

TOWN OF TWO HILLS



Policy Number: 2010-02

Date of Issue: November 30, 2010

Policy Subject: **Sidewalk and Curbing Replacement Cost Sharing Program**

1. POLICY STATEMENT

The Town of Two Hills offers a voluntary sidewalk cost-share program for residents and business owners who wish to install new or to replace deteriorated sidewalks or driveways. The program encourages and promotes improvement of our public walkways by offering a 50/50 cost share agreement with local residents, provided the Town will be able to allow funding in the following years' budget.

2. PROCEDURES

- a) No project shall commence without prior approval by the Town Administrator.
- b) No project will be approved by individuals who caused intentional damage to sidewalk or driveway.
- c) To qualify for the 50/50 cost-sharing program, the following conditions must exist:
 - i. The area to be repaired must be at least one full lot width of old and deteriorated sidewalk.
 - ii. Walks must be sunken or risen to a height difference of one inch or more between sections.
 - iii. Broken or separated into three or more pieces.
 - iv. 50 percent or more of the surface deteriorated.
 - v. For driveways alone: The landowner has built a new residential dwelling within the last 3 years of the application and the current sidewalk and curb, or sidewalk without curb, is not mountable to accommodate a driveway.
- d) All applications received will be reviewed for the following years' budget and prioritized by the Town Administrator and Public Works Foreman.
- e) Applicants will be contacted after approval of the budget by the Town whether their sidewalk is eligible for the program or not.
- f) If the sidewalk is not eligible, property owners may still repair at 100 percent of the cost paid by the property owner, if given approval by the Administrator.
- g) It is **strongly recommended** to coordinate applications with property owners along the block in order to replace the entire length of sidewalk/curb. Preference is given for group/joint applications that encompass an entire block.



- h) The extent of the work includes removal and replacement of the sidewalk and replacement of storm sewer grates if necessary. It is the responsibility of the property owner to back fill the sidewalk edges with black dirt and grass seed.
- i) The Town of Two Hills assumes the asset as its own after completion and shall be responsible for future costs of the maintenance and repair of the sidewalk.

3. BEFORE WORK BEGINS

- a) Quotes - Applicant must provide cost estimates from 2 to 3 different contractors.
- b) Select Contractor – The Contractor you select must be able to provide the following items:
 - i. Proof that he has been performing sidewalk work for at least three (3) years.
 - ii. Three (3) references from other sidewalk work he has performed (references should include the name and phone number of the owner, and the address where the work was performed).
 - iii. A performance bond, or similar guarantee, in the amount no less than 15% of the project.
 - iv. Proof of insurance in the amount of \$1,000,000 per incident.
 - v. Sketch of the proposed work, including length and width dimensions of sidewalk and/or curbing.
 - vi. New sidewalk must match neighboring sidewalks unless application is for a whole block; in which the new sidewalks would be roll faced curb.

Unless the Contractor has previously provided satisfactory work in the Town and is approved by the Administrator.

- c) “Sidewalk & Curbing Replacement Cost Sharing Program” agreement form (attached) – Complete and submit application. This is the formal agreement between the applicant and the Town which states if the Town will reimburse the applicant.
- d) Although the owner may choose their preferred contractor (must still meet Section 3(b) criteria), the Town will only reimburse 50% of the lowest quote received.
- e) Submit all of the items required above to the Town Administrator. The Town Administrator and Public Works Foreman will review the Contractor’s information and the cost estimate for the proposed work.
- f) Applications must submitted by October 31st of any year for consideration in the following budget year.

MAYOR

CHIEF ADMINISTRATIVE OFFICER





Sidewalk & Curbing Replacement Cost Sharing Program Agreement

Date: _____

Property Owner's Name: _____

Mailing Address: _____

Phone: (Home) _____ (Cell) _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Civic Address: _____

Dimensions of sidewalk and curb needed: Length = _____ Width = _____

Contractor Information and Estimate Provided? Yes

I, (we), the owner of the above property, understand the terms of the policy and would like to participate in the cost-sharing program offered by the Town of Two Hills for (check one)
 new or replacement sidewalk and curb or driveway access along our property.

Property Owner(s)

(Do not write below this line – It will be filled out by a Town representative.)

Cost Estimates from 2 to 3 Contractors provided? Yes

Contractor Information included: Yes

Comments: _____

Dimensions of sidewalk and curb needed: Length = _____ Width = _____ N/A _____

Driveway access only: Length = _____ Width = _____ N/A _____

Total Cost = _____ (sq.ft.) x \$ _____ (cost/sq.ft.) = \$ _____

Property Owner Cost \$ _____ Town cost \$ _____

Approved for next fiscal year from application? Yes No Partial

Comments: _____

Town Administrator

