



City of Loveland
120 West Loveland Avenue
Loveland, Ohio 45140
(513) 583-3050
(513) 683-8089 FAX

PROCEDURE TO PERFORM SIDEWALK REPAIRS
AND OBTAIN PARTIAL REIMBURSEMENT

(Modified 10/2009)

1. Contact the Public Works Department to request an inspection of the existing sidewalk condition. (If a Notice of Violation has been issued requiring sidewalk replacement, skip down to Step 3.)
2. An inspection will be performed and locations and total square footage of sidewalk recommended for replacement will be determined by the Public Works Department.
3. Submit a copy of the written bids or estimates from at least Two (2) contractors to the Public Works Department with an "Application for Partial Reimbursement for Sidewalk Repair" form. Submit a copy of the signed authorization/contract for work, including the amount due.
4. Contractor or property owner is to submit an "Application for Permit to Make Improvements in the Right-of-Way" to the Public Works Department at least five days before work commences. No work is permitted until a Permit to Make Improvements within the Right-of-Way is issued by the City. The permit must be kept on the premises. The applicant must also contact the Ohio Utility Protection System (OUPS) at 1-800-362-2764 and request the location of all the utilities at least 48 hours prior to commencement of work.
5. Contractor or property owner is to contact the Public Works Department to request an inspection (24 hours in advance) of the formed sidewalk depth and subgrade compaction. (An inspection is required prior to the concrete pour, not after.)
6. Property owner is to pay the Contractor in full and receive an Affidavit with such statement from the Contractor. Submit a copy of the Affidavit to the Public Works Department. The documents will be processed by the City of Loveland. The property owner may be reimbursed up to 50% of the cost of repairs to the pre-approved sidewalk within the right-of-way if the above procedure has been followed satisfactorily and replacement was performed prior to issuance of a second Notice of Violation. Please note that driveway apron and driveway replacement costs are not eligible for reimbursement.

The above applications are available at the receptionist area at City Hall, 120 West Loveland Avenue during normal business hours, on-line at www.lovelandoh.com, or may be e-mailed or faxed upon request.

Completed applications may be delivered or mailed to City Hall or faxed to the number above.