



It's Easy!

1. Complete Form
2. Fax to DNC at 757-623-1756 or email to dnc@downtownnorfolk.org
3. Need immediate assistance call an Ambassador at 757-328-2812 or 757-328-2749

Submitted By:		Date Submitted:		Location of Incident/Issue (Please be specific)
Company:	Downtown Norfolk Council			
Address:	223 E. City Hall Avenue, Suite 212, Norfolk, VA 23510			
Telephone Number:	757-623-1757			
Email:	dnc@downtownnorfolk.org			

GARBAGE & TRASH DISPOSAL

- Garbage Out Too Early
- Garbage Out on Wrong Day
- Empty Garbage Cans Not Taken in Promptly

GRAFFITI

- On Building (Private)
- On Sign
- On Street or Sidewalk
- Structure (Public)
- Other _____

PARKING & TRANSPORTATION

- Trash/Weeds-Garage # _____
- Elevator Unkempt/Malfunctioning
- Stairwell Unkempt
- Lights Missing/Burned Out
- Parking Meter Damaged
- Other _____

PARKS & FORESTRY

- Tree or Branch Down
- Damage to Trees, Shrubs, Flowers
- Tree Blocking Signal/Sign/Sidewalk
- Planters Missing/Damaged
- Other _____

PUBLIC HEALTH

- Improper Dumping
- Improper Refuse Storage
- Pest or Rodents

PUBLIC HEALTH

- Grease Waste
- Pet Waste
- Other _____

PUBLIC SAFETY CONCERNS

- Vehicle Break-ins
- Vandalism or Theft
- Suspicious People
- Skateboarders
- Trespassing
- Panhandling
- Other _____

PUBLIC UTILITIES

- Meter Cover Missing/Damaged
- Valve Box Cover Missing/Damaged
- Overflowing Sewer/Drain
- Manhole Uncovered
- Water flowing out of Street or Sidewalk: _____
- Other _____

ROAD CONSTRUCTION

- Poor or No Vehicle/Pedestrian Signage
- No Safe Passage for Pedestrians
- Poor Definition of Pedestrian Passage
- Poor or No Barricade Placement
- Other _____

STREET/SIDEWALKS

- Traffic Signal Out/Malfunctioning
- Street Traffic Sign Damage
- Potholes
- Missing Bricks
- Loose Bricks
- Sinking Bricks
- Unprotected Excavation
- Damaged Poles
- Exposed Wires/Pipes
- Glass on Street or Sidewalk
- Other _____

STREET LIGHTS

- Damaged Pole/Pole Base
- Broken/Missing Globe
- Light Out or Flickering (Cycling)
 - 30' Pole Acorn Pole
- Pole Number _____

ZONING/VIOLATIONS

- Broken Doors/Windows
- Building Trash
- Building in Disrepair
- High Weeds
- Unsafe Condition of Building

ADA

- Crosswalk Button Obstructed
- Curb Cut Damaged/Obstructed
- Sidewalk Damaged/Obstructed

OTHER

DNC Use Only

- Priority:**
- Red – Eminent Danger
 - Yellow – Possible Danger
 - Green – Aesthetic Only

- Date Processed By:**
- PSA Supervisor _____
 - Ops Admin _____
 - Ops Director _____

Incident Number: _____
Photo Number: _____

- ZONE:**
- A B C D E F

DNC USE: Action Taken

*Provided and Monitored as a service by the
Downtown Norfolk Council.
Downtownnorfolk.org*