



**CITY OF FREDERICK
BUILDING DEPARTMENT**

140 W. Patrick St., Frederick, MD 21701 - Ph. 301-600-3809 - Fax 301-600-6280
www.cityoffrederick.com

SIDEWALK, CURB & GUTTER CONSTRUCTION PERMIT
(FOR WORK LOCATED IN CITY RIGHT-OF-WAY)

Application Date: _____

Applicant's Name: (Please Print) _____

Phone Number(s): _____

Applicant's Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

LOCATION OF PROPERTY: _____

NAME OF PROPERTY OWNER: _____

CONTRACTOR: (*If other than applicant*) _____

DATE WORK EXPECTED TO COMMENCE: _____

DESCRIPTION OF WORK: _____

INSPECTION REQUIRED "PRIOR" TO POURING OF ANY CONCRETE !
All work and material to conform to City of Frederick Standards and Specifications.
Call 301-600-3809 TO SCHEDULE INSPECTION (5 BUSINESS DAYS REQUIRED)

DEPARTMENT USE ONLY

PERMIT APPROVED BY: _____ DATE: _____

Remarks: _____

FEE PAID \$ _____ DATE PAID: _____ BY: _____ CASH / CK# _____



SIDEWALK REPAIR GUIDELINES

FOR THE PURPOSE OF ENFORCING FREDERICK CITY CODE
 ARTICLE II, SIDEWALKS, SECT 22-24
 "Repair by Property Owners and Occupiers"

- Enforcement shall be undertaken on a complaint basis only and applies to those improvements only within public rights-of-way.
- Within approximately five (5) days of receiving a complaint, an inspector will visit the property which is the subject of the complaint to determine the condition. In general, the inspector shall determine sidewalk with a variance of 1/2 inch or more to be in violation and shall cause it to be replaced, repaired or re-laid. The inspector shall use his best judgment in determining other conditions that may require repair or replacement. The inspector can also determine any other sidewalks to be in violation, as well, and cause those, too, to be replaced, repaired or re-laid.
- If the sidewalk is found to be in need of repair, the inspector will forward a "Notice to Repair" to the property owner. Notices will be sent by certified mail/return receipt requested or some other means providing notification of receipt.
- The inspector will mark the areas to be corrected and generate an estimate based on the City's annual contract price (see attached form). The estimate will be forwarded to the property owner along with the Notice to Repair. The property owner is responsible for all costs associated with the repair or replacement work. (Exception: If the repair or replacement work is the result of damage caused by a City-owned street tree, then the City will pay 50% of the cost of repairs if the work is performed by the City's Contractor).
- The property owner shall be given the choice of performing the work or causing the work to be performed or authorizing the City to perform such work by the City's contractor (through an owner's written agreement with the City - see attached form). In any case, the work should be completed within sixty (60) calendar days of receipt of the original Notice to Repair.
- If the property owner has not responded within approximately forty-five (45) days of receipt of the Notice to Repair, the inspector will send a second notice by regular mail to the property owner again stating that the work must be completed within the specified time-frame.
- If the property owner does not perform work or cause such work to be performed or authorize the City to perform such work within sixty (60) calendar days of receipt of the original Notice to Repair, the City will cause such work to be performed, charge the costs to the property owner and assess any appropriate penalties.
- Payment plans may be available if requested by the property owner. All payment plan requests shall be forwarded to the Finance Department. The Finance Department will coordinate all payment plans with the Department of Legal Services.

- If damage is caused by a City-owned street tree, the inspector will coordinate with DPW regarding the disposition of the tree and the sidewalk. Maryland Department of Natural Resources guidelines will be followed and their input will be solicited, if necessary.
- If certain conditions prevail that, in the opinion of the inspector, make immediate repairs not feasible, temporary measures will be allowed until such time as permanent measures can be performed.

RESOLUTION NO: 01-35

ADOPTED AND APPROVED BY MAYOR & BOARD the 20th day of December, 2001

City of Frederick

Department of Permits & Inspections

MISCELLANEOUS CONCRETE AGREEMENT

DATE:

OWNER:

LOCATION: _____
(Location of Work)

<u>Estimated Costs from Page 2</u>	
TOTAL ESTIMATE:	\$ _____
ESTIMATED CITY RESPONSIBILITY:	\$ _____
<i>ESTIMATED OWNER RESPONSIBILITY</i>	\$ _____

I (We), being all the Owners/Agents of the property located at the above address, authorize the City of Frederick, through it's contractor, to perform the work described on the attached estimate.

I (We), understand that the prices provided on the attached estimate are only approximate and final billings by the City would be based on actual field measurement. The final price may vary depending on the actual limits and actual conditions encountered including rock, unstable soil, etc.

I (We), also agree to pay for the actual costs.

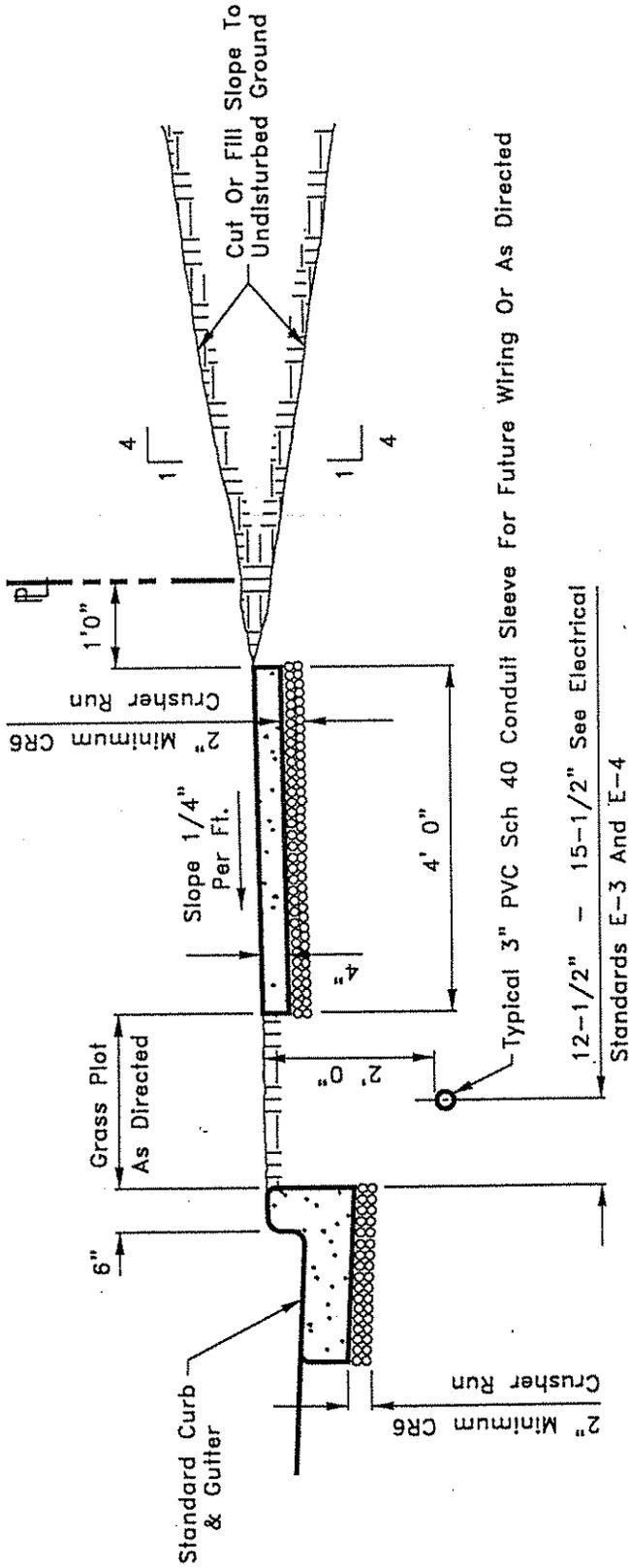
For the City:

For the Owner:

Construction Inspector

Date

Date



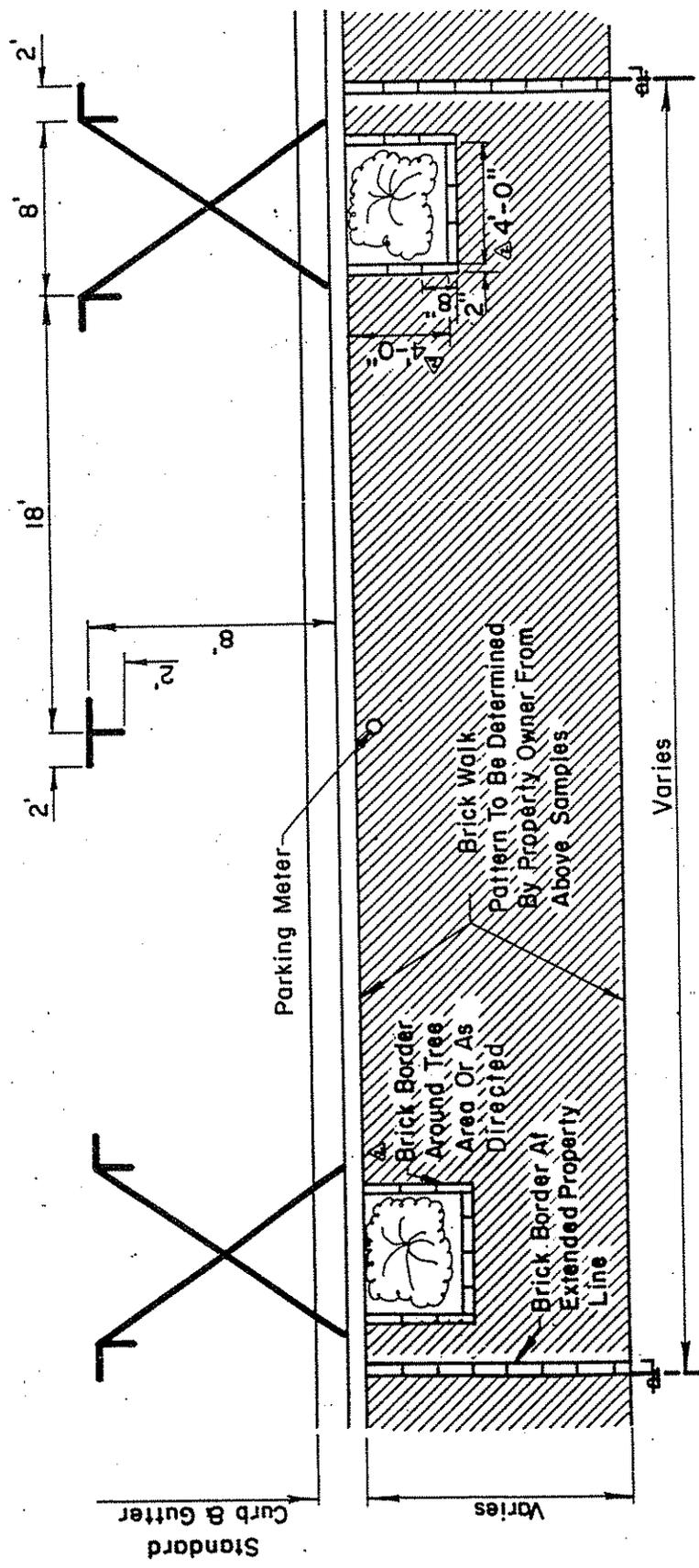
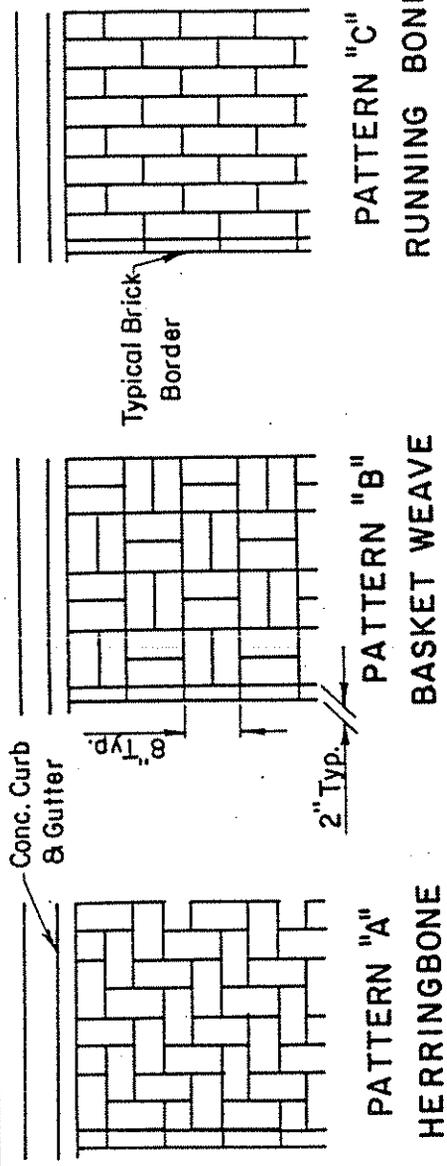
NOTES:

1. Concrete Shall Be MSHA Mix No. 2 Concrete As Designated By The Maryland State Highway Administration Specifications.
2. All Disturbed Areas To Be Seeded Or Sodded As Directed By The City Engineer Or His Representative.
3. Sidewalks To Be Scribed In 4' Maximum Lengths And Brush Finished, Expansion Joints To Be Spaced Every 20 Feet And Between Curb And Sidewalk Where Adjacent.
4. Only 4' Steel Forms To Be Used While Placing Sidewalk.

S-8	DRAWN BY: KAT SCALE: NONE	REVISIONS: 	TYPICAL SIDEWALK INSTALLATION	CITY OF FREDERICK	APPROVED <i>Stan Redding</i> DATE 7-16-99
------------	------------------------------	--------------------------------	--	-------------------	--

NOTES:

- ▲ 1. For Sidewalk Typical Section See Detail "B" Sheet S-30.
- ▲ 2. Standard Paving Brick 2 1/4" x 3 5/8" x 8" No. 213Y By Glen Gery Or Approved Equal.
- ▲ 3. All Trees In Brick Sidewalk To Have 4' x 4' Square Metal Frame To Keep Brick Border In Place.



S-29	DRAWN BY: K.A.T. SCALE: NONE	REVISIONS: ▲ <i>PAV</i> 3/14/88 ▲ <i>MIS</i> 7/28/88 ▲ <i>MIS</i> 9/27/87	PARKING LAYOUT AND ALL BRICK SIDEWALK DETAIL STREETS
CITY OF FREDERICK			APPROVED <i>Paul J. ...</i> DATE 3-25-83