



SIDEWALK COST-SHARING APPLICATION

City of Stephenville
Development Service Department
298 W. Washington, Stephenville, TX 76401
Phone: (254) 918-1294



Location of Work: _____ Property is: Commercial Residential
Owner Name: _____ Phone #: _____
Mailing Address: _____ Fax #: _____
_____ Email: _____

Representative Name (if different): _____ Phone #: _____
Mailing Address: _____ Fax #: _____
_____ Email: _____

This sidewalk repair project will include:

Tree Removal Yes No Curb and Gutter Replacement Yes No
Curb Ramp Replacement Yes No Driveway Re-Grading or Repair Yes No
Retaining Wall Work Yes No Other (please specify): _____

Description of Work: _____

**Who will complete the sidewalk repairs associated with this application?
Please complete ONE column (See Sidewalk Cost-Sharing Program for more information)**

City to repair sidewalk

I am submitting:
 This completed Sidewalk Cost-Sharing Application

I have read and I understand the City of Stephenville's Sidewalk Cost-Sharing Program. Upon review and acceptance of this application, the City will prepare a plan and/or description of the necessary repairs and request quotes from contractors. If work on private property is necessary to complete the sidewalk repair, the Property Owner agrees to allow a temporary Construction Easement provided by the City or the work will not be able to be completed. Once the lowest responsible bidder is determined, I agree to either deposit funds to cover those costs of the improvements not covered under the Sidewalk Cost-Sharing Program within two weeks of being notified in writing or to withdraw this application and temporarily repair the sidewalk to a safe condition in a timely manner.

Contractor of owner to repair sidewalk

I am submitting:
 This completed Sidewalk Cost-Sharing Application

I have read and I understand the City of Stephenville's Sidewalk Cost-Sharing Program. Upon notification from the City that this application and the corresponding improvement plan have been reviewed and accepted, I agree to follow the steps detailed in the Sidewalk Cost-Sharing Program or I will withdraw this application and temporarily repair the sidewalk to a safe condition in a timely manner.

Signature: _____ Date: _____

Signature: _____ Date: _____

TO BE COMPLETED BY CITY OF STEPHENVILLE STAFF

City to repair sidewalk

Step 1:

Application Complete

Step 2A:

Reviewed site

Site is eligible

Funds available (estimated)

Prepare plan or description and obtain 3 written quotes
(select lowest responsible bidder)

Lowest Bid Amount : \$ _____

Reimbursable Costs: \$ _____

Applicant Deposit Required: \$ _____

Send notification letter/deposit agreement to applicant, this completed application, the plan/description of improvements, the lowest responsible bidders quote and TCE (if applicable).

Deposit received, proceed with sidewalk repair

Upon deposit of \$ _____ by the applicant and submittal of a completed deposit agreement and Temporary Construction Easement (if applicable), the City agrees to construct the improvements described in the attached plans/description and lowest responsible bidders quote. If the improvements are not constructed within six months, the deposit may be returned upon written request.

Authorized City Signature Below:

Signature: _____ Date: _____

Print Name: _____

Title: _____

Contractor of owner to repair sidewalk

Step 1:

Application Complete

Step 2B:

Reviewed site

Site is eligible

Funds available

Plans are acceptable

Step 3:

Reviewed quote(s) complying with wage rates and selected quote is reasonable based on current construction standards

Complete the following:

Bid Amount: \$ _____

Eligible Reimbursable Costs: \$ _____
(up to amount based on final cost)

Work may **NOT** proceed until the following permits have been issued:

Encroachment Permit No.: _____

Tree Permit No. (if applicable): _____

Building Permit No. (if applicable): _____

The City agrees to reimburse the applicant of this application up to \$ _____ but no more than 50% of the overall costs of the sidewalk repairs and no more than \$10,000 for residential properties / \$5,000 for commercial properties. Reimbursement is subject to submittal of all invoices and compliance with all issued permits for the work as described in the Sidewalk Cost-Sharing Program. If work is not completed within 6 months of the date below, reimbursement will not be applicable.

Authorized City Signature Below:

Signature: _____ Date: _____

Print Name: _____

Title: _____