

# **City of Grass Valley SIDEWALK COST-SHARING PROGRAM**

## **INTRODUCTION**

In conjunction with the City's Sidewalk Inspection Program, there is a need for a cost-sharing program to assist property owners in the cost of repairing/replacing their sidewalks and associated issues such as curb and gutter, driveway approaches, and trees.

### **1) PURPOSE**

The primary purpose of the Sidewalk Cost-Sharing Program is to assist property owners in their repair of displaced and damaged sidewalks by providing partial reimbursement of costs. The City may also approve tree root pruning, tree removal, the repair of driveway approaches, and the repair of curb and gutter in conjunction with sidewalk repair. Sidewalk damage may exceed applicant's property lines. In this case, the applicant may wish to inform their neighbor about the program.

### **2) PROJECT ELIGIBILITY AND REIMBURSEMENT**

Projects costing \$1,000 or more which are either located in a high pedestrian use area, in the City's Redevelopment Area, or fronting a property that has received notification to do repairs under the City's Sidewalk Inspection Program, are eligible to apply for the Sidewalk Cost-Sharing Program. Residential properties may be reimbursed up to 50% of the overall cost of the improvements with a reimbursement limit of \$10,000 per fiscal year (July 1 to June 30). Commercial properties may be reimbursed up to 50% of the overall cost of the improvements with a reimbursement limit of \$5,000 per fiscal year (July 1 to June 30).

Completed (including all required additional documentation) Sidewalk Cost-Sharing Program Applications will be processed on a first come first served basis until funds allocated for the fiscal year have been exhausted. Please note that should the approved Sidewalk Cost-Sharing Program Application or Encroachment Permit Application expire, the authority for reimbursement is no longer valid and the applicant may need to reapply. See the following Outline of Steps for details.

### **3) OUTLINE OF STEPS**

#### **STEP 1:**

- **Complete and submit a Sidewalk Cost-Sharing Program Application** (attached). You must indicate on the application if you, the applicant, or your representative will oversee the sidewalk repairs, or if you desire for the City to oversee the repairs. If you do not want the City to oversee the improvements, you must also submit an improvement plan identifying those improvements you propose to complete as well as any tree removal, curb and gutter replacement, retaining wall repair, driveway re-grading, etc.

### **STEP 2A (If City oversees repairs):**

- The Public Works Department – **Engineering Division, will review the sidewalk repair location.** If the project location is eligible and funds are available, the City will obtain three written quotes and will notify the applicant of their share of the costs. The applicant will then be responsible for submitting a deposit for their portion of the work after which the City will schedule the sidewalk repair work.

### **STEP 2B (If applicant or representative oversees repairs):**

- After identifying that the project location is eligible and funds are available the Public Works Department – **Engineering Division, will review the submitted plan and notify the applicant** if the plan is acceptable or if modifications are necessary. Once the plan is accepted, the applicant can proceed with Step 3B of the process.

### **STEP 3B (If applicant or representative oversees repairs):**

- **Submit three written quotes** (based upon the accepted plan, an appropriately licensed and insured contractor doing the work using California prevailing wage rates, and compliance with the City's Encroachment Permit requirements) for approval of the lowest responsible bidder by the Public Works Director/City Engineer.
- The Public Works Department – **Engineering Division,** will complete the City portion of the Sidewalk Cost-Sharing Program Application and indicate the amount of the improvements that will be reimbursable by the City. **A copy of the completed Sidewalk Cost-Sharing Program Application will be returned to the applicant.**
- **Submit an Encroachment Permit Application** with traffic control plan and insurance information, **Tree Removal Permit Application** (if applicable), and **Building Permit Application** (if applicable). Upon approval of all necessary permits, the contractor can begin the work. All work must be completed per the conditions and requirements of the issued permits and the improvements must be accepted by the City to be eligible for reimbursement. Any revision to the improvements described in the permits must be approved prior to the work being performed to be eligible for reimbursement.
- **Submit all invoices** applicable for reimbursement per the Sidewalk Cost-Sharing Program Application. The Public Works Department – Engineering Division will review all submitted invoices and if acceptable submit a request to the Finance Department for reimbursement to the applicant which generally takes three weeks to process.

**If you have questions about the program, please call the Public Works Department – Engineering Division at 274-4373.**