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DEPARTMENT OF PUBLIC WORKS  
100 North Appleton Street  
Appleton WI 54911  
TEL 920-832-6474 FAX 920-832-6489

December 1st, 2011

Dear Property Owner:

This letter is to inform you of two City of Appleton ordinances that require compliance upon the sale of your home. Please read below:

- 1) In an effort to eliminate clearwater (storm or rain water) from entering the sanitary sewer system, the City of Appleton implemented a Clearwater Inspection Program in 2005. The Department of Natural Resources directed the city as well as other neighboring communities to reduce the amount of clearwater entering the sewer system. To comply with this directive, the City of Appleton implemented a program that requires any single or two family residence built prior to 1980 to have a clearwater inspection performed by the city prior to the sale of the property to determine if there is illegal surface or ground water connections into the sanitary sewer system . (i.e. the direct connection of downspouts, roof drains, foundation drains and sump pumps into the sanitary sewer system). Beginning in 1980 Wisconsin adopted the Uniform Dwelling Code requiring sump pumps in new construction.
- 2) In an effort to clearly define accepted areas for parking vehicles within the established front yard of private properties in order to address off-street parking issues and maintain the acceptable appearance of City neighborhoods, the City of Appleton adopted a Front Yard Parking Ordinance in 2005. To comply with this ordinance, the City of Appleton has implemented a program which requires existing driveways on one-family, two-family and three family dwelling units that are not paved shall be paved prior to the sale of the property or, within six (6) months after the property is sold.

The process for compliance for both of these programs begins when a Real Estate Inquiry form is submitted to our office by your title company, attorney, or other party, to gather city information for the closing. If an inspection is required, we will mark the Real Estate Inquiry form with a stamp/sticker and attach a procedure form. It is the responsibility of the seller or their representative to call us within 15 days from the date on the Real Estate Inquiry form to schedule a time when an inspector can meet with the seller to examine the property for compliance.

If violations are found during the inspection regarding Clearwater, it will be the responsibility of the seller to have the necessary corrections made prior to the sale of the property. In order to avoid delay of a pending sale, the transferee may file with the Building Inspection division evidence of a contract or accepted bid to bring the property into compliance with the Clearwater code. If a violation is found regarding the driveway, it will be the responsibility of the seller to have the necessary corrections made, or scheduled to occur within six (6) months after the property is sold.

Once corrections have been made, a re-inspection must be scheduled to verify compliance. There will be no charge for these inspections. However, failure to comply within the required time frame may result in enforcement actions including possible citations. The city encourages all property owners to be pro-active in taking measures to meet these requirements, whether a sale is imminent or not. Further information on these ordinances can be found in the Appleton Municipal Code (Sections 4-275 and 19-91) located on city's website [www.appleton.org](http://www.appleton.org).

Please feel free to contact me if you any questions regarding any of these issues. Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Paula Vandehey". The signature is written in a cursive, flowing style.

Paula Vandehey, P.E.

Director of Public Works

Cc: Inspections



## Property Owner Approval

The city employee performing the Clearwater inspection is also certified to update the property record card for the City Assessor. Therefore, we are asking your permission to allow him to walk through the entire home during the initial Clearwater inspection to update the Assessor's data at the same time.

**The Assessor must attempt to view the interior of all sales properties annually per state requirements, therefore you will save us valuable time and resources by not having to schedule a separate assessment inspection at a later date.**

This walk-thru will NOT affect the assessed value in the year of the sale. You have the right to refuse this walk-thru without losing your right to appeal the assessed value. We do not intend to address work done without building permits when walking through the home, however immediate life safety issues may be addressed. We appreciate your cooperation with this request so that we can become more efficient, save taxpayer dollars, and provide better customer service.

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OWNER NAME/REPRESENTATIVE NAME \_\_\_\_\_  
ADDRESS OF PROPERTY \_\_\_\_\_

Please check one:

The Clearwater inspector may walk through the home to update the Assessor's data.

The Clearwater inspector may not walk through the home to update the Assessor's data.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Return this Form prior to the Clearwater appointment by email, fax, or send to:**

City of Appleton Public Works Dept  
Inspections Division  
100 N. Appleton St.  
Appleton WI 54911

Email: Customer Service 5th Floor@Appleton.org  
Fax: (920)-832-6464  
Phone: (920)-832-6411