

CITY OF DOVER

SIDEWALK REPLACEMENT PROGRAM

What this infopac contains:

- ◆ Information Concerning the Requirements and Regulations for the Sidewalk Replacement Program
- ◆ Sidewalk Replacement Assistance Filing Instructions with Examples
- ◆ Sidewalk Replacement Assistance Application
- ◆ Application Ranking Descriptions
- ◆ Contractor Guidelines
- ◆ Sidewalk Replacement Specifications
- ◆ Regulations Pertaining to Dover Sidewalk Replacement Program

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GENERAL INSTRUCTIONS - SIDEWALK REPLACEMENT ASSISTANCE

1. The property owner/applicant must submit a totally completed and signed application for sidewalk replacement assistance. (See "Form A", attached hereto.) The property owner, or their agent, is permitted only one funded application per year.
2. The property owner/applicant MUST attach to the application a copy of the contractor's written estimate for the total cost of the project (See "Form B", attached hereto), along with the contractor's address, telephone number and Federal Employment Identification (FEI) number or Social Security number on the bill.
3. The application (Form A), with the Contractor's estimate (Form B) and Worksheet Instructions (Form C) must be returned to the Service Director's Office and found in satisfactory order before the project is ranked and placed on the sidewalk replacement assistance list. The deadline for submitting applications is May 1st of each year. All applications submitted shall be ranked in a timely fashion following the submission deadline. Applications can still be submitted after the deadline and may be funded at the City's discretion if money is still available for assistance projects. (Ranking shall be determined according to the "Application Ranking Description", a copy of which is at Page 5.)
4. Following approval, and no later than seven (7) days prior to commencement of construction, the property owner/applicant must submit a cashier's or certified check for the difference between the contractor's estimate and the City's share made payable to the City of Dover. No personal checks will be accepted for the sidewalk replacement assistance program. Failure to submit funds as specified above will result in a rejection of the application.
5. Review the Sidewalk Replacement Specification sheet provided in this infopac and advise the Contractor to do the same (See pages 6 & 7). The Contractor should have a copy of the Sidewalk Replacement Specification for their files. Assistance is only available for sidewalks on a public right-of-way.
6. No project shall commence prior to confirmation from the Service Director's Office that the application is approved and the appropriate building permit is issued. If the contractor does proceed prior to this notification, the application may become VOID.
7. The property owner/applicant shall maintain primary responsibility for any communications with, or instructions to the Contractor.
8. No later than two (2) business days before the contractor is to pour your new sidewalk, the property owner must contact the General Services Department (330-343-5723) or the Service Director's Office (330-343-6725) between the hours of 8:00 a.m. - 4:00 p.m. (Monday-Friday), to arrange for an inspection of the construction forms. If the contractor's work meets the guidelines, an approval to proceed will be issued. Inspections will be conducted between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, holidays excepted. No later than one (1) week prior to your contractor's scheduled pouring date, your contractor shall be required to contact the General Services Department to request they perform the necessary and proper grading and staking services prior to the setting of your sidewalk forms. The name, address and telephone of the City Engineer may be acquired from the Service Director's Office.
9. After the contractor finishes with the entire project, the Contractor must submit a final invoice to the Service Director's office for payment.
10. All Approved applications, in any given calendar year, must have the work completed during the calendar year of approval. Applications submitted during any given calendar year, and not approved, must be resubmitted the following and/or succeeding calendar years in order to be reconsidered.
11. The City reserves the right to reject any applications submitted by or on behalf of any individual who is delinquent in the payment of any City related debts, including but not limited to, taxes and utility bills.
12. If you should have any questions or need assistance, please contact the Department of General Services at (330) 343-5723 or the Service Director's Office at (330) 343-6725.

APPLICATION FOR SIDEWALK REPLACEMENT ASSISTANCE

FORM A

PART A: APPLICANT'S INFORMATION (Please Print)			
FIRST NAME	M.I.	LAST NAME	
INSTALLATION ADDRESS		OWNERS ADDRESS (if different from installation address)	
CITY	STATE	CITY	STATE
SOCIAL SECURITY NUMBER - -		TELEPHONE () -	

CERTIFICATION

1. DO YOU HAVE A DELINQUENT WATER/SEWER PAYMENT DUE THE CITY OF DOVER?

 ___ YES ___ NO

2. DO YOU HAVE A DELINQUENT INCOME TAX OWED TO THE CITY OF DOVER?

 ___ YES ___ NO

3. DO YOU HAVE ANY PARKING OR MUNICIPAL FINES DUE THE CITY OF DOVER?

 ___ YES ___ NO

4. DO YOU HAVE ANY LIENS PLACED AGAINST YOUR PROPERTY BY THE CITY OF DOVER?

 ___ YES ___ NO

DECLARATION

BY SIGNING THIS APPLICATION I HEREBY DECLARE, UNDER PENALTIES PROVIDED FOR IN THE ZONING ORDINANCE FOR VIOLATIONS THEREOF, THAT THE STATEMENTS MADE RELATIVE TO THE ABOVE PROJECT DESCRIBED IN THE APPLICATION FOR A BUILDING PERMIT IS TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

Applicant's Signature

Owner's Signature

CONTRACTOR'S WRITTEN ESTIMATE

FORM B

IMPROVEMENT STREET ADDRESS (1) _____		PROPERTY TYPE (X) () RESIDENTIAL () COMMERCIAL () RENTAL	
SIDEWALK LENGTH (FT.) (3)	WIDTH (FT.) (4)	COST PER SQ. FT. (5) \$	TOTAL COST (6) \$
CONTRACTOR (7)		CONTRACTOR'S FEI NUMBER OR SOCIAL SECURITY NUMBER (8) - -	
(9) Contractor's Address		(10) Contractor's Telephone Number ()	
_____ Contractor's Signature		_____ Date	

NOTICE

AS A PRECONDITION TO ELIGIBILITY FOR FUNDS FROM THE DOVER SIDEWALK REPLACEMENT PROGRAM, THE CONTRACTOR PERFORMING THE WORK MUST FIRST REGISTER WITH THE DOVER SERVICE DIRECTOR'S OFFICE. SUCH REGISTRATION MUST BE RENEWED ANNUALLY IN ORDER FOR SAID CONTRACTOR TO REMAIN ELIGIBLE. UPON REGISTRATION WITH THE CITY, CONTRACTORS SHALL SUBMIT THEIR FEDERAL IDENTIFICATION NUMBER, AND PROVIDE PROOF OF LIABILITY INSURANCE IN AN AMOUNT OF NO LESS THAN FIFTY THOUSAND DOLLARS (\$50,000.00). CONTRACTORS MUST FURTHER BE BONDED IN AN AMOUNT NOT LESS THAN ONE THOUSAND DOLLARS (\$1,000.00), AND PROVIDE PROOF THEREOF UPON REGISTRATION.

FORM C - WORKSHEET INSTRUCTIONS

This worksheet is provided to help you determine your portion of the cost of the replacement project. It is this amount which must be paid upon approval by certified check or money order. This worksheet limits the city's contribution to a maximum of \$1.75 per square foot. If your contractor's quote is less than \$3.50 per square foot, the city will cover up to 50% of the cost.

FORM C

- | | |
|---|---|
| Step 1: Enter Item 3 amount (length) from Form B. | Step 1: Enter Length from Form C (3) \$ _____ |
| Step 2: Enter Item 4 amount (width) from Form B. | Step 2: Enter Width from Form C (4) \$ _____ |
| Step 3: Multiply Steps 1 and 2. This gives the total area of sidewalk in square feet. | Step 3: Multiply Step 1 and Step 2 \$ _____ |
| Step 4: Enter Item 5 (cost per square foot) from Form B. | Step 4: Enter cost per Sq. Ft. from Form C. (5) \$ _____ |
| Step 5: If the Step 4 amount is less than \$3.50 enter Step 4 amount. If the Step 4 amount is greater than \$3.50, enter \$3.50. | Step 5: If Step 4 is less than \$3.50, enter amount in Step 4. If Step 4 is greater than \$3.50, enter \$3.50. \$ _____ |
| Step 6: Subtract the Step 5 amount from the Step 4 amount. | Step 6: Subtract Step 5 from Step 4 \$ _____ |
| Step 7: Add the step 4 amount to the Step 6 amount. | Step 7: Add Step 4 to Step 6 \$ _____ |
| Step 8: Enter the amount (total area of sidewalk) from Step 3. | Step 8: Enter Value from Step 3 above \$ _____ |
| Step 9: Multiply Step 7 and Step 8 amounts. | Step 9: Multiply Step 7 and Step 8 \$ _____ |
| Step 10: Divide the amount in Step 9 by 2. | Step 10: Divide Step 9 by 2.0 \$ _____ |
| Step 11: Raise this amount to the next highest whole dollar value. For example, if the amount in Step 10 is \$884.20, raising it to the next highest whole dollar would make it \$885.00. | Step 11: Raise amount in Step 10 to the nearest dollar. \$ _____ |
| Step 12: Add the \$5.00 non-refundable building permit fee to the amount in Step 11. This is the amount you must submit within seven (7) days prior to the commencement of construction. | Building Permit Fee \$ _____ |
| | Step 12: Amount to be submitted by Applicant \$ _____ |

IMPROVEMENT INFORMATION		
NAME OF APPLICANT	IMPROVEMENT STREET ADDRESS	PROPERTY TYPE (X) () RESIDENTIAL () COMMERCIAL
CHECK AMOUNT		
CONTRACTOR'S NAME		

APPLICATION RANKING DESCRIPTION

The law makes provision for an application filing deadline for the purposes of rating or ranking each proposed project.

Each application submitted prior to the rating deadline is ranked to determine priority. The goal of the ranking system is to assure the worst public walkways are replaced first. These applications are rated and placed in order of highest to lowest score. The highest scored projects are funded first, followed by lower scored projects until the funding is exhausted. Applications with the same ranking score will receive priority based on the application submission date.

Applications may be submitted after the rating deadline if sidewalk assistance funding is available. These applications will receive assistance based solely on submission date after an inspection by the General Services Department. Applications may be rejected if, in its opinion, the sidewalk does not warrant replacement. Applications will be rejected if the replacement is for cosmetic reason only.

Residential or Non-Residential

The law provides for a higher priority for sidewalk replacement assistance in residential areas. This is defined as a sidewalk not located in front of a structure devoted entirely to residential use. Churches and other not for profit organizations are, under this law, considered to be non-residential. Residential properties receive 5 points, rental properties receive 3 points and commercial properties receive 1 point.

Sidewalk Location

In an effort to provide the most public benefit, sidewalks located in areas of high pedestrian traffic receive a higher rating. Sidewalks near schools also warrant a higher priority. The City Administration shall undertake to rank street and locations through out the city as "high traffic" and "regular" traffic. High traffic areas shall be designated 5 points. "Regular" traffic shall be designated 3 points.

If the property is located in a school zone (defined as property within 2 blocks of a school) an additional 5 points is added.

The total for this category cannot exceed 10 points.

Tree Removal

THE SIDEWALK ASSISTANCE PROGRAM DOES NOT INCLUDE FUNDS FOR TREE OR ROOT REMOVAL. IF THE PRESENT SIDEWALK HAS BEEN DAMAGED BY TREES, AND IF THE TREE IS LOCATED IN THE PUBLIC

REMOVAL. IF THE TREE IS ON THE APPLICANT'S PROPERTY, YOU MUST MAKE ARRANGEMENTS WITH A PRIVATE SERVICE TO REMOVE THE TREE, STUMP AND ROOTS, AFTER APPLICATION APPROVAL BUT PRIOR TO COMMENCEMENT OF SIDEWALK CONSTRUCTION.

Total or Partial Replacement

Projects that propose to totally replace the existing sidewalks are given priority over partial replacements. This category is awarded points based on the following:

less than 25% replacement.....	1 point
25% - 49% replacement	2 points
50% - 74% replacement	3 points
75% - 100% replacement	4 points

Condition of Existing Sidewalk

This category rates the condition of the existing sidewalk along with the manner of construction of the existing sidewalk. These guidelines are an attempt to quantitatively rate the present condition without the possibility of a subjective analysis. A maximum of 15 points is awarded for this category. The following provides a guideline for rating:

For every uneven joint or raised section that is between ½" and 2", 2 points are awarded. If one uneven joint is above 2", the maximum 5 point award is given.

If there are pieces missing in the present sidewalk of less than 25 square inches, 3 points are awarded for each one. If the missing pieces are larger than 25 square inches, the maximum of 5 points are awarded.

If there is no concrete sidewalk presently in the proposed project, 5 points are awarded.

Once again, the maximum award, regardless of condition for this category is 15 points.

Equal Rankings

In the event that two (2) or more Applications received identical rankings, than such applications will be ranked according to the date of submission of the application, with the earlier application receiving a higher ranking.

SIDEWALK REPLACEMENT SPECIFICATIONS

1. Existing Sidewalk Removal

- a. Joints at terminal points of removal shall be saw cut to full depth.
- b. All debris shall be removed from the project site by the contractor and disposed of properly at the contractor's expense.

2. Excavation

- a. Excavation shall be made to the required depth and to a width that will permit the installation and bracing of forms.
- b. The sub-grade shall be shaped and uniformly compacted.
- c. Any fill used to grade shall be granular.

3. Forming

- a. Forms shall be made of wood or metal and extend the full depth of the concrete.
- b. Forms must be of sufficient strength to resist the pressure of the concrete without springing.
- c. Sidewalks shall be reconstructed to the same width as the previous sidewalk with the completed surface at the level of existing adjacent sidewalks.
- d. Sidewalks shall be a full 4 inches in depth.
- e. Sidewalks in driveway areas shall be a full 6 inches in depth.
- f. Sidewalks shall be 5 feet in width or the same as the original or adjoining properties.

4. Placing and Finishing

- a. The sub-grade shall be moistened thoroughly immediately prior to placing concrete.
- b. The concrete shall be portland cement 6-1/2 bag mix (600 psi) and be deposited in a single layer.
- c. The concrete shall be struck off with a template and smoothed with a float to obtain a sandy texture. No plastering is permitted.
- d. All outside edges and joints shall be edged with a 1/4 inch (6mm) radius edging tool.
- e. The surface of the sidewalks shall be divided into equally spaced blocks at approximately foot (1.5m) intervals to form rectangular blocks.
- f. Transverse joints shall be sawed or formed to a depth of not less than one-fourth the thickness of the slab and shall be approximately 1/8 inch (3mm) wide.
- g. Expansion joint filler shall be 1/2 inch (13mm) thick and extend the full depth of the slab between the sidewalk and any fixed structure.

- h. Expansion joint filler shall be 1 inch (25mm) thick and extend the full depth of the slab between the sidewalk and a curb
- i. The finished surface of the sidewalk shall have a transverse slope of 0.02 with the low side adjacent to the roadway.

5. Curing

- a. Curing may be accomplished by means of water curing with wet burlap cloth, waterproof paper or polyethylene sheeting.
- b. Curing shall be applied as soon after the finishing operations as possible without marring the surface of the concrete.
- c. The entire surface of the top and sides of the newly placed concrete shall be covered and maintained for seven (7) days.
- d. The contractor shall be responsible for protecting the concrete from freezing until cured.

6. Curb Ramps

- a. All sidewalks constructed adjacent to a vehicular traveled area shall be constructed to American's with disabilities Act (ADA) standards and include a curb ramp.
- b. The removal, excavation, forming, placing and finishing and curing shall conform to those specifications previously set forth in this specification.
- c. The final surface texture shall be rougher than the adjacent sidewalk and be obtained by coarse brooming or related method to obtain striations transverse to the ramp slopes.

7. Project Completion

- a. Contractor shall remove all construction materials, backfill, grade and seed prior to final payment by the city.
- b. Contractor shall submit the invoice to the Service Director's office after project is completed.

8. City's Volunteer Participation

- a. The city's financial participation shall be limited to one-half of the project cost, but not to exceed \$1.75 per square foot of new sidewalk area.
- b. Projects may not be completed by owner. Only projects completed by reputable and approved contractors will be considered.

SIDEWALK REPLACEMENT PROGRAM REGULATIONS

1. SIDEWALK REPLACEMENT PROGRAM

Only those who wish to replace an existing sidewalk or install a new sidewalk in residential areas where sidewalks have not previously been installed are eligible for assistance under the Dover Sidewalk Replacement Program. The Program shall **not** apply to properties in new housing developments, or sidewalks that are being installed attendant to the construction of new homes. Any eligible property owner or the agent of any owner who plans to replace or install public sidewalks upon property which he controls within the city limits may make written application to the City Service Director for partial payment by the city of the costs of such replacement of sidewalks. Upon receipt of such application, the Mayor shall make or cause to be made an inspection of the sidewalk to be replaced or installed and if upon inspection, determines with the concurrence of the Service Director or his representative that it is in the public interest that such replacement be authorized to commit the city to pay not more than 50% of the costs of such replacement. The property owner or the agent of any owner is limited to one funded application per year. Eligibility for participation in the Sidewalk Replacement Program shall be determined by the regulations promulgated by the Dover City Administration.

2. APPLICATION

The application for partial payment by the city for the replacement of sidewalks shall be in writing on a form approved by the Mayor and shall be accompanied by an estimate of cost for the proposed replacement.

3. APPLICATIONS SUBMISSION; RATING DEADLINE

Written applications shall be submitted to the Service Director's office for priority rating no later than May 1 of each year. Priority rating methods shall be determined by the Mayor. If two or more applications have equal priority ratings, the date of application filing will prevail. Applications for a given year may be submitted between January 1st and May 1st of the calendar year in which the work is to be performed. Upon the exhaustion of funds available for the Sidewalk Replacement Program in a given calendar, the City of Dover may, in its discretion, refuse to accept applications filed after May 1st.

4. MAYOR TO ADMINISTER

The Mayor shall administer the program for applications for partial payment of sidewalk replacement. This includes the implementation of application forms, priority rating guidelines, procedural methods and sidewalk specifications so far as they are not in violation with any provision herein.

5. APPLICATION REJECTION; APPEAL; OVERRIDE OF MAYOR'S DECISION

If application for City participation in replacement of sidewalks is rejected by the Mayor, the applicant may appeal the Mayor's decision, to Council, in writing. Failure by Council to act on the appeal within 90 days from the date filed, shall constitute a rejection of said appeal

6. MAINTENANCE OF SIDEWALKS

Nothing obtained within this chapter shall be construed as a modification of the property owner's responsibility established by Dover Codified Ordinance Sections 517.06, 903.06, or 903.01

7. INELIGIBILITY FOR NONPAYMENT OF DEBTS

An application for Sidewalk Replacement Program eligibility shall be rejected in the event that the applicant or property owner is delinquent by more than 30 days to the City of Dover on the payment of any tax bill, water bill, electric bill, or other City generated debt at the time of making said application.

8. MAXIMUM YEARLY EXPENDITURE

The amount of money expended by the City for repair or replacement of sidewalks shall not exceed the sum appropriated by Council per calendar year.

9. GENERAL

The City of Dover shall not be liable in any form, for the negligence, or unworkmanlike performance of any contractor who replaces, or installs a sidewalk pursuant to an application for assistance.