

ROADWAY, SIGN, WALKWAY & BOARDWALK INSPECTION PROGRAM

Referral Report

DATE:

TO:

FROM:

RE: NOTICE of CONDITION

A _____ condition has been identified in the following location (see attached document) and should receive immediate attention:

This condition is referred to your agency / authority for action on the observed condition report. We are bringing this to your attention as a notice to correct this condition in order to minimize a liability exposure to both you and our municipality.

Respectfully submitted,

_____ -

Administrator/Clerk

Note: Observations which fall outside the jurisdiction / authority of the local municipality should be referred to the proper agency. Fax a copy of this report form to the responsible jurisdiction / authority and maintain a copy in the Roadway, Sign, Walkway and Boardwalk Program