



WELCOME *Home*



City of Kentwood Welcome Packet

WELCOME TO KENTWOOD!



On behalf of the City of Kentwood, I welcome you to our wonderful community!

What began as a small agricultural township has grown into a thriving suburban city with more than 54,000 residents. Kentwood's dynamic neighborhoods, businesses, and organizations make for a vibrant, welcoming, and inclusive community to call home.

As one of the fastest-growing cities in Michigan, Kentwood is known for its culturally diverse community, excellent school systems, and "open for business" attitude. In Kentwood Public Schools alone, we have students who represent more than 90 different countries.

We are committed to fostering a thriving community where neighbors care for one another and people feel a sense of belonging. Kentwood's quality of life has long been enriched by the friendships and contributions of neighbors from all backgrounds. We believe in fairness and helping people in the way they want to be helped. We recognize, embrace, and champion the differences that make us unique.

Over the past 50 years, Kentwood has maintained a culture of excellent customer service, actively providing a responsive and responsible local government with a focus on continual improvement. The City's dedicated and professional staff stand ready to serve, including 24/7 year-round professional police, fire, and EMS services, when you need them the most. With planned investments in infrastructure, parks, and trails, Kentwood provides a high quality of services today while keeping the next 50 years in view.

Kentwood has become a regional destination for shopping, dining, lodging, and recreation. Within our 21 square miles are 15 parks with many trails and a range of amenities from pickleball courts to splash pads. Hundreds of recreational programs are offered through our Parks and Recreation Department as well as numerous community events year-round for people of all ages and abilities. Our City also maintains one of the highest-rated major street networks with excellent seasonal road repair and maintenance efforts.

The Kent District Library – Kentwood (Richard L. Root) Branch provides a community gathering space with numerous programs and public features, such as wireless internet, an early literacy play space, a designated teen area, private conference/study rooms, and an entrepreneurial center, just to name a few.

Kentwood is "A Community Effort." As you get settled into your home, please know your feedback is always welcomed to help improve and achieve Kentwood's vision of being a diverse community where all people can find opportunity, safety, health, and happiness. Driven by the City's [mission, vision and core values](#), our goal is to serve the needs of all who live, work, and play here.

We look forward to your contributions to this exceptional and growing community.

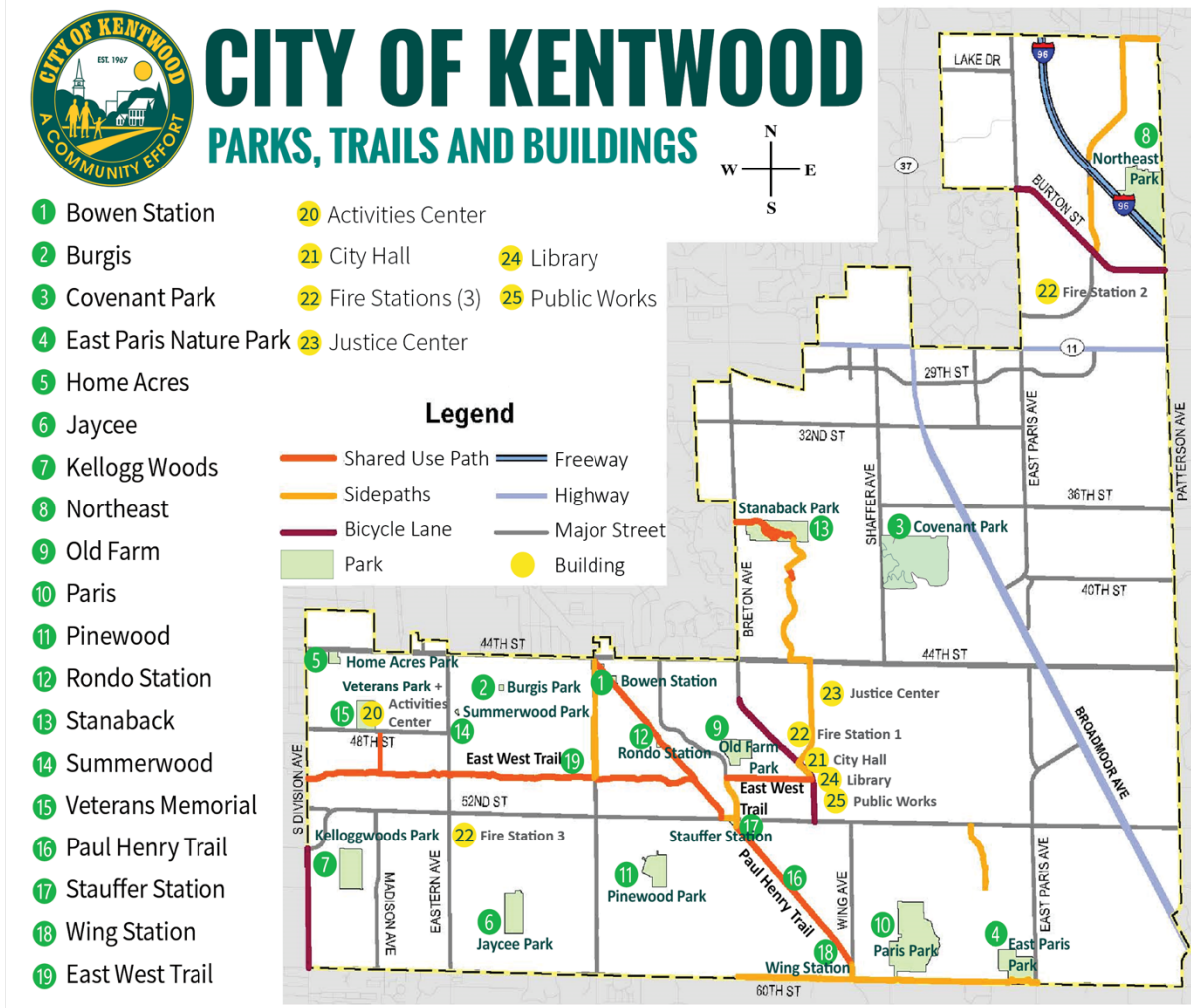
In partnership,

Mayor Stephen Kepley

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EXPLORE THE CITY OF KENTWOOD



Kentwood offers **15 PARKS** that provide a range of amenities and **13 MILES** of non-motorized trails in Kentwood, which also connect to other Kent County trails. Visit kentwood.us/ExploreOurParks to learn more about our parks system.

CITY HALL

4900 Breton Ave. SE

FIRE STATION 2

4151 Embassy Dr. SE

KENT DISTRICT LIBRARY - KENTWOOD

(RICHARD L. ROOT) BRANCH

4950 Breton Ave. SE

DEPARTMENT OF PUBLIC WORKS

5068 Breton Ave. SE

FIRE STATION 3

5340 Eastern Ave. SE

KENTWOOD ACTIVITIES CENTER

355 48th St. SE

FIRE STATION 1

4775 Walma Ave. SE

JUSTICE CENTER - COURT & POLICE

4742 Walma Ave. SE

IMPORTANT PHONE NUMBERS

CITY BUILDINGS

City Hall	616.698.9610	4900 Breton Ave. SE
Department of Public Works	616.554.0817	5068 Breton Ave. SE
62-B District Court	616.698.9310	4740 Walma Ave. SE
Fire Department (non-emergency)	616.554.0800	4775 Walma Ave. SE
Parks and Recreation	616.656.5270	355 48th St. SE
Police Department (non-emergency)	616.698.6580	4742 Walma Ave. SE

DEPARTMENTS

DEPARTMENTS	NUMBER	EMAIL
Assessor	616.554.0723	eAssessor@kentwood.us
Clerk	616.554.0730	eClerk@kentwood.us
Engineering	616.554.0781	eEngineering@kentwood.us
Finance	616.554.0772	eFinance@kentwood.us
Fire (non-emergency)	616.554.0800	eFire@kentwood.us
Human Resources	616.554.0750	HR@kentwood.us
Inspections	616.554.0700	inspections@kentwood.us
Mayor's Office	616.554.0771	Mayor@kentwood.us
Parks and Recreation	616.656.5270	eRecreation@kentwood.us
Planning/Zoning	616.554.0707	ePlanning@kentwood.us
Police (non-emergency)	616.698.6580	Online Contact Us Form
Public Works	616.554.0817	ePublicWorks@kentwood.us
Treasurer	616.554.0761	eTreasurer@kentwood.us
Utilities (Water/Sewer)	616.554.0734	eWater@kentwood.us

ELECTED OFFICIALS

ELECTED OFFICIALS	NUMBER	EMAIL
Stephen Kepley - Mayor	616.554.0771	KepleyS@kentwood.us
Clarkston Morgan - 1st Ward Commissioner	616.633.7229	MorganC@kentwood.us
Robert Coughlin - 1st Ward Commissioner	616.437.2982	CoughlinB@kentwood.us
David Moore II - 2nd Ward Commissioner	616.617.3977	MooreD@kentwood.us
Jessica Ann Tyson 2nd Ward Commissioner	616.350.3880	TysonJ@kentwood.us
Betsy Artz - Commissioner-at-Large	616.260.0181	ArtzB@kentwood.us
Maurice Groce - Commissioner-at-Large	616.862.2687	GroceM@kentwood.us
Dan Kasunic - City Clerk	616.554.0730	KasunicD@kentwood.us
Laurie Sheldon - City Treasurer	616.554.0763	SheldonL@kentwood.us

OTHER PHONE NUMBERS

Emergencies	911	Michigan Unemployment	866.500.0017
Find Help (Community Resources)	211	Post Office in Kentwood	616.455.3301
Area Agency on Aging	616.456.5664	Secretary of State	888.767.6424
Dept. of Human Services	616.248.1000	Silent Observer	616.774.2345
Kent County	616.632.7590	South Kent Landfill	616.877.4192
Library	616.784.2007	Wyoming-Kentwood Chamber	616.531.5990

CITY OF KENTWOOD AT A GLANCE

COMMUNITY PROFILE

Kentwood's dynamic neighborhoods and businesses make for a vibrant community that's welcoming to all. What began as a small agricultural township has grown into a thriving suburban city with more than 54,000 residents.

The community is home to the Forest Hills, Kelloggsville and Kentwood public school systems. Options for charter, private or faith-based schools are also available. The metro Grand Rapids community is home to a number of exceptional public and private institutions of higher learning and satellite campuses.

Kentwood has become a regional destination for shopping, dining, lodging and recreation. As one of the fastest-growing cities in the state, it's no surprise Kentwood is known for its neighborly and culturally diverse community.

TOTAL AREA – 21 SQUARE MILES

POPULATION – 54,300+

BUSINESSES – 1,300+

CLOSE AND CONNECTED

Connected through the Gerald R. Ford International Airport, major highways, passenger and freight rail and bus routes, Kentwood serves as an intersection to many West Michigan communities – and beyond. Kentwood is bordered by the City of Wyoming to the west, City of Grand Rapids and Grand Rapids Township to the north, Cascade Township to the east and Gaines Township to the south.

PARKS, TRAILS, RECREATION AND MORE

- **15 PARKS** that cover **301 ACRES** and offer a range of amenities
- **13+ MILES** of non-motorized trails
- **HUNDREDS** of [recreational programs and numerous community events](#) year-round
- **AWARD-WINNING** Kent District Library – Kentwood (Richard L. Root) Branch
- Wide range of **OVER 30** faith institutions

VISION

The City of Kentwood is a diverse Michigan community where people can find opportunity, safety, health and happiness.

MISSION

The City of Kentwood provides high-quality services to foster a thriving community for all.

CORE VALUES

- Extraordinary Customer Service
- Integrity
- Equity
- Communication
- Leadership

STRATEGIC AREAS OF FOCUS



**Quality
Services**



**Strong
Neighborhoods**



**Sustainable
Economy**

CITY OF KENTWOOD SCHOOL SYSTEMS



QUALITY SCHOOL SYSTEMS

The community is served by outstanding public-school systems — [Kentwood](#), [Forest Hills](#), [Kelloggsville](#).

- According to Niche.com, a website that analyzes and ranks school systems, Kentwood Public Schools continues to be rated the most diverse school district in Michigan.
- In 2018, School News Network reported Kentwood Public School enroll students who speak more than 60 languages, representing 90 countries.
- Options for charter, private or parochial schools are also available, including [Grand River Preparatory High School](#) and [Ridge Park Charter Academy](#).

HIGHER EDUCATION HUB

The metro Grand Rapids community is home to a number of exceptional public and private collegiate institutions and satellite campuses:

- Aquinas College
- Calvin University
- Central Michigan University
- Cornerstone University
- Davenport University
- Ferris State University
- Grace Bible College
- Grand Rapids Community College
- Grand Valley State University
- Kendall College of Art & Design
- Kuyper College
- Michigan State University College of Human Medicine
- Mosley School of Cosmetology
- Ross Medical Education Center
- Secchia Institute for Culinary Education
- WMU-Cooley Law School
- Western Michigan University



NEW RESIDENT CHECKLIST AND RESOURCES

RESIDENT CHECKLIST

- ✓ Change voter registration at the [City Clerk's Office](#) or [Secretary of State](#)
- ✓ Update utility bill information
- ✓ Sign up for [Automatic Cash Handling \(ACH\)](#)
- ✓ Follow the City of Kentwood on [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#)

- ✓ Sign up for the [monthly eNewsletter](#)
- ✓ Get a [license for your dog with Kent County online](#) or [through the Treasurer's Office](#)
- ✓ Submit Property Transfer Affidavit and Principal Residence Exemption Form (if applicable, found in ["Assessing Forms" online](#))

PROPERTY AND TAX INFORMATION

Please visit our [Assessor webpage](#) for property information and our [Treasurer webpage](#) for tax information. Tax and utility bill payment options include:

- ***Online:** [Click here to make a payment.](#)
- ***Telephone:** Call 844.400.3552 to make a payment by telephone.
- ***Mail:** Payments may be mailed to: City of Kentwood, PO Box 8848, Kentwood, MI 49518
- ***In-Person:** Payments can be made at City Hall during business hours: 7:30 a.m.-4:30 p.m. Mondays, Wednesdays and Thursdays, 7:30 a.m.-6 p.m. Tuesdays and 7:30 a.m.-noon Fridays. Cash, check or credit/debit cards are accepted.
- ***Teller Tube or Drop Box:** There is also a non-cash, drive-up teller tube available during business hours. The teller tube and a 24-hour drop box are located outside in the median south of City Hall.
**There's a fee of 3%, minimum of \$2 to make a credit/debit card payment in person, online or by phone.*

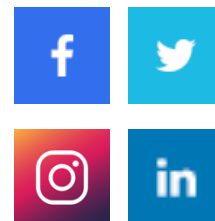
RESOURCES

UTILITIES		
Consumers Energy	800.477.5050	ConsumersEnergy.com
DTE Energy	800.477.4747	DTEenergy.com
Water & Sewer	616.554.0734	kentwood.us/utilities
The Kentwood water system is supplied from the City of Wyoming and the City of Grand Rapids. If you reside west of Breton Avenue, the City of Wyoming supplies your water and the Kentwood services your water and sewer. If you reside east of Breton Avenue the City of Grand Rapids supplies and services your water and sewer.		
CABLE, TV, INTERNET		
Comcast/Xfinity	800.934.6489	Xfinity.com
AT&T	800.477.4747	ATT.com
Frontier Communications	616.554.0734	Frontier.com
GARBAGE		
Arrowwaste	616.748.1955	Arrowwaste.com
Quality Disposal	800.288.2020	QualityDisposal.com
Red Creek Waste Services, Inc	616.334.8957	RedCreekWaste.com
Republic Services	616.662.6863	RepublicServices.com
Waste Management	800.796.9696	WM.com
RECYCLING		
Kent County Residential Recycling	616.632.7920	ReimagineTrash.org
Kent County Household Waste Guide		ReimagineTrash.org/SafeHomes
LICENSED SNOWPLOWERS		
We plow public streets in the winter. If residents are seeking licensed snowplowers to clear private drives, a list is available online through the City Clerk's Office.		

COMMUNICATIONS

HOW TO STAY INFORMED

- Explore our website kentwood.us
- Sign up for our monthly eNewsletter kentwood.us/newsletter
- Sign up to receive website update notifications kentwood.us/notifications
- Follow us on social media: [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#)
- Get local news from WKTV (Wyoming-Kentwood Television) WKTVjournal.org



HOW TO REPORT AN ISSUE

Public Service Request – Whether it’s a pothole, tree or brush concern, park or playground issue, water or sewer concern, snowplow damage or other maintenance issues, it's easy to [report issues online](#). Someone will respond to your inquiry within two business days. For urgent issues after 4 p.m. and on weekends or holidays, please call 616.554.0751.

Code Enforcement Complaint – If you need to file a complaint about issues such as abandoned vehicles, overgrown weeds or grass, a parking violation, sidewalk hazard, sign violation, yard waste or trash, you can submit the complaint [online](#), **by phone** 616.656.6574 or **in person** at the Police Department, 4742 Walma Ave. SE.

Power or Street Light Outages – Streetlight or general power outages should be reported to Consumers Energy. For burned-out or flickering street lights, visit this [street light outage webpage](#). For power outages, visit [Consumer Energy’s online Outage Center](#). You may also call 800.477.5050 for either situation.

File a Police Report – Residents can use our [online system to submit a police report](#) immediately and print a copy for free. Please confirm the following to find out if online police report filing is right for you:

- This is not an emergency.
- There are no injuries.
- This incident occurred within Kentwood city limits.
- There is no evidence to collect at the incident location and police follow-up is not required.
- For traffic crashes, it occurred on private property.

If your incident meets these criteria, you are ready to file your report online. Another option is to call the non-emergency number 616.698.6580 and ask for an officer to come to your location. For emergencies, always call 911.

MORE HOW-TOS

Have more “how-to” questions? Explore our [Q&A online](#) or call us at 616.698.9610.

ANNUAL EVENTS AND SERVICES

Kentwood provides many [community events](#) and services to support a thriving community.

EVENTS

- Community Expos
- Farmers Market
- Food Truck Festivals
- Fourth of July Celebration
- National Night Out
- Summer and Winter Concert Series
- Seasonal 5K Races and Fun Runs
- Holiday Tree Lighting and Parade
- Taste of Kentwood
- Touch-a-Truck
- Trunk-or-Treat



Glow in the Park 5K



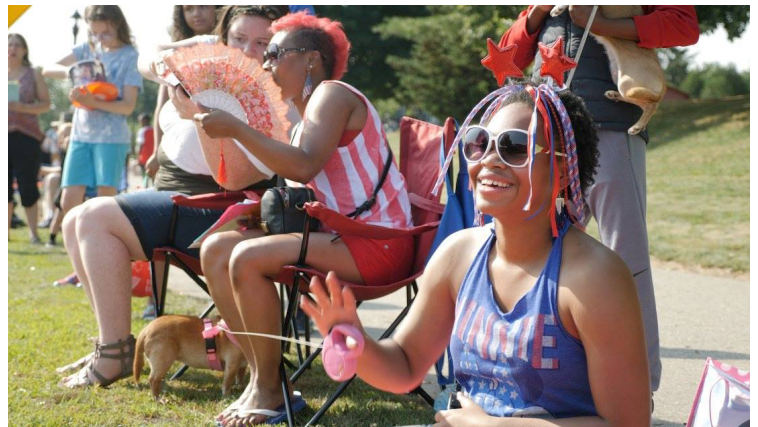
South Kent Community Expo



Holiday Tree Lighting



Food Truck Festival



Fourth of July Celebration

SERVICES

- Annual [Community Cleanup Day](#)
- Annual [Gypsy Moth Spray Program](#)
- Authorized [Drug Collection Site](#)
- Kentwood's [Little Free Pantry](#)
- [Passport Acceptance Facility](#)
- Seasonal [Brush and Leaf Drop-Off](#)
- [Vacation House Checks](#)
- [Winter Street Snowplowing](#)

A GUIDE TO GENERAL RULES, REGULATIONS AND ACTIVITIES

A - Accessory Buildings

A residential lot may have up to two accessory buildings, which can include an attached or detached garage and shed. Building and zoning permits are required for any one-story detached accessory structure larger than 200 square feet. Zoning administrator approval is required for one-story detached accessory structures 200 square feet or less in area. All accessory buildings must be structurally sound and maintained in good repair.

For questions about accessory buildings, including allowable sizes, locations and setback, call the Planning Department at 616.554.0707. Permit applications are available on our website at kentwood.us/permits. For questions about the building permit application process and building codes, contact the Inspections Department at inspections@kentwood.us or 616.554.0700.

B - Block Parties

Block parties are allowed upon review and approval by the City. A block party permit application is available on our website at kentwood.us/BlockPartyPermit. For more information, call the Department of Public Works at 616.554.0817.

C - Conflicts with Neighbors

Disagreements between neighbors can happen from time to time. When they do, the Dispute Resolution Center of West Michigan can help. The Center can assist residents with resolving disagreements about fences, property damage, trees and other issues.

The Dispute Resolution Center is located at 678 Front Ave. NW, Grand Rapids, MI 49504. Visit the [Center's website](#) or call 616.774.0121.

Commercial Vehicles

The storage of commercial vehicles is not allowed in residential areas. This includes heavy equipment, semitractors, semitrailers and other commercial vehicles that weigh more than 10,000 pounds. Heavy equipment may be parked overnight on a property during a construction project. The owner, tenant or lessee of a farm may openly store the machinery and equipment used on the farm.

To park a semitrailer for a recycling fundraiser in the lot of an institutional use in a residential area, a one-week temporary special exception permit from the zoning administrator is required. Permit applications are available on our website at kentwood.us/permits. For more information or to file a complaint, contact the Planning Department at ePlanning@Kentwood.us or 616.554.0707. You can also [file the complaint online](#).

Children's Playhouses and Play Equipment

Children's playhouses and play equipment are allowed in backyards only and cannot exceed 100 square feet. Playhouses cannot exceed 14 feet in height and must be placed so there is a minimum of 3 feet between the drip edge of the roof and the side and rear property lines.

For more information, contact the Planning Department at ePlanning@Kentwood.us or 616.554.0707.

E - Elections

Residents can find comprehensive election information, including details regarding voter registration, absentee voting, polling locations and more, on our website at kentwood.us/elections or contact the Clerk's Office at elections@kentwood.us or 616.698.9610 with any questions. The online Michigan Voter Information Center at Michigan.gov/Vote is also a great resource.

F - Fences

Fences that follow City regulations are allowed in residential areas. A permit is required for any fence higher than 30 inches. All fences must be maintained structurally sound and in good repair. Permit applications are available on our website at kentwood.us/permits.

For more information or for a permit application, contact the Planning Department at ePlanning@Kentwood.us or 616.554.0707.

Fireworks

The following rules are in accordance with state law, which was adopted in 2019. Fireworks are allowed only during the following days and times:

- From 11 a.m. on Dec. 31 until 1 a.m. on Jan. 1
- The Saturday and Sunday immediately preceding Memorial Day from 11 a.m. to 11:45 p.m. on each of those days
- June 29 to July 4 from 11 a.m. to 11:45 p.m. on each of those days
- July 5, only if that date falls on a Friday or Saturday, from 11 a.m. to 11:45 p.m.
- The Saturday and Sunday immediately preceding Labor Day from 11 a.m. to 11:45 p.m. on each of those days

Fireworks are not allowed other than on these permitted days. Violation can result in a penalty. To report the use of fireworks during prohibited times, call the Kentwood Police Department's non-emergency line: 616.698.6580.

Examples of legal fireworks include firecrackers, bottle rockets, roman candles and certain aerial shells not exceeding 1.75 inches in diameter. To learn more, visit kentwood.us/FireOrdinances or call the Fire Department at 616.554.0804.

Flagpoles

Flagpoles are allowed as long as they do not exceed the maximum building height permitted by City ordinance:

- For the R1-A single family residential district, the maximum height is 35 feet.
- For the R1-B, R1-C, and R1-D single family residential districts, the maximum height is 25 feet.
- For the R2 two-family residential district, the maximum height is 25 feet.
- For the R-PUD-1 and R-PUD-2 districts, the maximum height is 35 feet.
- For commercially zoned properties, the maximum height is 45 feet.
- For industrial properties, the maximum height is 45 feet.

If you are considering adding a flagpole, call the Planning Department at 616.554.0707.

G - Garage/Yard Sales

The Zoning Ordinance allows for garage/basement/yard sales that last no more than four days during a three-month period. For more information or to file a complaint, contact the Planning Department at ePlanning@Kentwood.us or 616.554.0707. For information on garage/yard sale signs, please see the guidance on page 16.

Gypsy Moths

Please use [this form](#) to report gypsy moths in your home or neighborhood. Questions regarding the [Gypsy Moth Suppression Program](#) for the City of Kentwood can be directed to Deputy City Administrator Shay Gallagher at 616.554.0770 or GallagherS@kentwood.us.

H - Home-Based Businesses

Home-based businesses are allowed upon City review and approval. More information about starting and running a business in Kentwood is available at kentwood.us/StartingABusiness. If you are considering a home-based business, you can call the Planning Department at 616.554.0707 for assistance.

Household Animals

A household may have up to a total of three dogs or cats in any combination (not three of each). For ducks, chickens, bees, goats, rabbits and other domestic animals, fowl or insects, zoning administrator review and approval is required. Applications may be denied if the zoning administrator believes it may create a nuisance related to odor or noise.

Up to two horses for personal use are allowed within certain areas of the City. Large farm animals, including cows and pigs, are not allowed.

For more information about the animal permit process or to file a complaint, contact the Planning Department at ePlanning@Kentwood.us or 616.554.0707. You can also [file the complaint online](#).

Household Trash and Litter

Trash is collected by private companies. One or more containers with tightly fitted covers may be used for the disposal of household trash. The containers must be kept reasonably clean and be rodent proof. All residential garbage containers must be stored inside a structure or at the rear or side of a building.

The containers cannot be filled beyond capacity or placed out for collection no earlier than 6 p.m. the day before the regularly scheduled pickup. They must be returned to their storage spot on collection day. The accumulation of trash, junk, scrap, debris, industrial or construction waste, litter of any kind, waste materials, waste products, excess dirt or soil or any other dangerous or unsightly materials on a property is prohibited.

For more information or to file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

I - Inoperable and Unlicensed Vehicles

All vehicles parked outside a building must be licensed and be able to operate lawfully and safely on City streets. For more information or to file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

L - Landscaping

Seeding or sodding is the minimum acceptable landscaping of any lot or parcel of land within the City. Gravel, wood chips, stone or other non-vegetative materials cannot be substituted for grass. This does not exclude the allowance for limited decorative use of such materials.

The area between the street paving or curblin and the property line or sidewalk, with the exception of driveways and walkways, must be used exclusively and maintained as landscaped area with grass, trees and other plants and materials as approved by the City. For more information or to file a complaint, call the Planning Department at 616.554.0707. You can also [file the complaint online](#).

Lawn Mowing (Weeds, Grasses or Undergrowth)

All properties must be maintained to prevent weeds, grasses or undergrowth higher than 6 inches. The only exceptions to this regulation are:

- Portions of undeveloped property behind a wooded tree line.
- Portions of unsubdivided lands more than 25 feet from a public sidewalk, walkway, driveway, street or other public right-of-way.
- Portions of undeveloped lots in a subdivision less than 60% developed and more than 25 feet from a public sidewalk, walkway, driveway, street or other public right-of-way.

For more information or to file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

Leaf, Brush and Holiday Tree Recycling

On designated dates in the spring and fall, residents may drop off leaves and brush at the Department of Public Works, 5068 Breton Ave. SE. Only loose leaves and grass clippings are accepted – no branches, dead plants, containers or bags. On designated dates in the winter, we also offer an annual tree recycling site at the Department of Public Works.

For more information, including drop-off dates and hours of operation, visit kentwood.us/BrushLeafDropOff or call Public Works at 616.554.0817.

M - Mailboxes and Other Objects in the Public Right-of-Way

The following are allowed in the public right-of-way, the section of land between the sidewalk and street:

- Mailboxes with a 4-inch-by-4-inch wood post or a maximum 3-pound-per-foot metal post.
- Public and private utilities by City permit only.
- Trees by City permit only. Planting must be done only in the exact location indicated in the permit.
- Wood or stone driveway curbing 6 inches or less in height and not within 5 feet of the pavement edge. It is the property owner's responsibility to restore wood or stone curbing if it is disturbed during normal street maintenance.

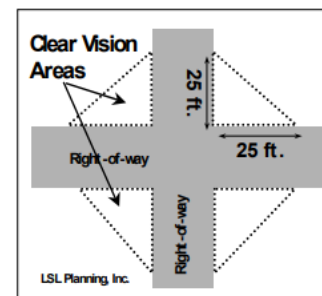
Vegetation, embankments and objects such as rocks, fences and basketball hoops are not allowed in the street right-of-way.

For more information or to file a complaint, call Public Works at 616.554.0817 or [report the issue online](#).

O - Obstruction of Sidewalks and Clear-Vision Corners

Trees, shrubs, bushes, weeds or other plant growth cannot obstruct a sidewalk, walkway, driveway, street or other public right-of-way. No plantings or structures that will obstruct the view of a driver approaching the intersection or entering or exiting a driveway can be added or maintained on any corner lot or along the driveway.

For corner lots, the clear vision area is a triangle formed by the street right of way, which includes both the street pavement and sidewalk, and a line connecting them at points 25 feet back from the intersection lines. Shrubby less than 30 inches in height is allowed in this area. Tree branches must be at least 10 feet above the adjoining street level within the clearance corner.



For more information or to file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

Open Burning

A recreational fire is allowed only in a purchased appliance approved for this purpose. The appliance must be fully enclosed with screens in place and the lid on. It must always be used on a non-combustible surface and be a safe distance from any structure, vehicle or fence. Only firewood may be burned in the appliance – no yard waste, trash, paper, leaves or any other combustible material.

A working garden hose or fire extinguisher must be nearby, and an adult must always be present when

the appliance is in use. After use, the fire must be fully extinguished. For information about recreational fires or to file a complaint, call the Fire Department at 616.554.0804.

P - Parking of Vehicles

In residential areas, parking in the front yard is restricted to an improved driveway or garage, except in an emergency or when necessary to follow the direction of a police officer or traffic control device. An improved driveway means a private road, drive or parking area designed for parking or turning movements.

Property owners may install an additional parking lane adjacent to the driveway with zoning administrator approval. For information on adding a parking lane, call the Planning Department 616.554.0707.

Please note, **winter on-street parking rules** are in place every year Nov. 15-March 15. During that time, parking is not allowed on any public street 1 a.m.-8 a.m. any day or any time street parking makes it difficult for snow removal.

To file a complaint with Code Enforcement, call 616.656.6574 or [submit it online](#).

Porches, Gazebos and Decks

Porches, gazebos, decks and similar structures may be added upon review and approval by the Inspections Department. For more information, email inspections@kentwood.us or call 616.554.0700.

R - Recreational Vehicles, Recreational Equipment and Utility Trailers

All utility trailers, recreational vehicles and recreational equipment should be stored in the backyard. If it is not possible to use the backyard for storage, these types of vehicles and equipment may be stored in the side yard. However, they must be as far to the back of the side yard and as far away from neighboring lot lines as possible.

Items such as detachable camper tops may not be stored in any residential zone unless it is in an enclosed building. Recreational vehicles and/or equipment cannot be lived in or have fixed connections to electricity, water, gas or a sanitary sewer. A permit for sleeping accommodations only not to exceed two weeks may be obtained from the zoning administrator.

There are exceptions that allow for a utility trailer, recreational vehicle or recreational equipment to be temporarily placed in the front yard. To inquire about a temporary permit for front yard parking or sleeping accommodations, contact the Planning Department at ePlanning@Kentwood.us or 616.554.0707.

To file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

Repair of Vehicles

The owner or resident of a home may perform mechanical work on an owner-operated vehicle, but the work must be performed within an enclosed building. Please contact the Planning Department at ePlanning@Kentwood.us or 616.554.0707 for more information. To file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

Reservations/Rentals

Having a family reunion, company picnic, baby shower, holiday party, board meeting or sports practice? We have indoor facilities and outdoor shelter facilities to accommodate you and your guests, including:

- Two rooms and a commercial kitchen in the Kentwood Activities Center, 355 48th St. SE
- Library Community Room, 4950 Breton Ave. SE
- Covenant Park clubhouse, 3724 Shaffer Ave. SE,
- Shelters in eight beautiful parks

Call the Parks and Recreation Department at 616.656.5270 to check availability and [view more rental information online](#).

S - Selling of Vehicles

The selling of a vehicle is allowed in a residential area only when it is owned by the current resident or property owner. The resident or property owner may sell one vehicle for up to 30 days within a six-month period. The vehicle for sale is restricted to a paved driveway.

For more information or to file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

Signs

Temporary signs that are 6 square feet or smaller must be kept on the property that is for sale or where a garage or yard sale is happening. These signs may not be placed on public property such as telephone poles or in the public right-of-way, which is the section of land between the sidewalk and street. Following are the requirements for non-commercial signs:

- Number of signs:
 - **Residential zones** – One per each candidate or issue per lot, parcel or tract. No exception for corner lots, parcels or tracts.
 - **Office, commercial and industrial** – One per each candidate or issue per street frontage.
- Maximum size of signs:
 - **Residential and multi-family zones** – 6 square feet
 - **Office, commercial and industrial** – 32 square feet
- Signs may not be placed in the right-of-way or attached to utility poles, mailboxes etc.
- Where there are sidewalks, signs must be placed one foot back from the sidewalk.
- The public right-of-way generally extends 30 feet out from the centerline of local streets, for each side of the street and likewise extending 50 feet from the centerline of major streets.

- Permits are not required for non-commercial (political) signs, however the consent of the property owner should be secured before installation.

For more information or to file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

Skateboard Pipes and Ramps

Skateboard ramps and pipes are allowed with the approval of the City Commission and the review and approval of the City's building official. For more information, contact the Inspections Department at inspections@kentwood.us or 616.554.0700.

Sound Amplifiers and Other Loud Noises

No loud noise is allowed 11 p.m.-7 a.m. every day except when a permit has been issued by the City. The use of any loudspeaker, sound amplifier or other electrical or mechanical device intended to increase the volume of sound without a [sound permit](#) is not allowed. If you have any questions regarding sound permits, please contact the Kentwood Police Department at 616.698.6580.

Swimming Pool and Hot Tubs

Residents may install swimming pools, hot tubs and similar structures as long as they meet all applicable building and zoning codes. A building permit for a swimming pool or hot tub is required for pools and hot tubs with a water depth of more than 24 feet.

Explore our [swimming pool packet](#) for more information. You can contact the Inspections Department with questions at inspections@kentwood.us or 616.554.0700.

Sidewalk Snow Removal

Property owners are responsible for keeping the sidewalks and fire hydrants on their property clear of snow, ice and other hazards. Residents are required to shovel if two or more inches of snow fall on the sidewalk. Sidewalk snow removal must be done within 24 hours after snowfall has ended. For more information or to file a complaint, call Code Enforcement at 616.656.6574. You can also [file the complaint online](#).

Street Snowplowing

The City of Kentwood's Department of Public Works makes every attempt to have all the roads cleared within 24 hours after the snow event has ended. During most snow events our crews are working around the clock with trucks on the road 24 hours a day, sometimes for several days in a row.

We prioritize winter operations from highest volume street to lowest volume street in the following order:

1. **Major streets** within the City of Kentwood with the most traffic are the first priority when it comes to snow removal. A few examples of major streets are 44th Street, 52nd Street, Kalamazoo Avenue and Eastern Avenue. We plow and salt the major routes first during a snow event.

2. **Collector streets** are the “main” streets throughout many of the subdivisions where you live. They act as the most effective way to enter or exit an area adjacent to the major streets. These routes are plowed and salted after the major streets have been cleared and are as safe as possible to travel on. Some examples of collector streets are: Baileys Grove Drive, Stauffer Avenue and Gentian Avenue.
3. **Local streets** are the streets within the subdivisions themselves. We plow these once the collectors are cleared and safe for travel. We typically do not spread salt on the local streets.
4. **Cul-de-sac/stub streets** are plowed last with smaller pickup trucks. We direct the snow to areas in the cul-de-sac that are suitable for snow storage. Please make sure all items are removed from the cul-de-sacs such as: soccer goals, portable basketball hoops and any other miscellaneous items.

There are many times when we have finished one classification of street and moved into another and Mother Nature decides to disrupt our plan. In these cases, as the major roads deteriorate, we will shift our attention back to them and then the cycle starts over. You can learn more about our winter maintenance efforts at kentwood.us/WinterMaintenance.

Snowplow Damage

If a City snowplow has damaged your mailbox or other personal property, please visit our [Report an Issue](#) page. Someone from the City will contact you within two business days.

Any mailbox damaged as a result of plowing or scraping the roadway, the City, after an inspection by staff, and with a current and valid receipt, will reimburse up to \$70 for the mailbox and/or post. It is the homeowner's responsibility to properly install the mailbox and/or post according to the USPS standard guidelines. Once installed, the Department of Public Works staff will re-inspect. For an inspection, contact the Department of Public Works at 616.554.0817.

It is the homeowner's responsibility to properly install the mailbox and/or post according to the USPS standard guidelines. Once installed, the Department of Public Works staff will reinspect. For an inspection, contact the Department of Public Works at ePublicWorks@kentwood.us or 616.554.0817.

W - Winter Parking

Winter on-street parking rules are in place every year Nov. 15-March 15. During that time, parking is not allowed on any public street 1 a.m.-8 a.m. any day or any time street parking makes it difficult for snow removal.



KENTWOOD

Michigan



Visit **kentwood.us** for more information or give us a call at **616.698.9610** for assistance.