

919

**Sidewalk,
Curb, and
Driveway
Approach
Replacement
Program
Application
Information**



Program Background

The City of Massillon, through the Office of the Director of Public Safety and Service, is hereby authorized to assist private property owners in the replacement of existing sidewalk, curb, combined curb and gutter, or a driveway approach in accordance with the procedures set forth in this Chapter. The purpose of this Chapter shall be to encourage private property owners located in the City of Massillon to replace deteriorating sidewalk, curb, combined curb and gutter, or driveway approach in both residential and non-residential districts; the program shall be limited to sidewalk, curb, combined curb and gutter, or driveway approach replacement projects which comply with the criteria set forth in this Chapter, coinciding with Chapter 905 of the Codified Ordinances, and conforming to the standards specifications of Chapter 917 of the Codified Ordinances of the City of Massillon.

Application Process

1. Fill out all requested information and return the City of Massillon Application for Sidewalk, Curb, and Driveway Approach Replacement, two (2) written estimates, a sketch, and four (4) photos of evidence of the proposed project.
2. Applications must be completed and submitted to the City of Massillon Engineering Office between January 1st and April 30th of each year for review and approval by the Engineering Department. Applications will be time stamped upon submission. Completed applications are currently being accepted by Mail, Email (please call for email address), or delivery in an envelope to City Hall Street side entrance (under the black awning), 151 Lincoln Way East, provided compliance with all aspects are adhered to.
3. If approved The City of Massillon will pay fifty percent (50%) of the total eligible approved project cost, up to a maximum of \$4,000.00, for a sidewalk, curb, combined curb and gutter, or a driveway approach project, as determined to be an approved eligible project in accordance with the Sidewalk, Curb, Combined Curb and Gutter, or Driveway Approach Replacement Program under Codified Ordinance 919.

Application Requirements and Information

1. Upon application approval, the Director of Public Safety and Service shall execute a contract with the participating property owners, as well as the concrete contractor, which shall detail the respective obligations of the parties. The contract shall provide as a minimum that the property owners and concrete contractor shall hold the City of Massillon free and harmless from any expenses in excess of the responsibilities prescribed, or any other liabilities associated with the project. The contract shall also provide that upon completion of the project and final inspection and approval by the Engineering office, the concrete contractor shall issue an invoice directly to the City of Massillon for payment of the City's portion of the eligible approved project cost, in accordance. The Contractor shall also bill the remaining portion directly to the property owner.
2. The contract states that all projects must be completed within ninety (90) days after application approval, unless otherwise extended by the Director of Public Safety and Service or their designee. Failure to complete the project within the ninety (90) days shall result in the loss of funding from the City for the project.
3. Funds are available for the replacement of **an existing public sidewalk, curb, combined curb and gutter, or driveway approach projects in the Public Right of Way.**
4. The proposed project must not be previously constructed. Funds will not be awarded retroactively.

5. Due to freeze/thaw concerns associated with concrete construction, construction associated with this program shall be constructed **on/or after March 15, and prior to October 1, (unless otherwise approved by the City Engineer's office).**

Construction

1. Those projects awarded funds are required to purchase a Concrete Permit through the Engineering Department prior to commencement of sidewalk construction. The base rate of this permit is \$30.00. The permit fee for sidewalk construction in excess of 100 lineal feet is a base rate of \$30.00, plus \$.10 per foot of sidewalk in excess of 100 feet.
2. The property owner is responsible for coordinating construction with the Contractor. Work not meeting the City of Massillon Standard Specifications will be required to be replaced at the owner's expense.
3. Property owners completing sidewalk construction near street intersections (corner lots) may be required to construct, repair, or replace American with Disabilities Act approved ramps at their expense (the ramp area qualifies for funds).
4. Property owners shall be responsible for all remaining costs associated with the Replacement Project beyond the City's responsibility provided in MCO Section 919.04 including, but not limited to, additional excavation, backfill, embankment, tree and root removal, engineering, surveying, grading, drainage, utility conflicts and repairs, and construction.

Recap of the Application Process

1. Complete the application form completely, including two (2) written estimates, attach a sketch and 4 photos of the project area. Incomplete applications will be denied.
2. Engineering staff will confirm if the application is complete and will do a site visit at applicant's property to confirm the project qualifies for funding.
3. Engineering staff will notify property owner of application approval.
4. Once application is approved, contractor must make application to the Engineering Department in City Hall to **obtain a Concrete Permit**. A Concrete Permit must be obtained **PRIOR** to construction beginning and prior to the existing project being demolished.
5. A Contract Agreement will be provided to the Owner for signatures by the Owner and Contractor, returned to the City. Construction will be approved to now begin.
6. As you begin the construction process, once forms are in place, contact Engineering staff to schedule a form inspection **PRIOR** to concrete being poured.
7. Once construction is complete, forms must be pulled and the area surrounding the new sidewalk must be backfilled so that it is level with the surface of the sidewalk.
8. Final inspection will be completed by Engineering staff.
9. Once Engineering staff determines the new project meets all of the City of Massillon's Standard Construction Specifications, staff will request funds be disbursed to the Contractor, as specified in the Contract Agreement.

Questions?

If you have any questions, please contact the Massillon Engineering Department at (330) 830-1722.

CITY OF MASSILLON

919 REPLACEMENT PROGRAM APPLICATION

Each property is allowed assistance only one-time under this program, no matter the amount disbursed for that eligible property.

Applicant Information

Owner Of Property: _____

Street Address Of Property: _____

Phone: _____ Email Address: _____

City Lot No. _____

Parcel No. _____

Project Information

Length of sidewalk to be replaced? _____

Length of curb, and/or curb and gutter to be replaced? _____

Driveway approach to be replaced? _____

Contractor No. 1 Name	_____	Provide written estimated cost No. 1	_____
Contractor No. 2 Name	_____	Provide written estimated cost No. 2	_____

Attach copy of both estimates

Your Selected City of Massillon **Licensed Contractor**

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

SKETCH:(or attachment if necessary)

Provide 4 photos (required) check box

Owner Certification

Are you delinquent by more than 30 days to the City of Massillon on the payment of any tax bill, sewer bill, or other City generated debt at the time of making said application? Yes No (circle one)

If the property taxes are not current, are you on a payment plan with the Stark County Auditor's Office?
 Yes No NA (circle one)

o If your answer is yes, attach documentation verifying you are on a payment plan.

Did you receive a Sidewalk Notice of Violation letter from Code Enforcement stating you needed to make repairs of your sidewalk, driveway approach, or curbs? A Notice of Violation is not required to receive funds through the 919 Replacement Program.
 Yes No (circle one)

Signature of Owner: _____ Date: _____

For City Use Only

Application Approved: Yes No

- Application denied for the following reason:
- o Does not own the property
 - o Delinquent on payment of tax bill, sewer bill, or other
 - o Property taxes not current and not on a verifiable payment plan
 - o Contractor Not Licensed
 - o Other

COM Review Staff Member: _____ Date : _____