City of Milwaukee

DEPARTMENT OF
NEIGHBORHOOD SERVICES
milwaukee.gov/DNS

SPECIAL ENFORCEMENT DIVISION 4001 S. 6th Street, Milwaukee, WI 53221
Phone (414) 286-3875 | Fax (414) 286-0830

Large Print | Braille

Alternative formats are available upon request for individuals with disabilities. Contact ADACoordinator@milwaukee.gov or call (414) 286-3475.

WORK PLAN FOR VIOLATIONS AT PROPERTY

NOTE: ALL REPAIRS MUST BE COMPLETED BY AUGUST 1 FOR FEE REDUCTION CONSIDERATION

INSTRUCTIONS

- Review you current, open order to verify what still needs to be done.
- Contact your inspector for a clarification meeting if necessary.
- Come up with a game plan and complete this Work Plan Form.
- Allow yourself enough time to complete all open violations.
- Return this completed, signed agreement and it will be added to the permanent file. Email ablunt@milwaukee.gov or mail to Dept. of Neighborhood Services, Attn: Monthly Program, 4001 S. 6th St., Milwaukee, WI 53221. DNS will contact you about plan acceptance.

I _____ will make all of the repairs at _____
Print Name Address

by ____/____/_____. Because my property is incurring fees monthly, after I make all of the necessary
Date

repairs according to my plan, please review my file for possible fee reduction.

_____ _____ _____
Signature Date Phone Number

I further acknowledge that typing my name above constitutes my signature on this form and that any changes will remain in effect until further written notice.

OFFICIAL USE ONLY

_____ _____
Management Signature Date Approved or Denied

If you have multiple violations and will be working on them for a period of time, please list the violation number from your order and the date that the violations will be repaired.

Violation number and repair	Date work will be done by
EXAMPLE: #12 – repair or replace defective gutter	*1/15/19*