

*** 2017 ***

CITY OF EARLVILLE SIDEWALK ASSISTANCE PROGRAM

PARTIAL REIMBURSEMENT TO PROPERTY OWNERS FOR REPAIRS/REPLACEMENT TO SIDEWALKS LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY

1. This Program allows Property Owners to request a PARTIAL REIMBURSEMENT for the cost of new public right-of-way sidewalk, or the cost to repair or replace an existing right-of-way sidewalk that is badly deteriorated, broken and/or hazardous as determined by the City of Earlville Public Works Department.
2. Partial Reimbursements will only be considered for projects that have been approved by the Public Works Department prior to the start of work. An application signed by the Superintendent of the Public Works Department or designee showing a prequalification inspection has been completed will be required for participation in this program.
3. New construction, private sidewalks and property redevelopment projects are not eligible for this program. The Public Works Department will inspect each location to determine the limits of repairs and/or public right-of-way sidewalk placement that will qualify for this program.
4. The property owner shall obtain a Sidewalk Assistance Program Permit from the City of Earlville. The property owner shall select a bonded and insured contractor to perform the work.
5. The property owner shall secure at least one bid proposal for the repairs to be completed. Bids should include a sketch showing the new planned public right-of-way sidewalk, and/or the existing item(s) to be repaired, and the details and dimensions of the proposed work.
6. Work shall begin only after the proposal and the attached application (Page 4) have been approved by the Public Works Department.
7. Upon completion, the property owner shall obtain a "Paid in Full" invoice receipt from the contractor. This receipt shall be submitted to the City for processing. The property owner should receive the Partial Reimbursement payment within 4 to 6 weeks of submittal.
8. The City of Earlville shall assume no liability or guarantee for the work completed by the property owner's contractor.

PROGRAM GUIDELINES

PROGRAM PROCEDURE AND CONDITIONS:

1. All Reimbursements/Assistance is conditioned upon there being sufficient funds available in the Sidewalk Assistance Program fund as appropriated by the City Council.
 - City will reimburse lesser of ½ of cost or \$5.00 per square foot

2. Applications by the property owner shall be made on a first come, first served basis, unless the Public Works Department determines that there is an application where the sidewalk at another location is in such a condition that the public need and safety would be better served by placing/repairing/replacing that sidewalk first. Applications will not be accepted from contractors.
3. Applications for the Sidewalk Assistance Program may be obtained at City Hall (210 W. Railroad St.) or on-line at <http://earlvilleil.org>.
 - Contractors shall familiarize themselves with the work site and submit a detailed proposal with unit prices that include all saw cutting, removal, disposal and restoration of the public right-of-way sidewalk, to be included with the application.
 - No extra charges will be accepted – including root removal and cartage charges.
4. Completed applications should then be submitted to the City via Email to publicworks@earlvilleil.org, Fax to 815-246-7559, US Mail to City of Earlville, Sidewalk Assistance Program, PO Box 98, Earlville, IL 60518 or Hand Delivery to 210 W. Railroad Street, Earlville.
5. **Prequalification Inspection – The Public Works Department will determine areas that are eligible for the program, mark the limits of work and document measurements.** Photographs shall be taken before and after and will be included in the documentation of the project.
6. Before a permit can be issued, the Public Works Department will review and approve the application.
7. Contractor shall not begin work without a Sidewalk Permit and an approved application.
8. Once a permit is issued, the Contractor shall then contact Public Works Department 24 hours prior to start of any work. All work must be completed within 31 days of the 24 hour start work notice.
9. **REQUIRED** – Contractor shall contact the Public Works Department at least 24 hours in advance to schedule a Pre-Pour Inspection. The Public Works Department will complete a Pre – Pour Inspection, with photographs to document before and after pour.
10. **REQUIRED** - The Public Works Department will inspect and measure the completed work, take documentation photographs, and notify the property owner of inspection results. Sidewalk initially constructed under this permit that is not accepted by the City shall be removed/replaced and shall not be eligible for reimbursement. Property owner shall coordinate the removal/replacement with the City's Public Works Department and shall also be responsible for negotiations with a Contractor. If the property owner chooses a different Contractor to remove/replace the unaccepted sidewalk, a new permit form shall be required by the City to be eligible for the reimbursement program.
 - The City of Earlville will not accept damaged or vandalized concrete work, or constructed sidewalk not meeting the construction requirements of this permit
 - The contractor who completes the project, shall warranty all work for a period of one (1) year from the date of placement
11. Property Owner shall complete payment with the contractor, receive a "Paid in Full" receipt and submit the receipt to the City. The receipts must have complete details, measurements, etc. of project and amounts paid. The property owner shall withhold any payment to the Contractor until after the City's final inspection and consequential acceptance of the new sidewalk.
12. The City of Earlville will process the application for reimbursement.

CONTRACTOR NOTES:

1. Contractor shall not begin work without a Sidewalk Permit and an approved application.
2. Contractor must provide the City with a Certificate of Liability Insurance, naming the City of Earlville as additional insured.
3. Contractor shall contact the Public Works Department at least 24 hours in advance to schedule a Pre-Pour Inspection.
4. Applications will not be accepted from contractors.
5. The City of Earlville will not accept damaged or vandalized concrete work, or constructed sidewalk not meeting the construction requirements of this permit.
6. The contractor shall warranty all work for a period of one (1) year from the date of placement. The Contractor's warranty shall be transferred to the City of Earlville, after final inspection and acceptance. Any warranty work requested by the City during the warranty period shall be coordinated directly between the City and Contractor.
7. Contractors shall familiarize themselves with the work site and submit a detailed Proposal with unit prices that include all saw cutting, removal, disposal and restoration
8. No extra charges will be accepted including root removal and cartage charges.

CONSTRUCTION REQUIREMENTS

1. All work shall be done according to the IDOT Standard Specifications for Road & Bridge Construction, latest edition and City of Earlville Standard Specifications. New sidewalk shall be constructed in strict accordance to applicable requirements of the Americans With Disabilities Act (ADA) and Public Rights-of-Way Accessibility Guidelines (PROWAG).
2. Sidewalks shall be 5" thick placed on 4" granular subbase. Portions of sidewalk crossing driveways shall be constructed with an increased thickness of 6" along with #10 welded wire mesh or rebar reinforcement, installed at the owner's expense.
3. New sidewalks, which fall under this program, shall be 5 feet in width. In the case of replacement sidewalks, the property owner shall contact the Superintendent of Public Works for determination on the width of the replacement sidewalk, but in any case will they be no less than 4 feet in width.
4. All concrete shall be Class SI and properly cured & sealed and protected from the elements.
5. Subbase material shall be Crushed Stone, Gradation CA-6 or approved equal.
6. Work shall not begin prior to the 1st Monday in April and be completed no later than the 3rd Friday in October (weather permitting).
7. The owner or contractor must provide barricades.



**SIDEWALK PROGRAM
APPLICATION/APPROVAL**
City of Earlville

Applicant's Information

Name: _____ Phone #: _____

Address: _____

Location of Work (if different then address above): _____

Fronting on: _____

Sidewalk Condition (Circle one): New Sidewalk Repair/Replacement Sidewalk

Dimensions: _____ x _____ = _____ Sq. Ft.
 Length Width Area

Contractor's Quote \$ _____ (Attach a copy of complete detailed quote)

This application is made with the understanding that the City of Earlville does not guarantee the above work against crackling, scaling, pitting or deteriorating in any way.

The applicant will ensure that the contractor will supply the City of Earlville with a Certificate of Liability Insurance, naming the City of Earlville as additional insured.

Signature of Applicant

NOTE: Completed applications should be submitted to the City via: E-mail to publicworks@earlvilleil.org, Fax to 815-246-7559, US Mail to City of Earlville, Sidewalk Assistance Program, P.O. Box 98, Earlville, IL 60518 or Hand Delivery to 210 W. Railroad Street, Earlville, IL. The sidewalk will be inspected and if approved, applicant will be notified of reimbursement amount and will be given a permit with authorization to proceed.