



City of Flagstaff

Dear Citizen:

The City of Flagstaff Parks Section provides **snow berm relocation** to citizens with a physical disability or limitation. This service consists of relocating the accumulated snow at the end of the driveway that was created by the snowplows and will be completed after the Streets Section has finished snow plowing operations. It does not include the removal of snow from your driveway or sidewalk. This service is only provided to the applicant's primary occupied residence and does not include the applicant's vacant or rental properties.

We cannot estimate or guarantee a designated time for snow berm relocation. Factors that may delay service include the time of snowfall, how heavy the snowfall is, and how long it continues. We ask that you remain patient, as this service is provided to you as a courtesy. **If necessary, other arrangements should be made if access is required prior to receiving the service from the City. If there is a true emergency, please dial 911.**

Additional Information

- Complete and sign the application and return it to Parks, Recreation, Open Space, Events (PROSE).
- Service is issued to the applicant and may not be transferred to another person or household. You must notify the PROSE Administrative Office, 213-2316, when service is no longer needed at the address on file (i.e., recovery, moving, etc.)
- Temporary Disability is valid for six (6) months (provided the Medical Certification remains valid). At the end of the six (6) months, if the medical condition continues, a new application is required.

Sincerely,

Parks, Recreation, Open Space, Events (PROSE)
211 West Aspen Avenue
Flagstaff, AZ 86001
928-213-2316



PARKS SECTION SNOW OPERATIONS RESPONSIBILITIES

The priority order of snow operations for the Parks Section is as follows:

1. Parking lots - City owned buildings must be plowed before opening hours.
2. City owned sidewalks.
3. Heritage Square - sidewalks and the plaza.
4. Dedicated City Alleys - City easements or rights-of-way cleared that access residential homes.
5. **Courtesy Service - snow berm relocation for citizens with disabilities.**
6. Entrances to FUTS (Flagstaff Urban Trail System) - entrances plowed to provide unobstructed access for trail users, including children who use some sections to walk to school.
7. Parking lots in City parks.
8. Stairways and walkways in City parks.
9. Skate tracks and BMX tracks in City parks.

To provide the best possible service, we must follow the above priority list. **We cannot guarantee that a specific area will be cleared by a designated time.**

Parks Snow Operation Policy

- 1” and above – City Owned Building Sidewalks and Heritage Square Plaza
- 3” and above – City Owned Parking Lots
- 6” and above - Dedicated City Alleys and FUTS Trail Entranc