Village of Malone

Sidewalk, Curb, and Apron Procedures

Procedures:

1. The property owner will be given an application for Sidewalk, Curb, and/or Apron Repair form. This form is available at the front counter of the Village Administration Building or through our website on the bottom of the Public Works tab. This form will be completed by the property owner and returned to the front counter for processing.

2. The Village Clerk and/or Account Clerk will assess the form for accuracy. Upon accurate completion of the form, the Clerk will place the application on the next available Village Board Agenda.

3. The Village Board of Trustees will review the application and vote to approve or deny the request.

4. After Board review, Clerk and/or staff will provide a copy of such form to the Treasurer's Account Clerk.

5. Account Clerk will add you to the sidewalk waiting list for the Village DPW or set you up with the Code Clerk who can help you get a permit to have a certified construction company put the sidewalk in for you.

If you choose to have the Village DPW put in your sidewalk, curb or apron.

6. The DPW Supervisor and/or staff will measure and formulate the cost of the approved application. The Clerk will update the Sidewalk, Curb, and Apron spreadsheet. If the application is denied or tabled for questions, the Village Clerk will contact the property owner for resolution.

7. The DPW Supervisor will provide the measurements and formulated costs of the approved application to the Treasurer's Account Clerk.

8. The Treasurer's Account Clerk will send a letter to the property owner outlining the cost with an invoice.

9. When invoice is paid, the Village Clerk and/or staff will provide a paid invoice to the Treasurer's Account Clerk. The Clerk will coordinate with the DPW Supervisor to schedule the work to be completed. The Clerk will notify the homeowner of the projected date and time of the project.

10. The DPW Supervisor will provide the Clerk with the completed project notice.

11. The Treasurer's Account Clerk will update the Sidewalk, Curb, and Apron spreadsheet. This spreadsheet will be updated monthly and provided to the Village Clerk for the board agenda. A copy of the spreadsheet will also be provided to the DPW Supervisor for his records.

<u>If you choose to get your own certified construction company</u>

6. Fill out paperwork with Code Clerk and show proof of insurance for the company.

7. Have Construction Company do the work. (To the specifications of the sidewalk you are replacing, same height and width. If your sidewalk is broken and you can't tell the size of other sidewalks on your street) If you need measurements of sidewalks on your street please call the Treasure's Account Clerk.

8. Call the Treasurer's Account Clerk to state the work has been done.

9. Treasurer's Account Clerk will have DPW look over the work and make sure the work is done correctly.

10. The Treasurer's Account Clerk will update the Sidewalk, Curb, and Apron spreadsheet. This spreadsheet will be updated monthly and provided to the Village Clerk for the board agenda. A copy of the spreadsheet will also be provided to the DPW Supervisor for his records.

Effective Date:
Revised date:
Resolution #: