



Department of Public Works | 860.584.6125

## CITY OF BRISTOL – PUBLIC WORKS RESIDENTIAL SIDEWALK REPAIR PROGRAM

In accordance with City Ordinance Section 21-37, City property owners that own land upon or adjacent to a sidewalk are responsible for the repair, maintenance and for keeping sidewalks in safe condition for use by the public.

The City's Sidewalk Repair Program offers financial assistance to property owners to reduce the cost for the repair or replacement of sidewalks.

This program is based on availability of funding and will be distributed on a first come, first served basis, unless otherwise determined by Public Works.

This program is limited to residential dwellings, defined as 1 to 5 family unit dwellings. Cost sharing is limited to sidewalks that are:

1. In need of repair/replacement for safety reasons AND
2. Are repaired or replaced by a contractor that is licensed and bonded by the City.

Cost sharing shall include the restoration of property immediately affected by the repair or replacement (i.e. a portion of the residents driveway disturbed, loam and seed to address lawn damage, and adjacent private walks).

Reimbursements will not exceed the unit cost offered by the City sidewalk contract. The percentage of reimbursable costs is between 10% – 50% based on the dwelling type. Percentage of grant share will be the portion of the actual cost or the percentage of the City contract cost for a comparable repair, whichever is less.

### Procedures:

- Property owner(s) completes and submits a Residential Sidewalk Repair Program Request form to Public Works to participate in the sidewalk repair program.
- Public Works will visit the property address and assess the need for repair or replacement based on City safety requirements. The site visit will be documented, with photos as needed, and kept on file in Public Works.
- Public Works will then send a letter to the property owner and advise them of the site visit findings, and if warranted, will add the property to the list of requests for participation in the Sidewalk Repair Program.
- Work will be completed during the warm weather construction season of that calendar year.

### City of Bristol

111 North Main Street  
Bristol, CT 06010  
[www.bristolct.gov](http://www.bristolct.gov)



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Once construction is complete, the bill for City-approved projects should be sent to Public Works by the contractor. The City will in turn bill the property owner for their portion of the pre-approved work. If a property owner chooses to have additional work done that was not pre-approved by the City, the contractor must bill the property owner directly for that portion of work.

If a property owner wishes to proceed with repairs at their own expense due to program delays, they may do so using a licensed and bonded contractor. If the property owner had previously requested to participate in the Sidewalk Repair Program, and an initial assessment/inspection had been performed by the City Engineer prior to the property owner hiring a contractor and obtaining a Sidewalk Permit from Public Works, reimbursement will be available to them, with appropriate copies of paid invoices, once their property becomes eligible for the Sidewalk Repair Program in a future calendar year.

All work associated with the repair and replacement of sidewalks shall be completed in accordance with requirements of the City ordinances, policies and specifications. No reimbursement of cost will be provided without compliance with these requirements. All work must be performed by a contractor licensed and bonded by the City of Bristol. The contractor shall obtain a sidewalk repair permit prior to performing any work. The sidewalk repair permit is available from Public Works 860-584-6125.

**Program Notes:**

To be considered for the Sidewalk Repair Program, property owners must submit a Residential Sidewalk Repair Program Request form to Public Works.

Once a request has been submitted, property owners are responsible for notifying Public Works if they are no longer interested in participating in the program.

Property owners are responsible for taking preventive measures to ensure the safety of the public using the sidewalk(s) abutting their property at all times.

Property owners are responsible for submitting all documentation as requested by Public Works. Failure to provide documentation as requested will void the original request to participate in the Program.

Property owners are responsible for any and all costs incurred to repair sidewalks that have not been deemed a safety concern by Public Works.

Public Works is responsible for visiting the property, determining the need for repair/replacement, documenting the results of the visit, and notifying the resident of their findings.

Property owners are required by City Ordinance 21-37 to maintain sidewalks abutting their property. Failure to do so can result in citations and/or fines. The City is not liable for any injuries or claims resulting from sidewalks abutting residential properties.

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## RESIDENTIAL PROPERTY OWNER SIDEWALK REPAIR PROGRAM

### Eligibility:

Only residential (1 to 5 Family) dwellings will be considered for this program.

### Procedure:

To be considered for this program, a Resident Property Owner Sidewalk Repair Program Grant/Loan Agreement/Application must be submitted to the Public Works Department, Attn: Highway Inspector, 111 North Main Street, Bristol, CT 06010. Submission of application does not constitute acceptance into the program.

### Billing Policy:

Resident Property Owner's Project Cost Share:

One Family	50 % City Grant Share	50 % Loan Amount
Two Family	40 % City Grant Share	60 % Loan Amount
Three Family	30 % City Grant Share	70 % Loan Amount
Four Family	20 % City Grant Share	80 % Loan Amount
Five Family	10 % City Grant Share	90 % Loan Amount
Six Family	50 % City Grant Share	100 % Loan Amount or no loan permitted

### Resident Property Owner's Project Cost Share:

Available to resident property owner(s) of projects having a total project cost exceeding \$600.00, i.e. minimum loan amount of \$300.00.

Loans are repaid with biannual payments over a three (3) year period based on a simple annual interest rate of 6%.

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**Resident Property Owner's Project Cost Share Payment(s):**

Resident Property Owner's Project Cost Share Payment(s) will begin to be billed within thirty (30) days of the project completion and acceptance by the City.

**Late Payment Penalty:**

Payments over thirty (30) days past due will be charged a late fee equal to one (1 %) percent per month on the past due amount.