

SIDEWALK REPAIR GRANT APPLICATION



Program Background

The City of Twin Falls recognizes that the maintenance and repair of existing sidewalks within the city is necessary to protect the health, safety and welfare of residents and visitors. City Code (8-2-12) places sole responsibility for sidewalk maintenance and repair upon adjacent property owners.

This program was developed in recognition that this obligation can come with significant cost. The primary goal of the program is to facilitate the property owner's responsibility to improve damaged Right-of-Way sidewalks so they are safe and passable by the general public.

Grant Eligibility

1. Applications will be accepted for residential and commercial properties.
2. Property owners may only apply for one grant per property in a calendar year.
3. Applications must be received and approved by the City before the work begins. Retroactive applications will not be accepted.
4. The intent of the grant program is to improve sidewalk access. Therefore, eligible sidewalks must either impede access or not comply with the American with Disabilities Act (ADA). Condition assessment shall be determined at the sole discretion of the City and prior to the start of work. Sidewalks with cosmetic damage only are not grant eligible.
5. Grant funds may cover a portion of the cost of sidewalk repair/replacement and potential need for removal and replacement of Right-of Way trees (trees within the City Right-of-Way). Grant funds may only be used for the removal and replacement of Right-of-Way trees when necessary to repair/replace existing sidewalks in the public Right-of-Way. Pursuant to City Code Title 8-4-6, a Permit for Tree Removal must be approved by the Tree Commission and issued through the Parks and Recreation Department prior to the removal and replacement of any tree located in the Right-of-Way. Grant funding for tree removal and replacement must coincide with an adjacent sidewalk improvement and may not be used for tree removal only.
6. The work shall be done by a Contractor with a current Idaho Bureau of Occupational Licenses (IBOL) contractor's license.

Use of Funds

1. Grant funds may be used for repair/replacement of existing sidewalks that are deteriorated or that do not comply with the Americans with Disabilities Act (ADA) in the public Right-of Way and for removal and replacement of Right-of Way Trees that conflict with or disrupt adjacent Right-of-Way sidewalks.
2. Property owners are responsible for obtaining and complying with the conditions of City permits for jobs requiring removal and replacement of Right-of-Way trees and/or sidewalk repair or replacement. Contractors removing trees need to have a City License from Parks and recreation.
3. In order to access grant funds, property owners must obtain an approved grant application. The maximum grant reimbursement for sidewalks shall be :
 - Commercial Properties: 50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, up to \$3,000, regardless of who the property owner chooses for the work.

- Residential Properties: 75% of the lowest bid or 75% of the actual invoiced amount, whichever is less, up to \$3,000, regardless of who the property owner chooses for the work.
4. Additional Grant funds may be awarded for the removal of Right-of-Way-Trees. The maximum grant reimbursement for trees shall be:
 - Commercial Properties: 50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, up to \$1,000, regardless of who the property owner chooses for the work.
 - Residential Properties: 75% of the lowest bid or 75% of the actual invoiced amount, whichever is less, up to \$1,000, regardless of who the property owner chooses for the work.
 5. For sidewalk repairs where removal is not required, such as grinding or leveling, the maximum grant reimbursement shall be:
 - Commercial Properties: 50% of the actual invoiced cost, up to \$1,500.
 - Residential Properties: 75% of the actual invoiced cost, up to \$1,500.
 6. Grant applications may be submitted after November 1st through August 1st. All grant awards will be made on a first-come, first-served basis, subject to project approval and the availability of funds in the City budget. Once the budgeted amount has been expended, no further awards will be made. Grant awards shall expire after 90 days and funds will not be distributed to applicants with expired grants. Applicants may request a 90 day extension prior to expiration or as needed.
 7. The lack of sufficient funds to cover the number of applications received by the City in any given year will not excuse the property owner from the responsibility of maintaining the adjoining sidewalk in a safe condition nor create any liability to the City for any unsafe sidewalks.

Procedure

Step 1. Property owner submits completed application with two competitive bids before the work begins.

Property owners will solicit at least two competitive bids from licensed contractors for the sidewalk work and two competitive bids for projects that may have Right-of Way-Trees to remove and replace. All bids must be submitted with a completed grant application. Completed applications may be scanned and e-mailed to: sidewalkgrant@tfid.org, hand delivered to the Engineering Department located in City Hall (2nd Floor) at 203 Main Ave. E., or mailed to the Engineering Department, City of Twin Falls, PO Box 1907, Twin Falls, ID 83303, Twin Falls. Applications must be signed by the owner of the subject property. Incomplete applications may be rejected.

Step 2. City confirms grant eligibility and approves application. After applications are submitted and prior to the start of work, the City will inspect the proposed project to verify grant eligibility. Upon field verification, the Sidewalk Repair Grant Application will be approved, subject to available funds, and the property owner will be notified to proceed. The work must then begin within 30 days and completed within 90 days. If the work is expected to take longer than 90 days, applicant may request an extension. The City will not reimburse expired applications.

Step 3. Work begins, Property owner selects contractor, obtains permits, calls for inspections and completes work. A Right-of Way permit is required prior to the removal and replacement of concrete within the public right-of-way and can be obtained for \$10 from the Engineering Department located in

City Hall (2nd Floor) at 203 Main Ave. E., 208- 735-7248. A Permit for Tree Removal is required prior to the removal and replacement of any trees in the public right-of-way and can be obtained at no cost from the Parks and Recreation Department located at 136 Maxwell Ave., 208-736-2265. City Field Inspections can be scheduled by calling the Engineering department (208) 735-3446.

Step 4. Property owner pays contractor & submits Reimbursement Request with final invoice. After the work is completed, the property owner shall notify the Engineering Department and request a final inspection. Once the work is inspected and approved by the City of Twin Falls, the property owner may submit a reimbursement request with the final invoice from the contractor to the Engineering Department located in City Hall (2nd Floor) at 203 Main Ave. E. or by mail to Engineering Department, City of Twin Falls, PO Box 1907, Twin Falls, ID 83303.

Step 5. City approves reimbursement request and mails check to property owner. Upon approval by the City, the grant funds will be disbursed in accordance with the terms of the Sidewalk Grant Program.

Questions?

Please Contact Engineering Department 208-735-7248



SIDEWALK REPAIR GRANT APPLICATION

Owner Applicant Name: _____

Circle one: Residential Commercial

Mailing Address: _____

Phone Number(s): _____

Email Address: _____

Project Location Address: _____

Project description: _____

Size of project: _____ square feet Estimated Cost: _____

Attach Copies of Sidewalk Bids:

_____ \$ _____

_____ \$ _____

Tree Removal Required: Yes No

Attach Copies of Tree Removal Bids:

_____ \$ _____

_____ \$ _____

Certification: _____

By signing this application, I certify that, 1) I am the legal owner of the property where the proposed sidewalk repair project will take place, 2) that all the information on this application and accompanying material is true and accurate to the best of my knowledge. If awarded a grant, I agree to comply with all the rules and conditions set forth in the application packet and on the permit forms.

Signature: _____ Date: _____

Applications are available online at www.tfid.org and may be emailed to: sidewalkgrant@tfid.org; or by mail to Engineering Department, City of Twin Falls, PO Box 1907, Twin Falls, ID 83303.



Know what's below.
Call before you dig.

PO Box 1907

203 Main Ave East

Twin Falls, ID 83301-1907

Phone (208) 735-7248

CITY OF TWIN FALLS RIGHT-OF-WAY PERMIT FOR: SIDEWALK / CURB & GUTTER / DRIVEWAY

PROPERTY OWNER: _____

ADDRESS: _____ PHONE: _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR CONTACT PERSON: _____ CELL PHONE: _____

DESCRIPTION OF WORK: _____

NEW CONSTRUCTION _____ REMOVE & REPLACE EXISTING _____

SKETCH SHOWING AREA OF WORK: On Permit _____ See Attachment _____

PROPERTY CLASSIFICATION: Commercial _____ Multi-Family _____ Residential _____

As the applicant, I understand the conditions of the permit and will comply with the requirements set forth therein. Non-compliance to these conditions may affect approval of future right-of-way permits.

Signature: _____ Date: _____

\$10.00 PERMIT FEE: Collected by: _____ Date: _____

This permit is for the use of the City right-of-way only. No survey has been conducted by the City to determine the location of the right-of-way in this permit. Verification of right-of-way is the responsibility of the applicant. This permit does not alter franchise agreements. This permit is valid for 90 days from the approval date.

Engineering Dept. Approval

Date

Engineering Dept. Final Sign Off

Date

- Please contact **Darren Scott** at **308-1865** or at dscott@tfid.org; or **Garry Denton** at **308-7255** or at gdenton@tfid.org for final sign off to close out this permit.

- See Page 2 for construction, inspection & testing requirements.

Construction Requirements:

- Applicant must contact DIGLINE at 1-800-342-1585, 811, or through the WebTicket Program via their website at www.digline.com. Underground utilities must be located and marked prior to any excavation work.
- All construction must meet the 2015 Idaho Standards for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to the 2015 ISPWC (City Revisions). City Revisions including standard drawings can be found on the City website at www.tfid.org.
- All construction materials must be from a source approved by the City of Twin Falls Engineering Department (gravel, concrete, asphalt, etc.). These requirements include the asphalt patch-back in the street to the adjoining curb & gutter.
- Applicant is responsible for site safety during construction activities including traffic control.
- Applicant must provide a traffic control plan, which must be approved by the City, if there are to be lane or roadway closures.
- The applicant must give the City 24 hours notice before any lane or roadway closures are permitted. Please contact Mark Thomson at 208-308-7326 with closure information.
- Applicant must provide a map of the area the work will be taking place.

Inspections & Testing Requirements:

1. A **visual inspection** is required on all subgrade dirt work.
2. **Inspection & testing** is required on gravel base and concrete forms for sidewalk, curb & gutter & driveway.
3. **Inspection & testing** is required on gravel base for street section for asphalt patch-back.
4. **Visual inspection with final sign off** by City Engineering Department. Please contact Darren Scott at 308-1865 or Garry Denton at 308-7255 for final inspection and sign off.

Projects UNDER 50 linear feet: Shall be tested & inspected by the City Engineering Department. Please contact **Darren Scott** at **308-1865** or dscott@tfid.org; or **Garry Denton** at **308-7255** or gdenon@tfid.org to arrange for testing and inspections. **24 hour notice is required.**

Projects OVER 50 linear feet: Shall be tested and inspected by an **independent firm**. The independent firm shall follow the required inspection process as listed above and submit all testing & inspection documents to the City Engineering Department.

Sketch below or attach map:



CITY OF TWIN FALLS PARKS & RECREATION

PO BOX 1907 / 136 MAXWELL AVE
TWIN FALLS ID 83303-1907
(208) 736-2265 FAX (208) 736-1548



Permit for Tree Removal

Date _____

I, _____, hereby make an application to the City of Twin Falls for permission to remove a tree(s):

On [] Public Right-of-Way [] Public Property

Address of work to be done: _____ Phone: _____

All work, which includes stump removal and the planting of the replacement tree(s) must be completed 30 days from per City Code 8-4-6 (B) 4 & 5:

Species _____ Location of Tree(s) _____

- 1) _____
2) _____
3) _____

Reasons for Work: _____

The City will respond to your request within five (5) working days from the date of application.

I agree to abide by the conditions set herein: _____
Contractor/Owner/Agent Date: _____

This permit is hereby approved, said work to be done under the direction of the T.F. Tree Commission.

Approved by: _____ Date: _____
Twin Falls Parks & Recreation Director

Completed work inspected by: _____ Date: _____
Replacement Tree Planted? Yes No

Comments: _____