



Engineering Department

CURB & GUTTER REPLACEMENT REIMBURSEMENT POLICY PROCEDURE

General

Property owners who would like to replace their deteriorated driveway approach are sometimes reluctant to do so due to the deteriorated condition of the curb & gutter along their approach. Often property owners will request that the City replace that curb & gutter so that they can proceed with their approach replacement project. The City cannot always be as reactive to those requests for curb & gutter replacements across drive approaches as a property owner may like. Therefore, we developed this policy to allow property owners to hire a contractor to replace the curb & gutter at the City's expense but on the property owners' schedule.

Requirements

The Owner or his/her agent, or contractor, must obtain a permit from the Engineering Department. **The cost of the permit is \$65.00 and covers the curb & gutter work and approach.** *One permit may be obtained for a combination of sidewalk, driveway approach, and curb cut or curb & gutter work at a cost of \$100.00.* The permit must be obtained prior to beginning any work.

Prior to issuing the permit, or upon request from a property owner (for future permit), the Engineer will inspect the existing curb & gutter as well as the adjacent road pavement to determine the extent of the repairs needed. If it is determined curb & gutter replacement is necessary, the City will add a note to the permit at time of issue, and/or issue a standard letter to the property owner documenting the measured amount (lineal foot) of curb & gutter that qualifies for reimbursement, whether funds are available, and the City's current maximum reimbursement amount for curb & gutter per lineal foot.

Sometimes, the condition of the road pavement immediately adjacent to the curb & gutter may not allow using the edge of said pavement as a form for the concrete curb & gutter, and it may be necessary to saw cut and remove pavement along the curb & gutter to be replaced. In this case, the Engineer will mark the area to be saw cut and removed.

The Owner or contractor shall saw cut and remove the pavement in order to complete the curb & gutter work. The City's Department of Public Works (DPW) will patch the road pavement. If the patch work cannot be scheduled right away after the curb replacement, the Owner or contractor shall install road gravel where pavement is missing, up to the surface of the surrounding pavement. DPW will remove the excess road gravel later, at the time of patching the road pavement.

In order to allow DPW to work in optimal weather conditions for installation of road pavement, pavement removal associated with driveway approach replacement will only be allowed between May 01 and October 31.

After receiving the permit, the Owner or his/her agent, or contractor, must **notify the Engineering Department twenty-four (24) hours prior to the concrete pour** to allow the City time to schedule the inspection of the forms and gravel base.

Reimbursement and Warranty

The City will **reimburse at 100% of the linear foot cost** of the approved curb & gutter repairs up to the maximum reimbursement amount. IF funds are available, the **maximum reimbursement is \$27.00/LF**. This price may be adjusted periodically based on contract bid prices received by the City or on other information indicative of the current market.

To receive reimbursement when a contractor has been hired by the Owner to do the work, the Owner must submit to the Engineering Department a **copy of the contractor's paid invoice** and the **concrete load ticket** from a certified ready mix plant for the work.

To receive reimbursement when the work has been done by the Owner, the following must be submitted to the Engineering Department.

1. Itemized list with a cost break down for all materials, equipment rental, delivery charges, labor costs, etc. incurred to complete the work.
2. Receipts of payment for items as shown on the itemized list.
3. Concrete load ticket from a certified ready mix plant.

The Contractor or Owner shall warranty the work against defects for a period of one (1) year from the date of final approved inspection by the City. If any defect should appear during the warranty period, the Contractor or Owner shall replace or repair the defect at his/her expense, and shall guarantee each repair or replacement for a period of one (1) year after the repair or replacement is made and inspected by the City.