

PROCEDURE TO REQUEST CONSIDERATION FOR ALLEY SERVICE

A. Identify the block or blocks for which Alley service is requested. Determine the number of Sanitation accounts affected by the requested change. (This figure normally coincides with the number of lots with houses abutting the alley in question.) Prepare the petition, using the reverse side to this form, and duplicates of it, to secure signatures and other requested information. Secure the signatures for at least 75% of the number of Sanitation accounts affected. Only one signature per Sanitation account is needed. Identify a Block Representative for your affected residents and for coordination with City staff. Submit the completed petition to the City in the care of:

Judy Pate, Special Projects, 3112 Canton St, Suite 200, Dallas, TX 75226
Judy.pate@dallascityhall.com 214.671.8136 ph 214.670.0198 (fax)

B. City Staff (Judy Pate or her designee) will receive your request, and respond to all requests in the order received. City will verify that the signatures fulfill the 75% requirement, and will notify the identified Block Rep of the acceptance of the petition. City will coordinate with the Block Rep to set a time for an alley walk-through, in which City will identify to the Block Rep any conditions which currently prevent alley service, and may recommend any changes that could allow service to return to alley.

C. Block Rep will contact City to advise that obstacles or conditions have been removed or neutralized, and will request a follow-up inspection. City will then schedule the follow-up. After the follow-up inspection, the City will either:

- advise Block Rep of further work needed to accommodate alley service; or
- advise Block Rep that City can return service to the alley – and determine a change-of-service date. If the latter, City will coordinate with Block Rep on informing residents of impending service location change.

The following are general specifications for alley conditions to accommodate the City's Sanitation Service:

Alley Service Collection Requirements:

1) Clearance sufficient to allow room for both Roll Carts and Collection Vehicles:

- a. Alleys must be clear of vegetation (including limbs and stumps), fencing, curbing, structures (garages, sheds, etc), or any other obstacles
- b. Clearance dimensions are: width of 12-feet (nominally) and a height of 15-feet (nominally)
- c. Utility poles may impede residents' efforts to provide the required clearance – Sanitation Services will work with neighborhoods wherever possible to adapt service despite utility poles.

2) Provision for cart placement

- a. Residents must provide a cart collection area at each residence capable of holding at least two 96-gallon roll carts on the resident's property
- b. Roll cart collection area must be beyond the 12-foot-wide access zone, as stated in (1) above.
- c. Roll cart collection area must be of a size no less than 8-feet wide by 3-feet deep.

3) Multiple block submittals

- a. Clearance as described above must be provided for multiple blocks, so as to afford efficiency in the collection process.
- b. Please provide submittals of areas no less than 3 blocks in any direction for consideration. The Director may require more or allow for less than 3 blocks, depending upon department review.

Requests or questions can also be directed to the Sanitation Department's administration office: 214.670.3555

