

[Date]

[Recipient]
[Title]
[Company]
[Address]
Oakland, CA [zip]

Re: Change in Street Sweeping Schedule

Dear [Mr. or Ms. [Name]

We have received your request for a change in the street sweeping schedule for your area. We are enclosing the appropriate petition for that change. Please make note of the following:

The City will review any requests submitted with the required petitions and will base its decision upon the following criteria:

- That the request to add or decrease street sweeping has little or no impact on the sweeping schedule in the adjacent neighborhoods;
- That the proposed request can be implemented with minimal fiscal impact to the City (e.g., cost of signage, notice to residents or property owners); and
- That it is operationally feasible.
- A minimum of 67% of residential and commercial property owners on the block that is requesting the change must sign the petition in the proposed area (one signature per property). For multiple-dwelling properties such as apartments, duplexes, etc., the petition must be signed by the property owner or property manager. In addition, if the multiple-dwelling property consists of condominiums, each owner must sign the petition).

Contact the day shift street sweeping supervisor, Arthur J. Watson Jr., at 434-5112 with any questions.

- Submit the original signed petition to:
Operations Manager
City of Oakland Public Works
Bureau of Facilities & Environment
Keep Oakland Clean & Beautiful Division
750 – 50th Avenue
Oakland, CA 94601

After receipt of the original signed petition, the KOCB Operations Manager will review the application and verify the petition. In some cases, the petitions must be forwarded to the City Council for approval. Once a decision has been made, you will be notified. For some cases, the decision process can take up to six (6) months or more.

“No Parking” signs are installed to inform residents of the days and times of parking restrictions. Proper notice will be given to residents in the impacted area. Typically, a two-week grace period will be given to residents and visitors prior to citing vehicles that are left on the street during scheduled street sweeping operations.

There is no opt-out process for existing street sweeping.

Sincerely,

Arthur J. Watson
Public Works Supervisor II
Enclosure [petition]