



Sidewalk Repair Reimbursement Program Application Packet

Program Background

The City of Wilsonville recognizes that the maintenance and repair of sidewalks within the city is necessary to protect the health, safety, and welfare of residents and visitors. The Wilsonville City Code states in section 2.220 that the adjacent property owner is responsible for the maintenance and repair of their sidewalk.

Wilsonville aims to grow, nurture, and protect its street trees, maintaining the City's status as a "Tree City USA". However, sidewalk damage is often caused by the roots of street trees.

The Sidewalk Repair Reimbursement Program was developed in recognition of the inherent conflict between tree roots and sidewalks, and the accompanying financial burden these public policies place upon property-owners.

Reimbursement Eligibility

1. Applications will only be accepted for sidewalks along public streets, plus replacing the trees along the sidewalk if approved by the Planning Department through the applicable permit.
2. Property-owners may only apply for one reimbursement for one property in a calendar year.
3. First-time applicants will be given priority over previous applicants.
4. Applications must be received and approved by the City before the work begins. Retroactive applications will not be accepted.
5. Priority will be given to residential applications.
6. Work must be completed within 90 days of application approval. If this deadline is not able to be met, applicant may apply for a one time extension as determined by the City. Applicant must contact the City at least 14 days prior to the work deadline if an extension is necessary.

Use of Funds

1. Reimbursable funds may only be used for the repair or replacement of existing sidewalks that have been damaged by the roots of street trees, including tree removal and replacement as approved by the Planning Department through the applicable permit.
2. Property-owners are responsible for obtaining and complying with the conditions of the City's right-of-way permit for jobs that require sidewalk replacement.
3. In order to access reimbursement funds, property-owners must obtain competitive bids for jobs that require a permit. The maximum reimbursement will be 50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, regardless of who the property-owner chooses for the work, subject to a cap of \$1,500 per application.
4. For grinding or patching, the maximum reimbursement will be 50% of the invoiced cost, subject to a cap of \$500.

5. All reimbursement awards will be made on a first-come, first-served basis, subject to the availability of funds in the approved City Budget. Once the budgeted amount has been expended, no further applications will be approved.
6. 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.
7. The annual program budget will be allocated an equal amount each quarter of the fiscal year. Any remaining funds from the previous quarter will roll over to the next quarter. Remaining funds at the conclusion of the fiscal year shall not roll over to the following year, in an effort to encourage citizens to take a proactive stance towards the state of their sidewalk.

Procedures

Step 1. Before the work begins. Property-owner submits application form with competitive bids.

Applications may be emailed to sidewalk@ci.wilsonville.or.us or mailed to City Hall Attn: Sidewalk Repair Reimbursement Program 29799 SW Town Center Loop E Wilsonville, OR 97070. Applications must be signed by the owner of the subject property and have copies of bids attached. Bids must be itemized.

Step 2. City confirms Reimbursement eligibility and approves application. Work begins.

Upon verification that the sidewalk has been damaged by the roots of protected trees, the Sidewalk Repair Reimbursement Application may be approved, subject to available funds, and the homeowner will be notified that the work may proceed. Completed right-of-way permit applications must accompany the Sidewalk Repair Reimbursement Application, along with a check for the non-reimbursable permit fee (\$150 or 7% of the total cost – whichever is higher) and three written estimates from contractors. The work must then be completed within 90 days. If the work is unable to be completed within the 90 days due to unforeseen circumstances, the applicant may request a one-time extension as determined by the City. Applicant must contact the City at least 14 days prior to the work deadline if an extension is necessary.

Step 3. Work complete. Property-owner pays contractor & submits Reimbursement Request with final invoice.

After the work has been completed, the homeowner must submit the actual itemized invoice from the contractor along with a signed Sidewalk Repair Reimbursement Request form. Upon approval by the City, the Reimbursement funds will be disbursed in the amount of 50% of the invoice or 50% of the lowest bid for jobs requiring a permit

subject to a maximum of \$1,500, or 50% of the invoice amount subject to a maximum of \$500 for grinding or patching work.



**SIDEWALK REPAIR REIMBURSEMENT PROGRAM
APPLICATION FORM**

Owner Applicant Name: _____

Mailing Address: _____

Phone Numbers: _____

Email address: _____

Project location address: _____

Size of Project (square feet): _____ Estimated Cost: _____

Project description: _____

Attach Copies of 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 Reimbursement, I agree to comply with all the rules and conditions set forth in the application packet and on the permit forms.

Signature: _____ Date: _____

Applications may be scanned and emailed to: sidewalk@ci.wilsonville.or.us or mailed to City Hall Attn: Sidewalk Repair Reimbursement Program 29799 SW Town Center Loop E Wilsonville, OR 97070.

Questions?

Contact David Valenzuela, Code Compliance Coordinator at dvalenzuela@ci.wilsonville.or.us or (503)570-1603.