

## 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 Chapter 919, 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. Ordinances can be found on the City of Massillon Website.

## 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 1<sup>st</sup> and April 30<sup>th</sup> of each year for review and approval by the Engineering Department. Applications will be time stamped upon receipt of a complete package. Completed applications are currently being accepted by Mail, Email ([ksukosd@massillonohio.gov](mailto:ksukosd@massillonohio.gov)), 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 then be provided to the Owner for signatures by the Owner and Contractor, returned to the City for final signature. 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 and seeded 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.