

CITY OF BRISTOL – PUBLIC WORKS

23.16A RESIDENTIAL SIDEWALK REPAIR LOAN PROGRAM POLICY

1. Policy Name

23.16A Residential Sidewalk Repair Loan Program Policy.

2. Responsible Division and effective date.

City of Bristol Public Works and Comptrollers Departments.
Effective date 10/02/07

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 the use of the public.

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

4. Policy Statement

The City offers a Residential Sidewalk Repair Loan Program that is available for necessary sidewalk repair projects where the property owner's portion of the cost exceeds \$300.00 of the total cost which exceeds \$600.00.

5. Scope

Loans will be limited to property owners that participate in the Residential Sidewalk Repair Program and when abutting sidewalks are:

1. In need of repair/replacement for safety reasons.
2. Are repaired or replaced by the contractor retained by the City for sidewalk repair work.

Loans are repaid with biannual payments over a three year period based on the City's borrowing rate at the time the loan is initiated.

Property owners will be billed by the City within thirty (30) days of the project completion. Payments over thirty (30) days past due will be charged a late fee equal to one (1)% per month on the past due amount.

6. Procedures

After requesting to participate in the Residential Sidewalk Repair Program, property owners will be required to complete an application prior to the commencement of work. The application will provide property owners with the option of requesting to also participate in the Loan program.

Once construction is complete, the bill for City-approved repairs will be sent to Public Works by the contractor. The City will then 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. Additional work is not eligible for the loan program.

7. Roles/Responsibilities

To be considered for the Residential Sidewalk Repair Loan Program, property owners must make written application to the Public Works Department.

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 Loan 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.

The City of Bristol Comptroller Department is responsible to promptly pay the contractor once invoices are submitted, and to bill property owners in a timely fashion.

Property owners are responsible to remit payments in a timely manner.

8. Definitions

N/A

9. References

See also Policy # 23.16 Residential Sidewalk Repair Program Policy

10. Consequences of Non-Compliance

Property owners that do not repay the Loan received through this program are subject to having a lien placed against their property by the City.

Approval authority: Board of Public Works

Approved date: 10/02/07

Review cycle: Annual