

CITY OF TROY
NOTICE OF SEWER BACK UP CLAIM FORM

In order to make a claim for damages or physical injury arising from a sewage disposal or storm water system event,

All claimants must provide the following information:

Name: _____ Date: _____

Address: _____ Telephone: _____

Address of Affected Property (if different from above):

Please briefly describe the claim:

Date of discovery of property damage or physical injury: _____

Please return to:

City of Troy- City Attorney's Office
500 W. Big Beaver Rd., Troy, MI 48084

An individual that has been injured or has suffered property damage as a result of a sewage disposal event must provide written notice of the event within 45 days after the date the damage or injury was, or in exercise of reasonable diligence should have been discovered. Failure to provide proper notice will bar your claim.

FOR OFFICE USE ONLY:

Date received: _____

Forwarded to: _____ Date: _____

Forwarded to: _____ Date: _____

Forwarded to: _____ Date: _____

Damage Survey Worksheet

Type of Disaster / Survey Date:		County:	Oakland County
Street Name or Location:		Local Jurisdiction:	
Team Conducting Survey:		Damage Type (Public or Private):	

Address or General Location	Degree of Damage				Type of Structure	Flood Level in Feet: B=basement F=first floor		Description of Damage <small>(Include cost estimate for public facility damage. Include insurance coverage estimate for damage, if available / applicable. An alternative would be to use a simple alphabetic code for insurance coverage – e.g., N = no insurance; U = under insured; I = fully insured.)</small>	Latitude / Longitude <small>(if possible)</small>
	0	1	2	3		B	F		
TOTALS:									

NOTE: After the survey is completed, this worksheet should be **RETAINED** locally for reference and follow-up by federal and state officials. It is recommended that **SEPARATE WORKSHEETS** be used, wherever possible, to survey public and private damage.

Damage Classification	Currently Habitable / Useable?	Approximate % of Damage	Flood Depth:	
			Traditional At-Site Built Structure	Manufactured (Mobile) Home
0 – AFFECTED	Yes; without repairs	Minimal damage; mostly cosmetic	Less than 3 inches of water in occupied or required room	Minor access problems; no damage affecting habitability
1 – MINOR DAMAGE	No; repairs likely to take less than 30 days	< 50% damaged; damaged windows and doors	Three (3) to 18 inches of water in occupied or required room	Water line is below the floor system; skirting or HVAC may be impacted
2 – MAJOR DAMAGE	No; repairs likely to take more than 30 days	≥ 50% damaged; involves structural features affecting strength / safety	Eighteen (18) inches or more of water on the first floor or water that covers electrical outlets	Water impacts the floor system (to include belly board insulation, ductwork, subflooring); water line of up to 12 inches within the living area
3 – DESTROYED	No; permanently uninhabitable	100%; repair costs exceed structure's value	Damage from flood makes structure permanently uninhabitable	Water line higher than 12 inches within the living area; structure frame is bent, twisted, or otherwise compromised; interior compromised by contamination that clean-up is not feasible

TYPE OF STRUCTURE: S – Single Family Home (Primary Residence); M – Manufactured (Mobile) Home (Primary Residence); A – Apartment / Rental Unit (Rental Residence); V – Vacation Home / Cottage (Secondary Residence); B – Business (For-Profit Organization); NPO – Non-Profit Organization (Not-For-Profit Organization); P – Public Facility (Also indicate the type of structure by name)