

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
SIDEWALK REPLACEMENT PROGRAM	CITY COUNCIL	6-18-13	4-21-15

POLICY STATEMENT:

The City of Russell desires to establish a Sidewalk Replacement Program to compliment Chapter XVI of the Code of Ordinances that will assist property owners with the replacement of deteriorated sidewalks. The purpose of this policy is to establish guidelines for the improvement and repair of existing sidewalks in the City of Russell. This is a replacement program only.

The City desires to encourage the maintenance of existing sidewalks within the community.

Compliance with City Standards: All Sidewalks shall be constructed or reconstructed in accordance with City standards. All sidewalk construction shall be inspected by the Building Official or his representative to determine compliance with the City's standards.

Repair or replacement of Existing Sidewalks: The owner of property abutting a sidewalk shall be responsible for maintaining said sidewalk. Such maintenance may be initiated in the following ways:

The Building Official may cause any sidewalk in the city to be inspected. Should said inspection reveal that the sidewalk is in need of repair or replacement; the affected property owner shall be notified and given sixty (60) days to repair or replace the sidewalk. If needed repair or replacement is not made by the property owner, then the city shall cause the work to be done as provided by Section 16-108 of the City of Russell City Code. The costs of such repair or replacement shall be shared by the city and property owner as outlined below.

City participation in the cost of repair or replacement of existing sidewalks: Each year the City may allocate funds for sidewalk replacement and maintenance. These funds shall be used for the city's share of the improvements as outlined below. The city will reimburse the owner 50% of the sidewalk construction costs. The City's participation will be capped at \$750 on any one property frontage and \$1,200 for properties with two frontages.

PROCEDURE

- Property Owners must apply, in writing, to participate in the program. The Building Official shall determine which requests shall be eligible for reimbursement. Applicant will be notified by the Building Official if the application has been approved.

- Applications will be awarded on a first come basis, as funds are available .
- The property owner(s) will have to apply for a permit. The permit fee is \$10.00
- The property owner(s) must submit an estimate from a licensed contractor with the application to participate in the program, unless the resident is doing the labor themselves.
- The property owner shall be responsible to hire the contractor to perform the work and shall make all payment to the contractor.
- Upon completion of the replacement project, the property owner(s) will request an inspection of the project.

An inspector from the Building, Planning and Zoning Office will inspect the project to certify project completion, compliance with city specifications and removal of concrete/construction on debris. The request for reimbursement will then be forwarded to the Finance Director for processing. Payment will be made during the next available City payment schedule.

GUIDELINES

- The program applies to public sidewalks only.
- The program is a replacement program only. The City's participation is generally limited to the reconstruction of existing facilities with like facilities in the same location.
- Property Owners shall be responsible for all costs associated with sprinkler repair, driveway repair/replacement, and retaining wall repairs/reconstruction.
- If tree roots have caused the sidewalks to heave, the Parks Superintendent will be consulted to determine if the tree roots can be cut and the tree can be saved. If it is determined that the tree must be removed and the tree is on the city right-of-way, the City Parks Department will remove the tree prior to sidewalk replacement commencing, or, the tree is on private property the property owner will contract to have the tree removed prior to sidewalk replacement commencing. Removal of the tree stump is the property owner's responsibility. A tree replacement program is available.
- If the existing sidewalk has a water meter and/or valve, the property owner must consult with City staff for a possible upgrade or adjustment to the infrastructure. Adjustments will be made by City staff prior to new concrete being poured.
- Sidewalks that lead to the house or other structures are not eligible.
- New (not replacement) sidewalks may be allowed if they fill in a missing segment of existing continuous sidewalk.
- Brick sidewalks are not eligible for replacement with bricks. Reconstruction with concrete shall be the only option available for repair or reconstruction under this program.

- By participating in this program, the applicant is not relieved from any liability for future replacement, repair, maintenance, or keeping a clear walkway adjacent to the applicant's property.
- Entities with taxing authority are not eligible for this program.
- Only work done by licensed contractors shall be eligible for reimbursement AND/OR
- The property owner will be allowed to do the labor; however, the work must meet city specifications and reimbursement will be limited to 50% of materials cost only.

CITY OF RUSSELL
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SIDEWALK REPLACEMENT PROGRAM APPLICATION

Property Owner(s): _____

Property Owner(s) Address: _____

City/Zip: _____

Home Phone: _____ Business or Cell Phone: _____

Property Address: _____
(If different than the property owner's address)

Length and width of Sidewalk: _____

Special Conditions (if applicable)

- The City will not incur any liability for payment for the work or reimbursement until this application has been approved by the Building Official or his/her designee.
- The participation in this program does not relieve the applicant from any liability for future maintenance, replacement, repair or the clearing of sidewalks adjacent to private property.

Estimated Cost of Replacement: _____
(A detailed cost estimate from a licensed contractor must accompany application)

Owner's Signature

Date

Approved by

Date

Office Use Only

Project Completed Date: _____ Inspected By: _____

Final Cost: _____
(Attach receipts)

Amount Approved for Reimbursement: _____

Approved by: _____