not received after thirty (30) days, the second utility will be disconnected. The \$25 shut off fee and \$25 reconnection fee shall be added to this service as well.
- 7: Meter reads will be obtained from the Electric and/or DPW personnel completing the disconnection of service for billing purposes.
- 8: Any utility account six (6) months or longer past due will be placed on the Summer Tax Bill as a lien against that property.
- 9: Fees will be reviewed annually and placed on the city resolution fee schedule effective each year in July.

UTILITY EXPLANATION CODES

- 01 - Electric - This is the actual electric includes flat read fee
- 02 - Water - This is the actual water usage. This is measured in 1,000-gallon units. On average, each individual uses 2,000 gallons (2 units) per month.
- 03 - Sewer - This is the actual sewage use. This is based upon how much water is used.
- 04 - Yard Light, Flat fee.
- 05 - Electric Turn on
- 06 - Electric Turn off
- 07- - Water Ready - This is a flat charge that is applied each month. This covers the cost of the water line (maintenance, etc.)
- 08 - Sewer Ready - This is a flat charge that is applied each month. This covers the cost of the sewer line (maintenance, etc.)
- 09 - Water Turn on
- 10 - Penalty
- 11 - Sprinkler
- 12 - Garbage Pickup - Contracted through Jeff's Rubbish Disposal. City bills monthly on utility bills.
- 13 - Sales Tax
- 14 - NSF Fee
- 16 - Energy opt, state mandated fee
- 17 - Sewer Repair - This fee is set aside for the Repair & Maintenance of the Wastewater Treatment Plant as well as debt service
- 18 - Renewable Energy, state mandated fee
- 19 - Deposits
- 20 - Deposit refund
- 21 - Disconnect Notice – Processing/delivery for shut off notice 30 days past due
- 22 - Water meter charge
- 24 - LIEAF-State Mandated fee for winter opt-in protection for low-income shut off protection
- 25 - Pool/Sewer -Sewer credit for pool water filling. Must use a pool meter.

POOL METERS:

Pool meters can be checked-out from City Hall and are to be used for **POOL FILLING ONLY**. \$50 Deposit is required. Residents may receive sewer credit for the water used to fill their pool. Sewer credit will not be issued if a pool meter was not used.

Failure to receive bill does not waive penalty. Unpaid bills are a lien on the property, collectable on the tax roll in accordance with City Ordinance #128. When paying in the drop box, please submit the top portion of the bill with payment.

We now offer online bill pay! You may view or pay utility bill and/or taxes online, it now requires a pin number that is printed on your utility bills. Please call the City of Croswell offices at (810) 679-2299, if you need any assistance with the pin number. This pin number is located on your utility bill in the center of the page above "Meter Information".

The City of Croswell also offers Auto Pay and Paperless billing. If you have any questions, please call the City of Croswell offices. To view or pay online go to www.cityofcroswell.com.

WE NOW ACCEPT



Convenience/Card Vendor Fee - 3% of payment with a \$2.00 minimum

E-Checks - \$3.00 flat fee

ENERGY OPTIMIZATION PROGRAM

Residential city electric customers can pick up **one** 10 watt LED light bulb (standard 60 watt replacement) **every 3 months** at City Hall as part of our Energy Optimization Program.

Commercial and residential customers may receive rebates on Energy Star home appliance upgrades. Pick up a rebate application at City Hall to see if your purchase qualifies! Your completed application and the required materials listed above must be received by December 31, 2023. ***Limited Funds are available. Please allow 4-6 weeks to receive your Energy Smart incentive check from the time your completed application is received.***

UTILITY DEPOSITS ADMINISTRATIVE PROCEDURE POLICY

1. A deposit is required for all new public utility accounts services by the City of Croswell utilities. The deposit must be paid in full before utility service will begin. (Ordinance #128)
2. Leased residential deposits shall be \$250.00, except in such cases where the property owner has contracted with the City for a specific reduction of deposits for leases of the building.

Leased deposits shall not be refunded until the utility account is terminated in good standing. The City may apply any part or all of a posted deposit to the balance due at the time a utility account is terminated.

3. Non-leased residential deposits (owner purchased utilities) shall be fixed at \$75.00. Property owner's deposits shall be refunded if the customer has maintained a history of payment on or before the statement due date. Property owner's deposits alone will be refunded, if the customer's account is current. Property owners whose payments are delinquent shall not receive the deposit refund until their account has been returned to good standing or the account has been terminated. The City may apply any part or all of a posted deposit to the balance due when a utility account is terminated.

Deposits for property owners shall be refunded after a period of nine months if all requirements are met of the above-mentioned paragraph. (Ordinance #128)

4. Commercial or industrial establishment deposits will be 10% of annual bill w/ minimum of \$100.00 or maximum of \$500.00.
5. Deposits will not be waived for clients of Department of Social Services (policy October 8, 1987).

TAX BILLING SCHEDULE

The City of Croswell and Croswell-Lexington School taxes are billed in advance.

ISD and County taxes are billed in arrears.

Summer Bills goes out early July – due on or about the 31st of August.

Winter Bills goes out early December – due on or about the 14th of February.

On March 1st all unpaid taxes are turned over to the Sanilac County Treasurer 810-648-2127

The City of Croswell now offers Online Bill Pay to view and print tax bills <https://www.cityofcroswell.com/>

CEMETERY FEES

CEMETERY

Effective 7/1/2023

Spaces

Resident (City of Croswell)	\$500.00/space
Non resident	\$600.00/space

Opening & Closing Grave

April 1 - Oct. 31

Nov 1 - March 31

Resident (City of Croswell)	\$500.00	\$550.00
Non Resident	\$600.00	\$650.00

Cremation

Resident (City of Croswell)	(No Tent)	\$200.00	\$250.00	Tent Add \$200
Non Resident	(No Tent)	\$300.00	\$350.00	Tent Add \$200

Additional Fees

Saturday burial	(additional)	\$250.00
Burials services must be ended by 3:00 p.m, if not add		\$250.00

Burials on days observed as holiday by City of Croswell double opening & closing fee. No Sunday burials.

Chapel Rental

\$200.00

Any outside equipment must be approved by the Sexton.

Columbarium Niche – west side of podium

Resident (City of Croswell)	\$500.00
Non Resident	\$600.00
Opening for second cremains	\$100.00

Columbarium Niche – east side of podium

Resident (City of Croswell)	\$600.00
Non Resident	\$700.00
Opening for second cremains	\$100.00

Foundation Fee

\$0.50/square inch

Add 2" to length &
width of the marker.

UTILITY SHUT OFF FEES

<u>UTILITY SHUT OFF FEES</u>	Eff. 7/1/2023
Disconnect Notice Charge per tag	10.00
Winter Water Disconnect	50.00
Verbal - Disconnect - Reconnect Charge	
During business hours	26.00
After business hours	
Weekday - before 9:00 p.m.	141.00
after 9:00 p.m.	188.00
Saturday - before 9:00 p.m.	151.00
after 9:00 p.m.	203.00
Sunday	203.00
Holiday	225.00
Homeowners Request	25.00

UTILITY TAP-IN FEES

<u>UTILITY TAP-IN FEES</u>		Eff. 7/1/2023
Type	Line Size	Charge
Water	3/4"	\$700.00
	1"	\$1000.00
	2"	\$2000.00
	Boring	\$1000.00 plus supplies
Sewer	4"	\$1500.00
	6"	\$2000.00
	8"	\$2500.00
	Boring	*Price per site conditions
Electrical		\$250.00
Note: *Price per site conditions and charges will be set by DPW Supervisor		

Tap-ins will only be scheduled between spring thaw and fall frost. The above charges are for standard tap-ins. Addendum A will be used for Residential Equivalency Factors (R.E. Factor). Additional fees will be charged for any special requirements.

Temporary electric hookups are available for construction purposes at a rate of \$30.00/month, when the contractor applies. Tap-ins will be scheduled only after fees and utility deposit of \$75.00 has been paid.

WATER & SEWER LINE SERVICE REPAIRS

Water

1. It is the policy of the City of Croswell that it shall be responsible for the repair of all water lines services from the water main to the valve in the curb stop (street shut off) located in the established right of way.
2. It is the responsibility of the homeowner to protect and care for the water meter. In the event the meter is frozen/improperly protected and the fault of the homeowner, the actual cost to replace the meter will be charged on the current utility bill. The owner of the home will be notified by the City in person, by phone or a notice will be left on the door. If the meter is found to be defective, it will be replaced by the City with no cost to the homeowner.

Sewer

1. It is the policy of the City of Croswell that it shall be responsible for the repair of all sewer line services from the sewer main to within the established right of way.
2. This policy is exclusive of any cleaning (roots, waste, personal hygiene etc.) that does not require exposure and structural repair of the service line.

General Terms

1. If a user requests a new tap, they shall be responsible for the full expense of said tap.
2. Established right of way shall be the street, alley or utility right of way set forth by the City of Croswell.
3. If a user requests their sewer service to be TV'd a flat rate of \$50.00 shall be assessed.

PERMITS

Listed below are the locations and proper procedures for applying for permits in the City of Croswell.

Building Permits: Permits and inspections are completed by the Sanilac County Building Department.

(810) 648-4664. Land Use Permits are issued at City Hall by the Zoning Administrator at a cost of \$25.

Fence Permits: Permits are issued at City Hall by the Zoning Administrator. (810) 679-2299 at a cost of \$25.

Sign Permits: Permits are issued at City Hall by the Zoning Administrator. (810) 679-2299 at a cost of \$25.

Electrical Permits: Permits and inspections are completed by the Sanilac County Building Department.

(810) 648-4664.

Plumbing Permits: Permits and inspections are completed by the Sanilac County Building Department.

(810) 648-4664.

Mechanical Permits: Permits and inspections are completed by the Sanilac County Building Department.

(810) 648-4664.

The individuals who acquire the various permits as listed above are responsible for the following procedures. Posting the permits where the public can see them. An advanced reasonable time period given to Inspectors for inspections. Keeping the area outside the building clean and free of debris. No burning of debris is allowed.

City of Croswell

