CITY OF CHILLICOTHE
LUKE M. FEENEY, MAYOR

2024 Curb & Sidewalk Repair Program

Program Rules

- All work be performed by a private, bonded contractor registered with the City of Chillicothe's Building Department. Residents are encouraged to get multiple contractor estimates.
- Work must be performed in accordance with the City's Standard Specifications, which can be found at: ODOT Construction and Materials Specifications sections 608-609.
- Any tree removal associated with the curb and/or sidewalk repair is the responsibility of the property owner. Participants must coordinate with the Tree Commission (740-774-1185) to determine tree removal and replacement.
- The City will contribute 50% of costs for sidewalk repairs up to $1000 and 50% of costs for curb and sidewalk repairs up to $2000. Repair work must be deemed necessary and eligible (through the pre-approval inspection process noted below) by the City Building Department.
- Completed applications will be accepted until September 20, 2024.

Application & Process

Step 1: Project Estimate
Contact a licensed, bonded contractor for an estimate on curb and/or sidewalk repair work. To acquire a list of city registered contractors, contact the Building Department at: 740-773-8981

Step 2: Application
Submit the contractor's estimate, completed application information below, and photos of sidewalk/curb to be replaced, by September 20, 2024, to Sidewalk@chillicotheoh.gov.

Applicant Information (Please Print)	
Address of Repair:	Type of Property ☐ Owner Occupied ☐ Rental ☐ Vacant Lot ☐ Vacant Home
Property Owner:	Licensed Contractor:
Address of Owner (if different than repair):	Amount of sidewalk to be replaced (LF):
Phone:	Amount of curb to be replaced (LF):
Email:	Signature:
Are you up to date on all property taxes in Ross County: ☐ Yes ☐ No If no, please explain:	

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Conditions of Application
1. I represent that I am the property owner of the property listed above. 2. I have read and understand the information contained in the Curb & Sidewalk Repair Program. 3. I agree to comply with Ohio's prevailing wage, if required. 4. I agree to complete all work as approved by the City of Chillicothe. If I do not agree with the repair quantities as determined by the City, I will contact the program administrator prior to start of work. 5. I understand the site conditions change and project limits may be adjusted at the discretion of the construction inspector. 6. Signature does not obligate participation in the program. 7. **Indemnification**. The applicant agrees that the aforementioned work is subject to and will be performed in accordance with all of the provisions of Chapter 903 of the Ordinance Code of the City of Chillicothe, Ohio. The applicant agrees to hold the City, its officers, agents, and employees harmless from any and all causes of action, penalties, liabilities, or loss resulting from claims or court actions arising out of any accidents, loss or damage to person or property occurring as a result of any work performed pursuant to the project. 8. I understand I have the right to pursue multiple contractors estimates and by selecting and submitting this estimate with my application I am agreeing to the estimate of this registered contractor. 9. I hereby authorize employees of the City of Chillicothe to enter upon the subject property, as necessary, to inspect the premises and process this application. 10. Application becomes null and void 4 months from the date of application. *I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge.*
Applicant Signature: **Date:**

Step 3: Pre-Approval
The City will follow-up and/or complete a pre-construction inspection of the project and send pre-approval letters with plans within five business days of receiving the application.

CITY OFFICE USE ONLY		
Type of Improvement	Quantity	Estimated Approved Reimbursement Total
Curb	(LF)	$
Sidewalk	(LF)	$
APPROVED BY:	DATE:	

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Step 4: Permits
The contractor MUST obtain a permit for sidewalk construction from the City's Building Department (35 S. Paint Street). **No Permit – No City Payment.** Contractors working on these projects would be required by Labor Code section 1720 to pay prevailing wages to their employees working on the projects.

Step 5: Construction
Once the contractor has framed the sidewalk area, they are required to contact the Building Department for inspection. This ensures the grading, slopes, etc are all correct and according to standard **before** concrete is poured. If concrete is poured without an inspection being completed the contractor assumes liability for any corrective work deemed necessary.

Step 6: Final Inspection
Once construction is complete, including any surface finishes, the contractor is to contact the Building Department for a final inspection approval in order to receive City funds.

Step 6: City Payment
Once the final inspection is completed and approved by the Building Department, the Contractor is responsible for submitting proof of property owner's payment along with an invoice for the City's portion due to: Sidewalk@chillicotheoh.gov. The invoice will be processed, and a check will be mailed directly to the contractor's address on file with the Building Department within six weeks and the project will be marked complete.

CITY OFFICE USE ONLY

This sidewalk/curb repair received Final Inspection on: _____ and is:

☐ Approved ☐ Not Approved

Signature: _____ Date: _____

CITY OFFICE USE ONLY

Receipt of contractor invoice on: _____(Date)

Inspection approval confirmed?: ☐ Yes or ☐ No
Proof of owner's payment submission to contractor?: Yes or No

Contractor payment requisition entered: _____(Date)
Total Payment Issued: $ _____

Signature: _____ Date: _____