

# CITY OF BRISTOL – PUBLIC WORKS

## **23.16 RESIDENTIAL SIDEWALK REPAIR PROGRAM POLICY**

### **1. Policy Name**

23.16 Residential Sidewalk Repair Program Policy

### **2. Responsible Division and effective date**

Engineering Division of the Public Works Department. Effective date of policy shall be date of Board of Public Works approval 05/17/18. The sidewalk repair program is contingent on availability of funding, refer to policy 23.16A.

### **3. Rationale or Purpose**

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.

This policy reflects the City's program which offers financial assistance with the cost of sidewalk repairs, to property owners, for benefit of the public safety.

### **4. Policy Statement**

The cost sharing program is designed to reduce the cost to property owners for the repair or replacement of sidewalks located within the public right of way.

Cost sharing shall be in effect based on availability of funding and will be distributed on a first come, first served basis, unless otherwise determined by the Engineering Division.

The City also offers a Sidewalk Repair Loan Program that is available for sidewalk repair projects where the resident's portion of the cost exceeds \$600.00.

### **5. Scope**

Cost sharing is limited to sidewalks that are:

1. In need of repair/replacement for safety reasons.
2. Are repaired or replaced by a contractor that is licensed and bonded by the City.
3. 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).

This program is limited to residential dwellings, defined as 1 to 6 family unit dwellings.

Reimbursements will not exceed the unit cost offered by the City sidewalk contract. The percentage of reimbursable costs is provided below.

Property Owner's Project Cost Share:

**One Family** – \*50% City grant share / 50% loan amount (if needed).

**Two Family** – \*40% City grant share / 60% loan amount (if needed).

**Three Family** – \*30% City grant share / 70% loan amount (if needed).

**Four Family** – \*20% City grant share / 80% loan amount (if needed).

**Five Family** – \*10% City grant share / 90% loan amount (if needed)

**Six Family** – 0% City grant share / 100% loan amount (if needed)

\*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.

### **6. Procedures**

1. Property owners must complete and submit a Residential Sidewalk Repair Program Request form to Public Works to participate in the sidewalk repair program.

2. The City Engineer, or designee, will respond to the property owner to acknowledge receipt of the request and advise that a site visit will be done to determine the scope of work.
3. The City Engineer, or designee, 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.
4. The City Engineer, or designee, will then send a letter to the property owner and advise them of his findings, and if warranted, will add the property to the list of requests for participation in the Sidewalk Repair Program.
5. By September 1<sup>st</sup> of each year, Public Works will send notification to a group of property owners from the list (based on funding and contractor availability) to advise that their property will be eligible for sidewalk repair in the next calendar year.
6. The property owner will be required to respond by October 1<sup>st</sup> to notify the City of their continued interest in participating in the program. If the property owner responds to state they still wish to participate, a final inspection will be performed by December 1<sup>st</sup> to verify the condition of the sidewalks.
7. By December 15<sup>th</sup>, Public Works will send a letter to the property owner and advise them of the final inspection results and provide an estimate based on current contractor costs. The property owner will then have the opportunity to complete the Sidewalk Repair Program Grant/Loan Agreement Application, sign and notarize the agreement, and return it to Public Works by January 15<sup>th</sup>.
8. During February, the Engineering Division of Public Works will compile the final list of sidewalks to be done that calendar year, and prepare a bid request. Bids will be awarded in March, and property owners will then be notified of any cost estimate changes based on the contract award.
9. Work will be completed during the warm weather construction season of that calendar year.

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 (584-6125).

## **7. Roles/Responsibilities**

**Property Owner:** 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 the in 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. Public Works is also responsible for keeping the property owner informed at all stages of the process and for administering the Residential Sidewalk Repair Program.

**8. Definitions**

N/A

**9. References**

See also Policy #23.16A - Residential Sidewalk Repair Loan Program Policy

**10. Consequences of Non-Compliance**

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.

**Approval authority: Board of Public Works**

**Approved date: 5/17/18**

**Review cycle: Annual**