

## CITY OF OTTAWA, KANSAS SIDEWALK IMPROVEMENT PROGRAM

**Purpose:** To encourage residential property owners to maintain existing sidewalks in good repair. In most cases, sidewalks will be considered on a first come/first serve basis, however; each application must be approved by the Director of Neighborhood and Community Services or Planning Assistant.

**Budget Constraints:** Funding will be established each year through the budget process for the Sidewalk Improvement Program. All projects approved will be funded for the cost of the concrete only and the homeowner will be responsible for all labor and any other material required.

**Priority of Selection:** Priority will be given to sidewalks based on severity of deterioration found at the time of inspection.

### **Replacement Guidelines/Qualifications:**

- Sidewalk has raised panels, making it impassable for persons with disabilities.
- Sidewalk is severely broken, or pieces are missing.
- Gaps in sidewalk panels.

### **Process:**

1. Property owner must complete a Sidewalk Improvement Program Application.
2. Return completed application for inspection and approval/denial by the Director of Neighborhood and Community Services or the Planning Assistant prior to any work beginning.
3. Once reviewed, applicant will be notified.
4. Applicant/Contractor must have a pre-concrete inspection (formwork) completed prior to concrete purchase.
5. Total yards of concrete to be purchased by the City of Ottawa will be approved after inspection.
6. Return concrete delivery tickets to Neighborhood and Community Services Department.
7. Applicant/Contractor must call in for a final inspection. 785-229-3624

### **Conditions:**

1. Sidewalks must be kept intact prior to application being approved or could result in denial of application.
2. The sidewalk must be installed by a competent person(s) with proper equipment/tools.
3. Construction of the sidewalk will be in accordance with standard specifications.
4. Backfill should be accomplished within 48 hours after forms are removed.
5. Old survey stakes must be left in place.

Obtain applications at [ottawaks.gov](http://ottawaks.gov), by emailing [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov) or in person at Neighborhood Services, City Hall, 101 S. Hickory St.



101 S Hickory St  
PO Box 60, Ottawa, KS 66067  
785-229-3620

E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)

## City of Ottawa Sidewalk Improvement Application

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Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owners Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Location of construction: \_\_\_\_\_

Contractor contact information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Sidewalk Details:  
Front Yard                      Side Yard                      ADA Ramps (please contact us if needed)

Brief Description of sidewalk to be replaced: \_\_\_\_\_

The following conditions will apply:  
Sidewalk will remain in place until City staff has had a chance to do the initial inspection.  
The work to be done by competent person(s) with the proper equipment/tools.  
Construction will be in accordance with standard specifications.  
Backfill should be accomplished within 48 hours after forms are removed.  
Old survey markers must be left in place.

I hereby agree to the above conditions:

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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To be completed by City of Ottawa staff

Approved                      Signature: \_\_\_\_\_

Denied                      Date: \_\_\_\_\_

Pre-concrete inspection                      Date: \_\_\_\_\_

Approved                      Denied                      Signature: \_\_\_\_\_

Total amount of concrete to be purchased by the City of Ottawa: \_\_\_\_\_

Return applications to [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov) or to  
Neighborhood Services, 2<sup>nd</sup> Floor 101 S. Hickory Ottawa