

**ADMINISTRATIVE POLICY  
FOR CITY OF SILVERTON  
50/50 SIDEWALK PROGRAM**

**Fiscal Year 2018/2019**

Effective – July 1, 2018

1. General

The City of Silverton has, since 1988, attempted to promote the repair and replacement of sidewalks on City streets with a program of 50% reimbursement to property owners for reasonable and eligible costs. By this document, the City is seeking to further clarify and set the policies concerning the City 50/50 Sidewalk Program.

2. Application & Selection

- A. All eligible work must be initiated using the application obtained from City Hall and returned to staff.
- B. Applications will be reviewed and the site inspected by engineering staff and a written letter of approval or disapproval will be required before any construction may commence.
- C. The sidewalk program for each fiscal year will begin as of July 1 and no previous applications will be accepted for spending from the new program year unless authorized by the Public Works Director and Finance Director.
- D. Applications will be received and logged in so that a “first come, first served” order is maintained. Selection approval will be on “first come” basis for eligible projects.
- E. Reimbursement of reasonable unit prices will be reviewed and approved by Public Works staff based on the current average estimated bid prices for the Silverton area. If appealed by the applicant, the Public Works Director shall make the final determination whether a unit bid price is deemed reasonable.

3. Eligibility & Administration

- A. All eligible work must meet the criteria listed in Section 2 above.
- B. A City of Silverton ROW Improvement permit must be taken out for all eligible work, and all applicable fees/deposits/bonding must be paid and/or submitted to the Public Works Department.
- C. No more than 50% of any year’s budget for sidewalk repair and construction may be spent on a single sidewalk project. An exception could be allowed to this rule if additional budget authority is granted by City Council.

- D. The property owner will be required to pay the contractor in full and provide a copy of the contractor's "paid in full" receipt to the City to initiate City payment to the property owner of one half (1/2) of the cost of the work, not to exceed the rate initially approved by the City.
- E. All projects must be constructed by an Oregon licensed contractor with production experience in concrete construction.
- F. Eligibility of a selected project is lost if the project is not completed within six months from the date of the City's approval letter or within the budget year (July 1 – June 30). In order to become re-eligible, a new application must be filed.
- G. All applications lapse on June 30 of each fiscal year unless a letter approving the project is issued by staff with a completion deadline after June 30.
- H. This funding is not eligible in conjunction with new dwelling construction unless a sidewalk exists on the development site that is determined by the City to be in disrepair.

4. Standards

All eligible projects shall conform to City standards for sidewalk construction and inspection and be approved by the City to be eligible for reimbursement.

# CITY OF SILVERTON

## 2018-2019 50/50 SIDEWALK PROGRAM

### APPLICATION

In order to qualify for sidewalk construction reimbursement under the provisions of the 50/50 Sidewalk Program, please submit the following information:

NAME: \_\_\_\_\_ PHONE: HOME \_\_\_\_\_  
WORK \_\_\_\_\_

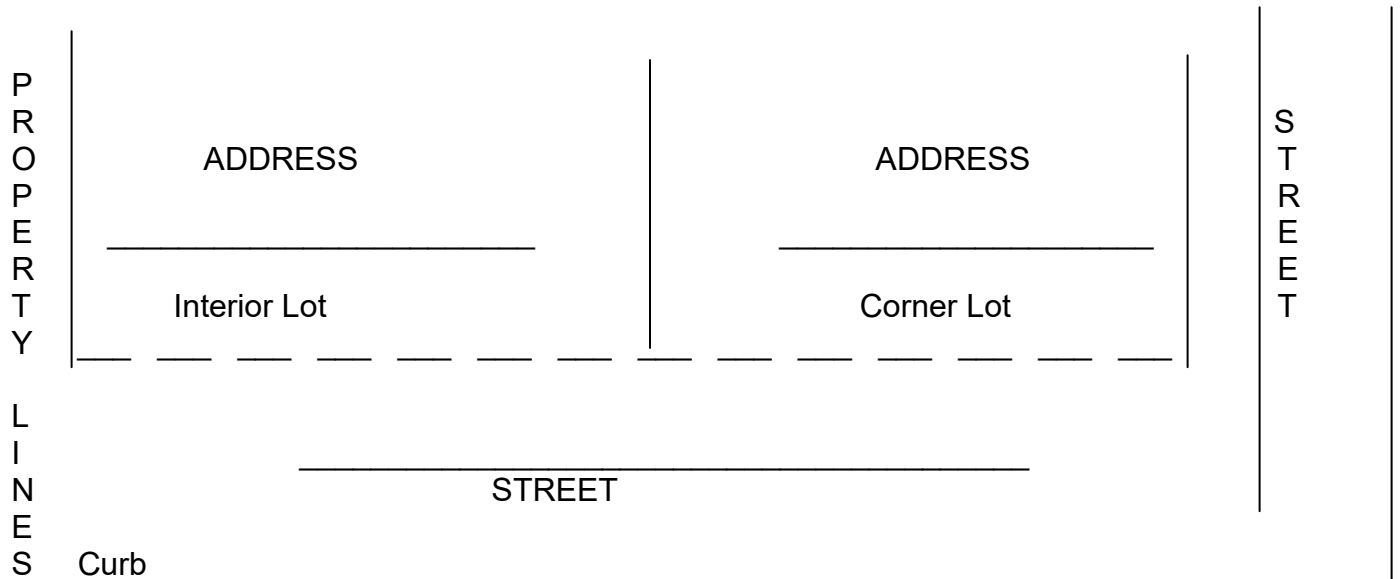
PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS : \_\_\_\_\_  
*(If different from property address.)*

**CONTRACTOR INFORMATION: Only licensed contractors may perform work in the public right-of-way.**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CCB #: \_\_\_\_\_

Indicate in the sketch below the area of the sidewalk to be replaced:



Sidewalk Length \_\_\_\_\_ (x) Sidewalk Width \_\_\_\_\_ = Total Square Ft. \_\_\_\_\_  
(Length X Width)

I have read the Administrative Policy attached to this application and agree to comply with the stated requirements in order to receive reimbursement.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

Please include a copy of written quote from contractor.

\*Application must be approved prior to starting this work.

For questions or further information, contact the Public Works Engineering Office at 503.873.8679.

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**For City of Silverton Use:**

Approved / Disapproved	_____
Date Approval Letter Sent	_____
Date of Inspection	_____
Reimbursement Amount	\$ _____
Date of Payment / Voucher	_____



## RIGHT OF WAY SIDEWALK AND/OR DRIVEWAY PERMIT APPLICATION

**Job Address:** \_\_\_\_\_ **PERMIT NO.** \_\_\_\_\_  
 Property Use:  Residential  Commercial

**Property Owner:**

**Contractor:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

CCB: \_\_\_\_\_

Ins. Co. \_\_\_\_\_ Liability Policy# \_\_\_\_\_

**Conditions:**

The listed fees do not include any additional permit fees from ODOT or Marion County, if they apply. The permit fees and deposits are separate and independent of each other.

Performance Deposits are waived under the following conditions only:

- a. Improvements have qualified for, and are made under the 50/50 Sidewalk Program, or funded solely by property owner.
- b. Improvements are made as part of a project requiring a building permit where final occupancy must be granted. (eg. new construction, remodel or addition.). Building Department to include the City Engineer or his designee's approval of any required public sidewalk construction as a condition to the occupancy permit.
- c. Express permission given by the Director of Public Works due to unique circumstances.

A general Public Works Project Permit must be taken out for all other types of Public ROW infrastructure (i.e. water, storm, sanitary sewers, related street cuts, project related sidewalk and driveway), and all applicable fees to be paid, all applicable requirements to be met.

**I hereby acknowledge that I have read this application and state that the foregoing is correct.** I agree to comply with all City Ordinances, special provisions and City standards included herein.

I shall indemnify and save harmless the City of Silverton and its employees from all suites actions, or claims of any character brought because of any injuries and/or damages received or sustained by any person, or property on account of the operations of myself, my subcontractors or the employees of either; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of myself.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Proposed Improvement – Please Check Box:** (fees per Resolution No. 14-13)

NEW OR REPLACEMENT		Fee
<input type="checkbox"/>	<b>SIDEWALK ONLY or SIDEWALK/DRIVEWAY COMBINATION</b>	\$88.00
<input type="checkbox"/>	<b>DRIVEWAY ONLY</b> (includes curbing at bottom and wings)	\$88.00
<input type="checkbox"/>	<b>CURBING</b> (not part of driveway or sidewalk replacement)	\$88.00
<b>Total Due:</b>		