Investing in the Future of Charles Town

Charles Town’s Sidewalk Improvement Program was designed as an effort to improve and enhance the overall pedestrian experience in Charles Town. The program is intended to assist applicants in improving the quality of the sidewalks along their property. Improved sidewalks provide safe, accessible streets for all residents, and promote walkability. These benefits contribute to the goals within the comprehensive plan to improve pedestrian experience and quality of life.

Approved applicants in this program are eligible to receive financial assistance of 50/50 matching funds for sidewalk repairs up to $5,000.00. The program is managed by the City Staff. The program components may be amended periodically to accommodate new or modified City policies and procedures.

Policy for Two Bids:

1. Two Bids will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a website such as homewyse.com will be required.

Policy for Sidewalk Improvement Program Expiration Date:

1. After an award of a Sidewalk Improvement Program Grant, the awardee will have one year from the time of the award to complete the improvements.

PROGRAM ELIGIBILITY

All sidewalks in the City of Charles Town are eligible in the program. Highest priority to properties with gaps. Sidewalks that are in poorest condition will be given higher priority. The following matrix which is from the Charles Town Walkability and Connectivity Study will be used to identify sidewalks that need the most improvement.

For an application in which the sidewalks are not identified in the Walkability and Connectivity study, the evaluation of the application will be by the same standards by which the Walkability and Connectivity study was created.

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<th>Priority</th>
<th>Wide Assessment</th>
<th>Condition Assessment</th>
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<td>Poor</td>
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<td>2</td>
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<td>9</td>
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CITY OF CHARLES TOWN
SIDEWALK IMPROVEMENT PROGRAM

ELIGIBLE PROJECTS

The only permissible material approved for the Sidewalk Improvement Program is concrete or brick. Brick is only permitted where there are existing brick sidewalks.

INELIGIBLE PROJECTS

New construction projects, government properties, and national franchise properties are not eligible to participate in the Sidewalk Improvement Program. Private walks extending from the street curb to the main sidewalk and private service walks extending from the main sidewalks to the home or business are the sole responsibility of the owner.

SIDEWALK WIDTH

All sidewalks shall be a minimum of 5 feet wide, unless constraints on the property do not permit this width. Most sidewalks in the City are not 5 feet wide. This program will require those sidewalks to be widened. It is known that there are a few limited locations in the City, that this cannot be achieved. City staff will examine each request and make a determination regarding the ability to install the 5-foot-wide sidewalk.

SURVEY

Where sidewalks do not exist, a survey will be required to ensure that sidewalks are located along the edge of the right-of-way. Survey will be an eligible reimbursement.

APPLICATION PROCESS

Each applicant will be eligible to apply up to $5,000.00 each fiscal year. The applicant shall complete and submit the Sidewalk Improvement Program Application to include the following:

- Proposal, estimates, sketches/photographs, and a written, detailed description of the project to be considered for the matching grant;
- Applicants are expected to complete the 50% matching portion of the estimated project cost and submit proposed/estimated cost in the application. A minimum of two bids must be provided; and
- Grant Approval Agreement will be signed by the property owner.

CONDITIONS OF APPROVAL

In addition to previously listed requirements:

- all properties must be current to date on all municipal taxes;
- each property will be eligible for one application per twelve (12) month period
- grants may be limited based on availability; and
- Applicant are encouraged to have read the Charles Town Walkability and Connectivity Study.
CITY OF CHARLES TOWN
SIDEWALK IMPROVEMENT PROGRAM

APPROVAL PROCEDURES

Each application will be reviewed, and the property will be deemed eligible or ineligible for grant funding by staff. If deemed eligible, staff will make a decision based on compliance of the project with the Charles Town Walkability and Connectivity Study and the Ordinances of the City of Charles Town. If the application is denied, the applicant will receive notification and an explanation of the denial. The City may also provide recommendations for modifications that could be made for the project to receive consideration for approval at a future funding cycle.

APPROVED PROJECT

The City will contact the applicant and the following shall occur:

- applicant may begin his/her matching portion of the project.
- apply for and obtain all necessary permits.
- submit receipts/invoices to the City once the project is complete for reimbursement.

Construction may begin only after the application has been approved and an agreement has been signed. Any work completed prior to formal written approval will not be eligible for the match funding.

PROJECT MANAGEMENT

All applicants accepted into the Sidewalk Improvement Program will be fully responsible for managing construction of projects, including, but not limited to, obtaining bids, selecting contractors, obtaining approvals, permits, and insurance, overseeing construction work, and paying all invoices for work, materials, and supplies. Any contractor or subcontractor must have a valid business license issued by the City of Charles Town. The applicant is responsible for ensuring that all contractors and subcontractors meet these requirements.

The City of Charles Town encourages employment and business opportunities for local residents and businesses. Applicants should seek to solicit bids and proposals, materials, and labor from qualified local residents and businesses whenever possible.

CITY INSPECTION PROCESS

1. Installation of forms
2. Post pour Inspection
3. Back fill

NON-DISCRIMINATION - EQUAL EMPLOYMENT OPPORTUNITY

Applicants shall follow the City’s non-discrimination ordinance and equal employment opportunity requirements in the solicitation of contractors, subcontractors, workers, and suppliers.

CITY ACCOUNTABILITY

The City’s participation in this program does not make the city liable regarding the quality and/or soundness of construction or other repairs, additions, or removals. Any contractor or subcontractor working on the project must be licensed and insured.
PAYMENT OF MATCHING FUNDS

Upon completion of the project, the Applicant will provide accounting of all project costs and a copy of all paid invoices. Projects must be completed within twelve (12) months after formal approval has been granted. Any time extension must be filed and approved by staff.

Reimbursement will be issued after the property owner’s portion of the project has been completed, including site inspections and the City has received receipts detailing the completed work. If the project meets all standards, the City will provide funding for no more than the amount awarded in the grant application.

APPLYING AS A TENANT

Tenants applying for the Sidewalk Improvement Program shall have the property owner’s permission to make any improvements detailed in this application. The property owner of record signature shall be required on all applications and no application will be accepted if the property owner signature is not present.

ADDITIONAL INFORMATION

The City recommends that any applicant(s) interested in applying for acceptance into the Sidewalk Improvement Program contact City staff prior to submitting an application. Questions about the program may be directed to the City Planner. Applications may be obtained at City Hall and at www.charlestownwv.us.
APPLICATION

No application fee applies

1. Applicant’s Name: __________________________  __________________________ Date __ / __ / ____
   Day   Month   Year

2. Mailing Address: ________________________________

3. Project Address: (if different from mailing) ________________________________________

4. E-mail: __________________________________  5. Phone: __________________________

6. Contractor Address: ___________________________________________________________

7. Company Name: ____________________________________ 8. Phone: _______________

9. Sidewalk details
   □ Front yard   □ Side-yard   □ ADA ramps

Projects that answer yes to any of the following questions are not eligible for the program:

10. Has the property in this application been awarded a Sidewalk Improvement Program grant in the past 12 months?
    □ Yes  □ No

11. Is this property:
    □ New construction?   □ Yes  □ No
    □ Government-owned property?  □ Yes  □ No
    □ A national franchise?  □ Yes  □ No

12. Description of the Sidewalk Improvement project:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
13. Estimated Project Start Date: ______ / _____ / _____ (Day / Month / Year)
14. Estimated Project Completion Date: ______ / _____ / _____ (Day / Month / Year)
15. Estimated Total Project Budget: _________________________
16. Grant Amount Requested: ____________________________

17. The following items are included with this application:
   - Existing condition photographs
   - Detailed proposal and/or contractor estimates
   - Charles Town Walkability and Connectivity study

18. I have reviewed the following documents:
   - Codified Ordinances of the City of Charles Town
   - Construction Details for Sidewalks

Upon approval of the application the following will be required by the applicant:
   - obtain all necessary building permits
   - pass City inspection of improvements to ensure compliance with the sidewalk construction details and intended outcomes based on the funding application submittal
   - submit receipts/invoices to the City upon completion of the project

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.

Applicant’s Printed Name: _________________________________
Signature of Applicant: __________________________________

Signature of Property Owner(s) (if different than applicant): ________________________________

Date of Application: ______ / _____ / _____ (Day / Month / Year)

FOR CITY USE ONLY

Application Number:_________________ Date Application Received:_____________
Approved:_______________________ Date:________________
Comments:_________________________________________________________________
__________________________________________________________________________
Grant Approval Agreement

1. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.

2. I agree to complete all improvements within one year of approval from the approval of the grant. Any time extension must be filed and approved by Staff.

3. I agree to all of the attached “Conditions of Approval”, if any.

4. I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment.

5. I understand that grant monies shall not be distributed until all proposed work is completed and has passed inspected.

Property Owners Signature __________________________ Date ______________
SIDEWALK IMPROVEMENT
STANDARD DETAILS
NOTE:
1. Sidewalk and driveways shall have 6 x 6 steel mesh or rebar spaced 6 inches apart.
2. Concrete shall be used for sidewalks and drive approaches and have a compressive strength of not less than 3,5000 P.S.I
3. All edges and joints of the sidewalk and drive shall be rounded. The Surface shall be brushed to create a slightly rough texture
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CONCRETE: Minimum 6” deep

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EXPANSION JOINTS
EVERY 20’ MIN

CONTROL JOINTS
EVERY 4’ MIN

NOTE:
1. Other than areas marked dark grey, all location areas are to be 4” thickness of concrete.
2. Slope on ramps to street a maximum of 8.3%.
3. Truncated domes required at the end of ramps by street