



<p>DOWNTOWN HAMPTON DEVELOPMENT PARTNERSHIP</p>	<p>downtownhampton.com 710 Settlers Landing Road Hampton, Virginia 23669 p: 727.1271 f: 727.1255</p>	<p>1 Complete Form</p> <p>2 Fax to DHDP at 727.1255</p> <p>3 Call us at 727.1271 to follow up</p>
 		<p>SUBMITTED BY: _____ DATE SUBMITTED: _____</p> <p>LOCATION OF INCIDENT/ISSUE (please be specific): _____</p> <p>COMPANY: _____</p> <p>ADDRESS: _____</p> <p>PHONE: _____</p>

GARBAGE & TRASH DISPOSAL

- garbage out too early
- garbage out on wrong day
- illegal dumping or trash disposal
- empty garbage cans not taken in promptly

GRAFFITI

- on building - 7' or below
- on building - 7' or above
- on sign
- on street or sidewalk
- on parking structure
- on other _____

PARKING & TRANSPORTATION

- trash/weeds in lot/garage
- elevator unkempt/malfunctioning
- stairwell unkempt
- lights missing/burned out
- parking meter damaged
- problems with NET
- garage exterior lights NOT on

PARKS & FORESTRY

- tree or branch down
- damage to trees, shrubs or flowers
- unclean parkway/weeds
- tree blocking signal/sign/sidewalk
- planters missing/damaged

PUBLIC SAFETY CONCERNS (call 611)

- vehicle break-ins
- vandalism or theft
- suspicious people
- skateboarders
- trespassing
- panhandling
- other _____

PUBLIC HEALTH

- improper dumping
- improper refuse storage
- pest or rodents

PUBLIC UTILITIES

- leaking fire hydrant
- meter cover missing/damaged
- valve box cover missing/damaged
- leaking water main
- overflowing sewer
- drain stoppage
- unprotected excavation
- manhole uncovered
- water flowing out of street/sidewalk (location) _____

ROAD CONSTRUCTION

- poor or no vehicle/pedestrian signage
- no safe passage for pedestrians
- poor definition of pedestrian area
- need for flagman
- construction barrel problem
- construction barricade problem

STREET / SIDEWALKS

- traffic signal out/malfunctioning
- street traffic sign damage
- potholes
- damaged street paving
- standing water in street
- damaged sidewalk/curbs
- unprotected excavation
- damaged poles
- signs blocked by tree limbs
- exposed wires
- glass on street or sidewalk

STREET LIGHTS

- damaged pole
- damaged pole base
- broken globe
- light out or flickering
 - 30 ft pole
 - acorn pole
- pole no. _____

ZONING / VIOLATIONS

- broken doors/windows
- building trash
- building in disrepair
- high grass/weeds
- unsafe condition of building

OTHER

- _____
- _____
- _____

CITY USE ONLY

Incident number: _____

Priority: red yellow

Photo number: _____

DHDP USE ONLY

Date processed by: _____

PSA Supervisor ___/___/___

Ops Manager ___/___/___

Ops Administrator ___/___/___

Comments: _____

Zone A B C

For more information on Downtown Hampton, please visit www.downtownhampton.com or call the Downtown Hampton Development Partnership at 727-1271 or 1-866-556-9631 (toll-free).

FOR EMERGENCY CALL 911