

SIDEWALK REPAIR NOTICE DISPUTE LETTER

Fill in all [BRACKETED] fields before printing and mailing.

HOW TO USE THIS TEMPLATE: Replace every [BRACKETED FIELD] with your specific information before printing. Mail via certified mail with return receipt requested. Keep a copy. Submit before the appeal deadline stated in your notice (typically 10–30 days from notice date).

[YOUR FULL LEGAL NAME]

[PROPERTY ADDRESS]

[CITY, STATE, ZIP]

[YOUR PHONE NUMBER]

[YOUR EMAIL ADDRESS]

[TODAY'S DATE]

[CITY DEPARTMENT — e.g., Bureau of Street Services / Dept. of Public Works / L&I;]

City of [YOUR CITY]

[DEPARTMENT MAILING ADDRESS]

[CITY, STATE, ZIP]

RE: Formal Dispute — Sidewalk Repair Notice

Notice Case Number: [CASE NUMBER FROM NOTICE]

Property Address: [PROPERTY ADDRESS]

Notice Date: [DATE PRINTED ON NOTICE]

Dear [CITY DEPARTMENT NAME] Appeals Coordinator:

I am writing to formally dispute Sidewalk Repair Notice Case Number [CASE NUMBER], issued on [NOTICE DATE] for the property located at [PROPERTY ADDRESS]. I request a formal hearing on this matter before the stated compliance deadline of [DEADLINE DATE].

I dispute this notice on the following grounds: [SELECT THE APPLICABLE GROUND(S) AND DELETE THE OTHERS]

■ GROUND 1 — City Infrastructure Caused the Damage

The sidewalk damage cited in this notice was caused by a city-maintained street tree/utility infrastructure [choose one] adjacent to my property. I have photographic evidence demonstrating that the [tree roots / utility work / other city infrastructure] caused the cited displacement/cracking [choose applicable defect]. I am requesting either that the city assume responsibility for this repair or that the repair cost be waived under [applicable city program or ordinance].

■ **GROUND 2 — Defect Does Not Meet Actionable Standard**

The defect cited in this notice does not meet the city's own definition of an actionable hazard. The vertical displacement at the cited location measures approximately [X] inches, which is below the city's minimum enforcement threshold of [Y] inches as defined in [cite municipal code section if known]. I have photographic documentation with measurement reference.

■ **GROUND 3 — Procedural Defect in Notice**

This notice was not issued in compliance with the procedural requirements of [cite municipal code section]. Specifically: [describe the procedural error — e.g., inadequate advance notice period, failure to include appeal rights, incorrect property identification].

In support of this dispute, I am enclosing the following documentation:

1. Photographs of the cited sidewalk section dated [DATE PHOTOS TAKEN]
2. [If tree: City street tree inventory/map screenshot confirming tree is city-owned]
3. [If measurement dispute: Photograph with ruler showing displacement measurement]
4. [Any other relevant documentation]
5. Copy of the original notice

I request that enforcement action be stayed while this dispute is pending, as is standard practice during an active appeal period. I am available to discuss this matter and can be reached at [PHONE NUMBER] or [EMAIL ADDRESS].

Please confirm receipt of this dispute letter and provide the scheduled hearing date and location. I understand that if my dispute is denied, I will be responsible for completing the required repairs by a new deadline determined at the hearing.

Respectfully submitted,

_____ Date: _____

[YOUR PRINTED NAME]

[YOUR TITLE, if applicable — e.g., Owner, Trustee]