



Village of Newcomerstown Sidewalk Replacement Program

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- SIDEWALK INSPECTION SHEET
- APPLICATION FOR DRIVEWAY PERMIT
- NEWCOMERSTOWN VILLAGE DRIVEWAY SPECIFICATIONS
- EXAMPLE DETAILS



Village of Newcomerstown Sidewalk Replacement Program

SIDEWALK REPLACEMENT PROGRAM

The Village of Newcomerstown, in a joint effort with property owners, annually conducts a Sidewalk Replacement Program to assist property owner and residents in the cost of sidewalk and, if applicable, driveway apron replacement on public right-of-way. The goal of the program is to improve the quality of our pedestrian walkway system within the Village. Read and understand the Village sidewalk ordinance and advise your contractor to do the same. When applicable, sidewalks must conform to Ohio Department of Transportation Standards and Americans with Disabilities Act.

WHO PAYS TO REPLACE SIDEWALK?

Under the Sidewalk Replacement Program, 25% of the cost is paid by the Village and 75% is paid by the property owner. Annual funding for the program is limited and is on a first come first served basis. Review the Village sidewalk replacement specifications and advise your contractor to do the same. Assistance is only available for sidewalks along the public right-of-way.

HOW IS PARTICIPATION DETERMINED?

Property owners who wish to be included in the Sidewalk Replacement Program should fill out the attached application. Annual funding for the program is limited and is on a first come first served basis. After the application is received, the sidewalk is inspected by Village staff to determine if it meets the criteria for participation. If the requested sidewalk is eligible and funds are available, the property owner of said sidewalk will be contacted. The property owner / applicant must submit a totally completed and signed application for sidewalk replacement program. The property owner, or their agent, is permitted only one funded application per year.

WHAT IS THE CRITERIA FOR ELIGIBILITY?

Sidewalk that has severe surface deterioration, has significant settlement or heaving, has cracking exceeding $\frac{1}{2}$ inch horizontally, or has vertical displacement greater than $\frac{3}{4}$ inch, qualifies for the program. In addition, it is sometimes necessary to replace additional sidewalk squares in order to correct the problem. These squares would also be eligible for funding. Applicant must attach a copy of your contractor's written estimate for the total cost of the project, along with the contractor's address, telephone number, proof of insurance and Federal Employment Identification (FEI) number or social security number. Sidewalk Assistance Program does not include funds for tree or root removal. If the sidewalk has been damaged by trees, these trees must be removed prior to applying for assistance. If the tree is located in the public right-of-way (between sidewalk and curb) you can contact the Village for evaluation and possible removal of the tree. If the Village has no plans to remove said tree, you must make arrangements with a private licensed contractor to remove the tree, stump and roots.



Village of Newcomerstown Sidewalk Replacement Program

WHAT IS THE DEADLINE FOR APPLICATIONS?

The mayors office will be accepting the sidewalk replacement assistance applications starting January, 2020 for downtown business district until June 1st. After June 1st. If funding is available, the Village will accept applications Village wide and evaluate the sidewalks on a first come first serve basis. Each year after, starting January, 2021 the Village will be accepting the sidewalk replacement assistance Village wide until June 1st. After June 1st, if funding is available, the Village will accept and evaluate each application as submitted until funds are no longer available. A new application may be submitted the following year.

WHAT IF YOU RECEIVE AN APPROVAL LETTER?

You must submit your bank or cashier's check or money order for the difference between the contractor estimate and the Village share made payable to the Village of Newcomerstown within (10) days from the date of the letter. No personal checks will be accepted for the sidewalk replacement assistance program. Your contractor shall not start your sidewalk project until the property owner receives confirmation from the Village that the application has been approved and payment has been received. If your contractor does proceed ahead of prior notification your application will be VOID. Projects may not be completed by owner. Only projects completed by reputable, insured and approved contractors will be considered.

WHEN IS PAYMENT MADE?

The contractor must submit a final invoice to the Village of Newcomerstown for payment. After completion of the entire project by the contractor and inspection by the Village, the Village will forward the total project payment to you based on the application amount. Any charges proposed by the property owner / applicant after application submission will be at the expense of the property owner / applicant.

Payments made to the Village will be returned to the property owner should their application become void, rejected or incomplete prior to the end of the program year. If incomplete, the application may be resubmitted the following year.

HAVE A QUESTION?

If you should have any questions or need assistance, please contact the Mayor's office at (740) 498-6313.



Sidewalk Application- New or Replacement

Complete all applicable items on this application and provide additional information and/or plans as required to describe work proposed. If applying for sidewalk replacement program assistance, please read and follow guidelines and instructions in this infopac.

Exact Address of Project: _____

Legal Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Description and Value of Work _____

Please check one:

____ Applicant / Property Owner WILL BE Applying for Sidewalk Replacement Program Assistance.

____ Applicant / Property Owner WILL NOT BE Applying for Sidewalk Replacement Program Assistance.

Property Owner Acknowledgment:

I understand and agree to comply with all conditions standards and requirements as specified by the Village of Newcomerstown. I agree to perform the subject work as described in this infopac and to indemnify the the Village of Newcomerstown any liability existing from the permit issued. Acceptance by the Village of the work described is not a waiver of my obligation as stated herein.

Property owner name: (print) _____

Signature: _____ Date: _____

Final inspection is required. Please contact Village of Newcomerstown at 740-498-6313 to schedule these inspections.

Village use only

Date Recv'd _____ By: _____ Approved By: _____

NEWCOMERSTOWN VILLAGE ORDINANCE NO. 15-2019

AN ORDINANCE REVISING CHAPTER 909 "SIDEWALKS"
OF THE VILLAGE ORDINANCES, REPEALING ANY ORDINANCES
INCONSISTENT THEREWITH, AND DECLARING AN EFFECTIVE DATE

BE IT ORDAINED by the Council of the Village of Newcomerstown that:

Section 1. Council has reviewed and revised all provisions regulating sidewalks.

Section 2. Revised Chapter 909 "Sidewalks" is adopted, as set forth in Exhibit A attached.


Section 3. All prior ordinances or resolutions or any parts thereof, which are inconsistent with this ordinance are repealed as to the inconsistent part and the remainder of ordinances or resolutions not inconsistent with this ordinance shall remain in full force and effect.

Section 4. This Ordinance is declared to be an emergency measure, necessary for the immediate preservation of the public peace, health and safety of the Village, and for the further reason that compensation must be established for Village officials, for the provision of services that are essential to public peace, health and safety. This Ordinance shall therefore take effect and be in force immediately upon its passage.


Section 5. It is found and determined that all formal actions of the Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of the Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of R.C. 121.22.

Vote of Council	Ayes	Nays
Roll Call Vote:		
Heather M. Stein-Wells	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jim Friel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Randy Little	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jim Reed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kristie Wilkin - Absent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
David Shepherd	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Approved:


Patrick M. Cadle, Mayor

Attest:


Lisa Stiteler, Fiscal Officer

Approved as to Form:

Robert R. Stephenson II, Solicitor

Chapter 909 Sidewalks

909.01	Sidewalk construction
909.02	Repair of sidewalks
909.03	Specifications for sidewalk construction
909.04	Prohibited discharges upon
909.05	Driveway apron construction
909.99	Penalty

Cross References

Construction or repair at owner's expense – see R.C. 729.01, et seq.

Notice to construct or repair sidewalks – see R.C. 729.03 et seq.

Duty to keep sidewalks clean and in repair – see Gen. Off. 521.06

Excavations – see S.U. and P.S. Ch. 905

909.01 Sidewalk Construction.

The Village and Sidewalk Committee shall supervise construction or repair of sidewalks within the Village. The Committee shall cause specifications to be prepared for the construction of the various kinds of pavements and transmit the same to Council for approval. When approved, Council shall advertise for proposals to do all the work which may be ordered by the Village in construction and repair of sidewalks, and shall contract therefor, for a period not exceeding one year, with the lowest responsible bidder, who shall furnish good and sufficient sureties for the faithful performance of the work. Council, if it deems advisable, may make separate contracts for the different kinds of work with different parties. (Ord. 64. Passed 01/19/70).

909.02 Repair of Sidewalks.

(a) No person being the owner of an lot or land abutting upon any street or public thoroughfare in the Municipality shall refuse, fail or neglect to repair, maintain, and keep free from nuisance and obstruction the sidewalks abutting an adjoining his lot or land after due notice of a resolution of Council ordering repair of such sidewalk, the removal of such obstruction or the abatement of such nuisance.

(b) If the owner of person having charge of the lot of land fails to comply with such notice be repairing the sidewalk or abating the nuisance, Council shall, after forty-five days after the receipt of notice by the owner or person having charge of the land, cause the sidewalks to be repaired of the nuisance to be abated. All expenses and labor costs incurred by the Municipality shall be paid out of Municipal funds not otherwise appropriated when approved by Council.

909.03 Sidewalks

(c) Council shall make a written return to the County Auditor of the action with a statement of the charges for services together with a proper description of the premises. Such amounts shall be entered upon the tax duplicate and shall be a lien upon the lands from and after the date of entry and shall be collected as other taxes and returned to the Municipality and placed in the general fund. (Ord. 30-73. Passed 09/04/73).

909.3 Specifications for Sidewalk Construction.

(a) All sidewalks constructed in other portions of the Municipality shall be constructed to extend from the property line to the curb. Replacement of sidewalks shall be the same width as existing sidewalks.

(b) All sidewalks constructed in other portions of the municipality shall be constructed next to the property line and shall be of the following widths:

1. Those constructed on streets fifty or more feet in width shall be five feet wide and there shall be a lawn strip between the sidewalk so constructed and the curb of the street;
2. Those constructed on streets thirty-five feet or more in width and less than fifty feet width shall be constructed four feet wide;
3. Sidewalks constructed on all streets and alleys less than thirty-five feet in width shall be three feet wide;
4. Replacement of sidewalks shall be the same width as existing sidewalks.

(c) All sidewalks so constructed shall be of a thickness of at least four inches of concrete, except over driveways, where concrete shall be six inches in thickness. All work and materials shall be in accordance with the Newcomerstown concrete sidewalk specifications.

909.4 Prohibited Discharges Upon Sidewalks

No person operating a garage, filling station, car laundry, wash rack, or other place or device where motor vehicles are washed, repaired, or worked upon, shall discharge or allow to be discharged upon or over any sidewalk, or walk, any mud, water, oil, gasoline or other substance which is destined to make such sidewalk, walk, or street unfit for the use of persons entitled to use the same. (Ord. 469. Passed 05/05/47).

909.05 Driveway Apron Construction

The Village and Sidewalk Committee shall approve and supervise construction or repair of Driveway Aprons. The Committee shall cause specifications and guidelines to be prepared for the construction of the various kinds of pavements and transmit the same to Council for approval. When approved, Council shall advertise for proposals to do all the work which may be ordered by the Village in construction and repair of apron, and shall contract therefor, for a period not exceeding one year, with the lowest responsible bidder, who shall furnish good and sufficient sureties for the faithful performance of the work. Council, if it deems advisable, may make separate contracts for the different kinds of work with different parties.

(a) All aprons constructed in other portions of the Municipality shall be constructed to extend from the sidewalk to the curb. Where no sidewalk exists, construct apron from property or right-of-way line to curb. Replacement of apron shall be the same width as existing. All work and materials shall be in accordance with the Newcomerstown concrete sidewalk and apron specifications.

(b) All aprons so constructed shall be of a thickness of at least six inches of concrete. All work and materials shall be in accordance with the Newcomerstown concrete sidewalk and apron specifications.

909.99 Penalty

Whoever violates any provision of this chapter shall be guilty of a minor misdemeanor. Each day on which a violation occurs or continues shall be deemed a separate offense.

Newcomerstown Concrete Sidewalk & Driveway Apron Specifications

Traffic Control:

1. Sidewalks under construction should be barricaded or fenced to protect pedestrians.

Cross Slope:

1. New sidewalks should slope to the street at a rate of $\frac{1}{4}$ inch per foot.
2. For replacement slabs, match existing cross slope of sidewalk to remain in place.
3. The street edge of the sidewalk should be located above the curb $\frac{1}{2}$ inch for every foot horizontally from the curb, where practical.

Match Existing Walks:

1. The width and location of a new sidewalk should match the width and location of existing sidewalks in the area. However, the sidewalk width shall not be reduced to less than 4 feet.
2. Sidewalk cross slope may be varied through a gradual transition to match existing adjoining walks. Contact the Village if existing adjoining walks vary significantly from existing standards.

Material and Thickness:

1. Sidewalks shall be constructed of limestone coarse aggregate, 4000 psi or six (6) bag cement per cubic yards, 5%-7% air entrainment with maximum slump of 5" use 6 x 6, 6 gauge. Flat wire mesh reinforcing.
2. Sidewalks shall have a minimum thickness of 4 inches. Sidewalks crossing driveways shall have a minimum thickness of 6 inches.
3. Contractor shall provide for the reconnection of existing roof drains discovered or damaged during construction. The drain shall be replaced through the walk or drive area to the curb or existing drainage. Structure using 3" pvc schedule 40 drain pipe. Use appropriate fernco or equal connectors and adaptors, roof drains are not permitted to discharge directly onto or over sidewalk areas.

Joints and Finish:

1. Sidewalks & Driveway Aprons should have a uniform texture with a broom finish.
2. Tooled joints are permissible. The joint depth should be $\frac{1}{4}$ the sidewalk thickness. The joint width should be minimized.
3. Sawed joints should be cut as soon as the saw can be operated without damaging the concrete. The joint depth should be $\frac{1}{4}$ the sidewalk thickness.
4. Sidewalk joints should be delineated through driveways.
5. Sidewalk joints should be spaced to form square panels.
6. Performed expansion joints, $\frac{1}{2}$ inch in width, should be installed adjacent to all existing concrete surfaces. $\frac{1}{2}$ inch expansion material should be placed in sidewalk at 25-foot intervals.
7. A curing compound may be applied immediately following finishing operations.
8. All concrete should be protected from freezing.
9. Do not place concrete on any surface that is frozen or has frost.
10. Base material to be firmly compacted and thoroughly moist prior to pour.
11. Top grade and seed disturbed areas.

Sidewalk Inspection Guidelines

- Case 1. Trip hazard – sidewalk block is raised one inch (1") or more
- Case 2. Trip hazard – sidewalk blocks are pushed up due to tree roots one inch (1") or more.
- Case 3. Trip hazard. Sidewalk blocks are slumped, creating an uneven edge of one inch (1") or more
- Case 4. Sidewalk block is broken severely in five (5) or more places and is structurally unsound.
- Case 5. Sidewalk is raised less than one inch (1")
- Case 6. Sidewalk blocks are slumped or pushed up, but passable, less than one inch (1")
- Case 7. Sidewalk block is cracked, but level and structurally sound
- Case 8. Sidewalk needs to be replaced at City's cost



Sidewalk Complaint Form

Optional Information:

Name: _____ Phone: _____

Email: _____

Required Information:

Sidewalk Location: _____

Nearest address or location description: _____

Property Type: ☐ Residential ☐ Commercial ☐ Other: (please explain) _____

Sidewalk concern or issue:

☐ I have a disability and this defect creates a barrier to my mobility. ☐ Cracked or broken pieces

☐ Uneven with adjoining sidewalk segments ☐ Poor condition

☐ Injury occurred (please explain) _____

☐ Other: (please explain) _____

Any additional information: _____

Date Form filled out: _____

Please send form to the Mayor's Office at
124 West Church Street, PO Box 151, Newcomerstown, OH 43832

Office Use Only

Employee receiving complaint: _____ Date: _____

Date submitted to committee for review: _____

Action taken: _____

Date: _____



Sidewalk Inspection Form

Street: _____ Phone: _____

Address: _____

Lineal feet to be replaced or repaired: _____

Grade change necessary: ☐ Yes ☐ No

Tree roots need to be removed: ☐ Yes ☐ No

Casting needs to be adjusted: ☐ Yes ☐ No

ADA ramp needs to be replaced: ☐ Yes ☐ No

Comments: _____

Please send form to the Mayor's Office at

124 West Church Street, PO Box 151, Newcomerstown, OH 43832

Office Use Only

Inspected by: _____

Date: _____



APPLICATION FOR DRIVEWAY PERMIT

Application is made by: (name) _____

(address) _____

(phone) _____

to install a driveway on the:

☐ N ☐ S ☐ E ☐ W of Village road number and name: _____

at the following location:

_____ feet ☐ N ☐ S ☐ E ☐ W of _____
(nearest intersection of another public road or drive)

in accordance with the specifications set forth by the Village of Newcomerstown.

Installation of driveway and pipe (if required) to be done by:

Contractor: _____ Date: _____ (approx.)

Signed by _____ Date: _____

PERMIT

Type of driveway to be installed:

☐ single family private ☐ commercial ☐ change of use ☐ other
if other, please describe _____

Pipe to be installed: length _____ size _____ type _____

Driveway and pipe must be installed as to the specifications submitted to and approved by the Village of Newcomerstown.

Road speed limit _____ mph Approx. Actual Sight Distance: _____ feet right _____ feet left

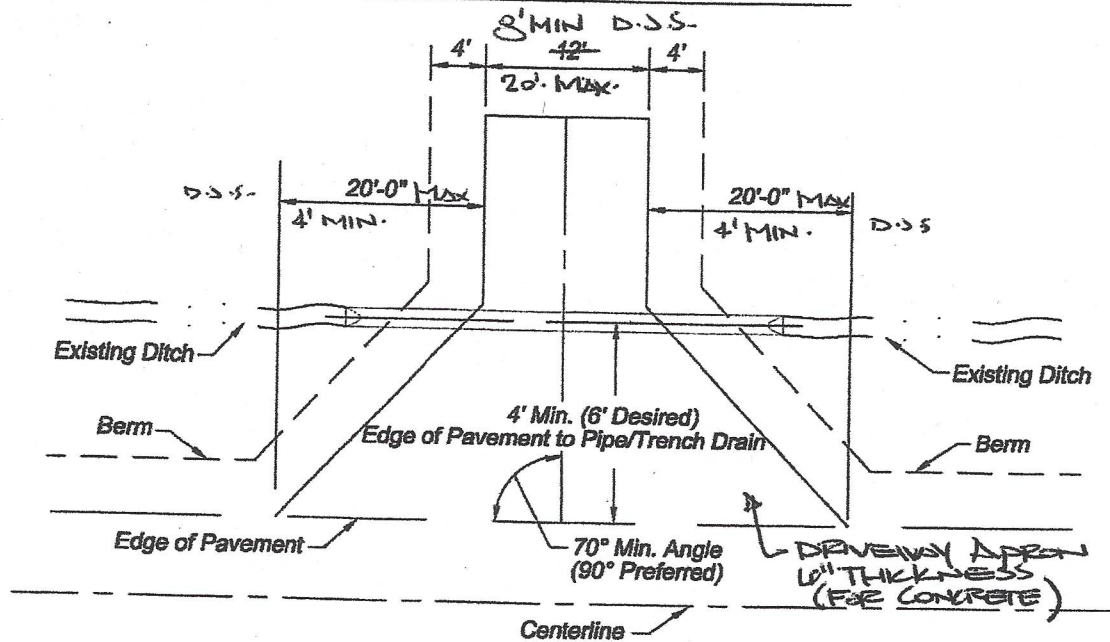
Date

Mayor or authorized agent

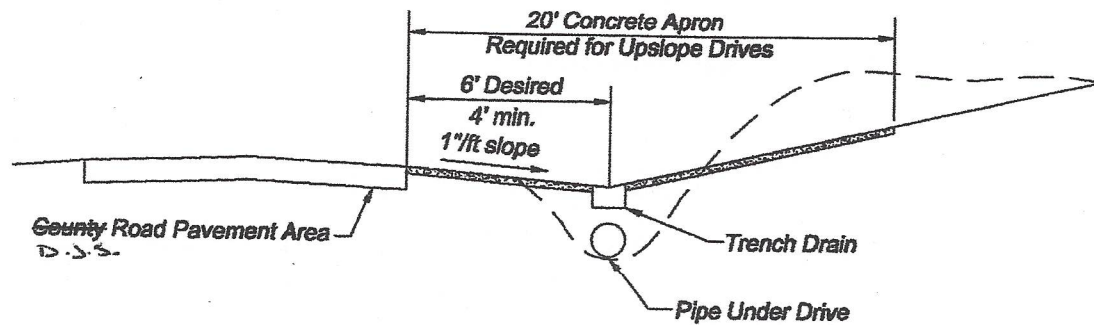
VILLAGE OF NEWCOMERSTOWN
DRIVEWAY SPECIFICATIONS

1. A driveway permit is required for any new driveway or any existing driveway with a proposed change of use, within the Village of Newcomerstown Village limits. Permittee to submit
2. If pipe is required, location type and size of pipe must be approved by a representative of the Village of Newcomerstown to a permit being issued. Permittee must consult an engineer as needed.
3. Permittee to furnish all labor, materials and equipment necessary to complete and maintain the driveway and pipe. All work must be done by a qualified contractor.
4. The permittee is held responsible for keeping the Village roadway free and clear of mud and debris in the area of operation.
5. The permittee assumes all responsibility for clearing and maintaining of the authorized drainage installation.
6. Existing roadside drainage to remain undisturbed.
7. The portion of excavation on Village right-of-way must be seeded to prevent erosion.
8. The permittee agrees that the Village of Newcomerstown shall be held harmless from any and all claims or damage, public or private, arising from or growing out of the issuance of this permit.
9. No machinery or material to be stored on the roadway at any time.
10. Traffic to be maintained on the Village roadway at all times.
11. The permittee must notify the Village or its representative at least 24 hours prior to installation of drive. No concrete or asphalt drive approaches shall be constructed without contacting the Village of Newcomerstown to approve grading or formwork prior to placing concrete or asphalt.
12. Commercial driveways must be approved by plan(s) being submitted to the Village by the developer.
13. The Village of Newcomerstown will notify property owners of any installations which do not meet these specifications, and allow the property owner two (2) weeks to correct the driveway. Should no corrective action be taken, the Village reserves the right to perform corrective work and invoice the property owner for all labor and materials necessary.

PRIVATE DRIVE - TYPICAL PLAN VIEW



PRIVATE DRIVE - TYPICAL PROFILE



1. All driveways must slope down from the edge of pavement at least 1" per foot to ditch line before slope is started up grade. In no case shall the driveway or berm elevation be above the edge of pavement elevation within six (6) feet of the edge of pavement.
2. Any driveway sloping upward from the roadway must be constructed with a concrete apron extending at least 20 feet from the edge of pavement. A trench drain, with a 6" minimum grate size extending the full width of the driveway, shall be installed integral with the concrete apron. The trench drain shall outlet into the drive pipe or ditch line beyond the drive pipe.
3. The County reserves the right to require any and all such measures, including uphill ditching, water diversion, or additional drainage structures as required to keep water, ice, mud, and aggregate from running onto or accumulating on the roadway surface.

3-23-19

Rev. 9-26-16

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