



550 West Lake Street, PO Box 568 ■ Tawas City, Michigan 48764-0568
 Phone (989) 362-8688 ■ fax (989) 362-2521 ■ www.tawascity.org

REQUEST FORM: SIDEWALK REPLACEMENT/REPAIR OR DRAINAGE DITCH ALTERATIONS

CONTACT INFORMATION

Owner:	
Mailing Address:	
Phone:	E-mail:

PROPERTY INFORMATION

Improvement Address:	Property Code:		
Subdivision:	Block:	Lot(s):	Lot Size:
Cross Streets:	<input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot		
Present Use of Property: <input type="checkbox"/> Vacant <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (Specify)			

TYPE OF IMPROVEMENT

<input type="checkbox"/> Sidewalk Replacement /Repair	<input type="checkbox"/> Drainage Ditch Alterations
Detailed Description of Work Requested:	

 Property Owner's Signature requesting quote Date

Project Quote (Attached) \$ _____ Actual Cost \$ _____ Property Owners Portion (50%) \$ _____
 Tawas City Portion (50%) \$ _____
 Local _____ Major _____ Other _____ Amount Due/Refund \$ _____

[] Approved [] Disapproved _____
 DPW Director's Signature Date

[] Check # _____ [] Cash [] Other _____

[] Approved [] Disapproved _____
 Property Owner's Signature accepting quote Date

[] Approved [] Disapproved _____
 City Manager's Signature Date

City of Tawas City

Official Policy and Procedure

Title: Sidewalk Replacement/Repair and Drainage Ditch Alterations
Effective date: November 3, 2014

POLICY STATEMENT

This policy documents the circumstances and general process requirements for the City to permit sidewalk replacement/repair and drainage ditch alterations within City rights-of-way.

PURPOSE

The intent of this policy is to create an established process in order for the City to be better able to meet its obligations and expectations of property owners with respect to managing potential sidewalk replacement or storm drainage conveyance issues associated with ditch alteration.

POLICY

The City of Tawas City has initiated a fifty percent (50%) cost share with residents to replace/repair sidewalks or alter drainage ditches.

The project will be evaluated and the requirements will be determined by the Department of Public Works Director. A quote will be obtained by the Department of Public Works Director for the project from a City approved contractor.

The projects will be prioritized and approved with consideration to a first come, first served basis and based on the annual budget designated by the Council.

The City will pay the cost not to exceed fifty percent (50%) of the total cost including labor, material and all other expenses incidental thereto to repair or rebuild such sidewalk or alteration of the drainage ditches as shall be approved by the City Manager and Department of Public Works Director.

The property owner will fill out a request form to replace/repair the sidewalk or alter the drainage ditch adjacent to the resident's property in the City right-of-way.

The property owner will be notified of the cost from the quote. The City will proceed with the request when the property owner pays their fifty percent (50%) of the cost in full to City Hall.

AUTHORITY AND REVISIONS

This policy is enacted immediately upon approval of the City Council, as reflected in the regular meeting minutes dated November 3, 2014. Revisions to this policy shall only be enacted when approved by the City Council and reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the City Manager and updated as appropriate.

(SBM 1373)