

A GUIDE TO SIDEWALKS

SIDEWALK MAINTENANCE PROGRAM

Sidewalks are one of our City's greatest assets. The City of Milford is committed to being a pedestrian friendly community. To ensure pedestrian safety, comfort and convenience, the City of Milford has established a sidewalk maintenance program to identify hazardous conditions. The City has been divided into five sections and each summer City staff will conduct a thorough inspection of at least one section of the community and respond to hazards on a complaint basis. In this way, all city sidewalks will be evaluated on a five year rotation.

PROGRAM GOALS

The goals of the sidewalk maintenance program are:

1. To protect the public from injury by identifying hazards in the sidewalks and ensuring their removal.
2. To protect the property owner from possible liability due to personal injury caused by a sidewalk hazard.
3. Manage the maintenance of sidewalks, curbs and driveways in a way that protects streets, trees and other desirable vegetation whenever possible.

LEGAL AUTHORITY

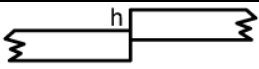
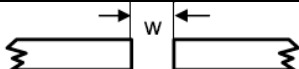




Section 911.14 Sidewalk Repairs of the Milford Codified Ordinances gives authority to the City Manager to notify abutting property owners of sidewalks, driveway, and grass strips that are in disrepair or are not free from nuisance.

OPERATING POLICY

To assure that the sidewalk maintenance program meets its intended goals, the sidewalk repair program will function according to the following operating policy:

1. For the purpose of managing the sidewalk maintenance program in a fair and consistent manner, the City has been divided into five sections. Each summer the City Engineer or his designee will inspect one section of the City. (*See City Sidewalk Inspection Map*) This rotation ensures that each section of the City is inspected once every five years.
2. Prior to inspecting sidewalks the City will notify property owners through public notice of when and where City staff will be inspecting sidewalks.

3. The Inspector will investigate sidewalk complaints in any area of the City and cite property owners without notice in accordance with Section 911.14 of the Milford Codified Ordinances.
4. The Inspector will mark sidewalks that contain the following defects (911.17b):
 - a. Offset between blocks where height is $\frac{1}{2}$ inch or greater. *Figure 1.*
 - b. Cracks of $\frac{1}{2}$ inch in width or greater. *Figure 2.*
 - c. Severely spalled surfaces. *Figure 3.*
 - d. Hazardous condition as determined by the City Engineer and/or City Manager including: sunken sidewalks, defective driveway aprons, protrusions in the sidewalk, sloping, missing portions.

<p style="text-align: center;">Figure 1</p>  <p style="text-align: center;">Side View h=height</p> <p style="text-align: center;">Sidewalk Offset</p>	<p style="text-align: center;">Figure 2</p>  <p style="text-align: center;">Side View w=width</p> <p style="text-align: center;">Crack</p>	<p style="text-align: center;">Figure 3</p>  <p style="text-align: center;">Bird's-Eye View</p> <p style="text-align: center;">Spalling</p>
		

5. Sidewalks to be repaired will be identified using a standardized marking system. A green dot will identify a defective sidewalk panel and pink paint will be used to identify the defect (crack, offset, etc.)

Figure 4.



6. The property owner will be notified in writing by certified mail of the sidewalk defects and will have (90) ninety_days to have the sidewalk repaired. (911.14(b))

7. The property owner is responsible for the sidewalk repair; the property owner has two options to repair a sidewalk defect (911.17(d)):
 - a. Property owner completes work
 - b. Property owner retains Private contractor
8. The property owner may appeal the sidewalk repair notice by submitting a letter in writing to the City Manager within (30) thirty days of receipt of the sidewalk notice. (911.14(g))
9. A Street Opening Permit is required before sidewalk work can begin. There is no fee for the Permit. The property owner may call city hall for a permit number or request a permit in person.
10. The property owner or property owner's contractor will contact the City Engineer at 248-5098 for an inspection prior to installation of the sidewalk.
11. Sidewalks are to be repaired according to City specifications. [Have Santoro place specs on 8 1/2 x 11]
12. The City Engineer or designee will inspect completed repairs to verify that work complies with City Ordinances. (911.17(e))
13. Upon completion of the work and inspection by the city, the property owner may submit a sidewalk reimbursement form along with adequate proof that repairs have been completed. The sidewalk reimbursement form must be turned into the city within thirty days of final inspection. The City shall reimburse the property owner for fifty percent (50%) of the repair costs, with a maximum reimbursement of (\$250) two hundred, fifty dollars. (911.17(g))
14. If property owner does not repair sidewalk defect within 90 days then city will use city contractor to complete repair and the city will bill property owner. (911.14(d))
15. In the case of a sidewalk/tree conflict, the property owner should complete a tree removal permit application and submit to the city with appropriate documentation. Tree removal in the right of way will be at the property owner's expense.