

PLYMOUTH TOWNSHIP

Curb and Sidewalk Inspection - Deed Registration Procedures

The following procedures are effective for property settlements after March 16, 2005:

1. The existing homeowner submits a completed "Application for Inspection of Real Estate Prior to Transfer of Property" to the Township.
2. The Township will inspect the property within three (3) weeks of the application date. All curb and sidewalk will be inspected for compliance with the "Guidelines for Curb and Sidewalk Replacement". The Township will verify that the building numbers are in accordance with Plymouth Township Code Section 5-70.
3. After completion of the inspection:
 - a. If the curb and sidewalk are in compliance with the "Guidelines for Curb and Sidewalk Replacement", the Township will issue a "Certificate of Adequacy".
 - b. If the property does not have curb and sidewalk, a "Certificate of Adequacy" noting "No Improvements" will be issued.
 - c. If the curb and/or sidewalk are not in compliance with the "Guidelines for Curb and Sidewalk Replacement", a certified letter outlining the defects to be corrected will be sent to the owner. The Homeowner will be required to apply for a Township Highway Permit prior to making any repairs.
4. The homeowner must notify the Township upon completion of the repairs. The Township will re-inspect the property. If the repairs are adequate a "Certificate of Adequacy" will be issued.
5. After the transfer of the property, the new owner must complete an "Application For Registration of Real Estate". The application, the deed to be recorded, a copy of the "Certificate of Adequacy" and the \$5.00 fee must be presented to Township for the deed to be stamped.

For Condominium Units and Common Interest Properties, a completed "Property Disclosure Statement" in lieu of the "Certificate of Adequacy" of the must be submitted.

The Township will retain the application, Certificate of Adequacy or Property Disclosure Statement and a copy of the cover page of the deed. A copy of the application will be forwarded to the Finance Department.