



# Town of Sheboygan Drainage Complaint Form

Complaint Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Occurrence Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_

First Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Select the field that applies to the complainant.

Please select property type:

Owner:  Tenant:  Other:

Commercial  Residential

Street/ PO Box Number: \_\_\_\_\_

Street Name: . \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this the first occurrence?  YES  NO If no, how many times? \_\_\_\_\_

How long has the problem existed? \_\_\_\_\_  
\_\_\_\_\_

Has someone inspected the complaint before?  YES  NO

If yes, what was the inspector's name and/or name of agency? \_\_\_\_\_

Does this problem occur frequently or after large storms? \_\_\_\_\_  
\_\_\_\_\_

Do you give the Town permission to enter property to inspect?  YES  NO

Detailed Description of Problem: (Use additional sheets for more information, pictures helpful.)


Signature: \_\_\_\_\_

## 18.06 Ditch Maintenance

- a. Section **18.06** shall apply to all property owners in the Town of Sheboygan owning property which abuts upon any ditch or natural water course which exists upon right-of-way or easements for road or drainage purposes in the Town of Sheboygan. Property owners shall maintain all such ditches or watercourses within fifty (50) feet of the property line of their property. In the event the right-of-way or easement is less than one hundred (100) feet wide and is bordered on two (2) sides by private property owners, each property owner shall be responsible for that one-half (1/2) of the right-of-way or easement adjacent to his property.
- b. Any property owner in the Town of Sheboygan who has property which abuts any ditch or water course as described above shall be responsible to maintain the watercourse and ditch to allow the free, open, and continuous flow of water through said ditch or watercourse.
- c. Where there occurs in any ditch or watercourse an accumulation or deposit of materials or vegetation, other than naturally deposited snow or ice, which obstructs, diverts, or blocks the continuous flow of water, temporary or otherwise, causing the water to back up or stagnate or to flow upon property of another or of the Town of Sheboygan outside of the area of the easement for the ditch or watercourse, the property owner responsible for the ditch or watercourse maintenance shall remove such blockage, obstruction, or materials causing diversion with forty-eight (48) hours of notice in writing from the Town of Sheboygan. If the owner of the property or premises fails to remove such blockage, obstruction, or diversion as required by this Section, the Town of Sheboygan, under the direction of the Town Board and Director of Public Works, shall do the work, and the expense thereof shall be calculated and made a special tax upon the property adjacent to which the work was done pursuant to the above definition of areas of responsibility of the property owners.
- d. Ditches may be enclosed with the installation of an appropriately sized pipe or culvert upon the request of the abutting property owners and the approval of the Town of Sheboygan Board of Supervisors. All costs for the installation and restoration of said enclosures, including engineering fees, shall be borne by the property owner(s) requesting the same. Recommendation on the project must be given by the Town's Engineer or the Director of Public Works prior to commencement of the work and must be inspected during the installation along with final inspection. All costs of clearing, ice removal, and other maintenance work shall be borne by the abutting property owners.