



50/50 Sidewalk Program

Administrative Policies

IMPORTANT: Application must include both signed Administrative Policy and total square footage of project.

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.

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

Applicant Signature

Date



PUBLIC WORKS PERMIT APPLICATION

Engineering Division

306 S. Water Street | Silverton, Oregon 97381

DEPARTMENT USE ONLY	
Permit #:	
Date:	
Received by:	
Plans Included: yes / no	

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other
PROJECT INFORMATION		
Project name:		
Brief description:		
SITE INFORMATION		
Location (address if available):		
APPLICANT INFORMATION		
Business name:		
Contact name:		
Mailing address:		
City:	State:	Zip:
Phone:	Alt. phone:	
Email:	CCB#:	
CONTRACTOR INFORMATION (if different from applicant)		
Business name:		
Contact name:		
Mailing address:		
City:	State:	Zip:
Phone:	Alt. phone:	
Email:	CCB #:	
ENGINEER INFORMATION		
Business name:		
Contact name:		
Mailing address:		
City:	State:	Zip:
Phone:	Alt. phone:	
Email:		
R.O.W USE ONLY		
Traffic plan/insurance may be required.		
<input type="checkbox"/>	Temp ROW Use/encroachment only	No Fee
<input type="checkbox"/>		No Fee

GENERAL PW R.O.W IMPROVEMENTS		
Proposed improvement – check box(s)	Fee	Sub Total
<input type="checkbox"/> Sidewalk- new or replacement	\$88.00	
<input type="checkbox"/> Driveway- new or replacement	\$88.00	
<input type="checkbox"/> Curbing- new or replacement	\$88.00	
<input type="checkbox"/> Sanitary or Storm Sewer Line	\$125.00	
<input type="checkbox"/> Sewer tapping fee	\$275.00	
<input type="checkbox"/> Water Line- new or replacement	\$125.00	
<input type="checkbox"/> Water tapping fee	\$275.00	
<input type="checkbox"/> Street cut – existing cut and	\$183.00	
<input type="checkbox"/> Utility franchise construction	No Fee	No Fee
FEE TOTALS		
DEVELOPMENT PW IMPROVEMENT FEES		
Engineer's estimated project cost *	\$	
* Must attach detailed engineer's estimate.		
Plan Review/Inspection fee (5%)	\$	
(2.5% Inspection Fee includes first & second inspections; 2.5% Plan Review Fee includes first & second reviews.)		
IMPORTANT INFORMATION		
<ul style="list-style-type: none"> Additional plan reviews/inspections incur additional fees. Construction must commence within timeframe set by current City standards or approval shall expire Compaction tests shall be paid for by permittee Service taps will be completed by City staff 		
FRANCHISE UTILITY CONSTRUCTION CONDITIONS		
<ul style="list-style-type: none"> Contractor shall notify Engineering staff 24 hours prior to starting work Non-locatable utilities may exist in work area All street and driveway locations shall be bored Minimum cover is 36 inches for all utilities installed in public ROW All disturbed areas shall be restored to in-kind or better condition 		

I do hereby agree by my signature below to the preliminary fees as stated above, knowing that said fees are based upon preliminary information and cost estimates as stated, and are subject to change. I hereby agree that a response on the above mentioned project may not be delivered verbally or in writing by the City of Silverton until 10 days from the signature date by owner or authorized agent. I further agree to comply with the above description plans and specifications as herewith approved by the City of Silverton and also with all rules, regulations, ordinances and resolutions pertaining to construction within dedicated easements or the public right-of-way.

Applicant signature

Date