

Sidewalk Elevation & Driveway Apron Grade Alteration Application

This form will be made available in alternative formats upon request

This application accompanies the Town of Ingersoll's 'Sidewalk Elevation and Driveway Apron Grade Alteration Policy'. **A non-refundable \$100.00 application fee is required for all requests.**

Section 1: Contact Information

Name (Property Owner):	
Property Address:	
Mailing Address:	
Phone Number:	
Email Address:	

Section 2: Infrastructure Information

The following infrastructure is being requested for alteration (check all that apply):

- Municipal Sidewalk
- Driveway Apron (located in the right of way)
- Other (please provide details): _____

*see page two for property image submission requirements

I, the owner, understand and agree that:

- The Corporation of the Town of Ingersoll has the right to deny any application in accordance with the terms and provisions of the Sidewalk Elevation and Driveway Apron Grade Alteration Policy.
- The application fee is deemed non-refundable and shall not be returned under any circumstance even if my application is denied or I choose not to proceed with any approved work.
- I am responsible for payment of 50% of the total cost estimate of all approved works and that the project shall not be scheduled until such time as payment is received by the Corporation of the Town of Ingersoll.
- The information included in this application and in the documents filed with this application are correct. I hereby certify that I have read and agree to abide by the conditions within this application and the Sidewalk Elevation and Driveway Apron Grade Alteration Policy.

Completed applications to be provided:

By hand: 130 Oxford St. 2nd Flr. Ingersoll, ON, N5C 2V5 Attn: Engineering

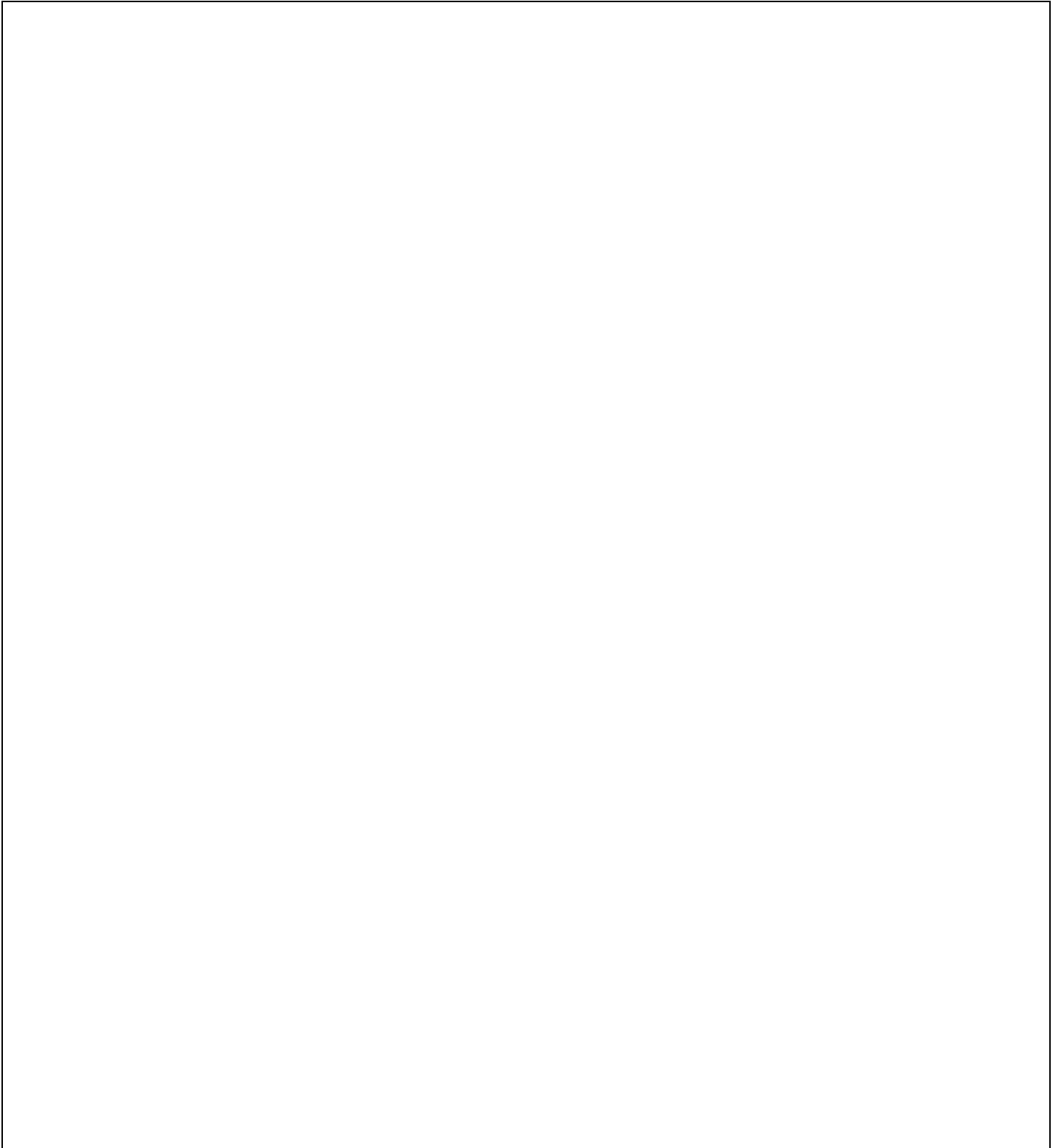
By email: enginerring@ingersoll.ca

Owner's Signature:	Date:
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Personal Information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Clerk of the Town of Ingersoll.

Property Information/Plan

Sketch below or attach a sketch/drawing/image to this application detailing the infrastructure requested to be altered:



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For Office Use Only

Date Received:		
Age of Infrastructure:		
Planned Construction in next 10 years:	No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (if yes, communicate estimated date to applicant)

Public Works/Engineering Approval:	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>
If not approved, explain why:		
Will Utility Lines Need to be Relocated:	No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (if yes, include estimated cost of utility relocation in project cost)

Project Cost:

<i>Meters of sidewalk and/or driveway apron to be altered x the current unit price of material, labour and machine time</i> + <i>Cost of hydro vac excavation where required</i> + <i>Expenses of other utilities such as Gas supply lines, communication and optical fiber lines, etc. (if applicable)</i>

Engineering/Public Works' Fee:	
Utilities Fee (where applicable):	
Total:	
Note: a full breakdown of the cost estimate for all works will be attached to this document.	

I, the owner, understand and agree that:

- I have been provided with an estimate for the requested work and have reviewed it in its entirety.
- The estimate provided is an approximate cost of the requested alternation and that actual costs and dimensions may vary according to site conditions.
- I am obligated to pay 50% of the estimated fee upfront prior to the work being scheduled, and will be responsible for payment of the remaining balance of the actual cost of the work once it has been completed.
- I will be provided a copy of this form once signed and with the original to be retained by the Corporation of the Town of Ingersoll.

Owner's Signature	Date:
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Sidewalk Elevation & Driveway Apron Grade Alteration Policy

Applicability

This policy shall guide all requests from property owners seeking to alter the elevation of a portion of a municipally owned sidewalk and /or the grade of a driveway apron located within the municipal road right-of-way, over which a vehicle must travel to access their property.

Purpose

This policy is intended to establish:

- A consistent process through which requests to alter the elevation of a municipally-owned sidewalk and the grade of a portion of a driveway apron (and driveway) located in the right of way will be assessed; and
- How the cost of approved works shall be valued and assigned.

Process

Property owners who are desirous of altering the elevation of the municipally-owned sidewalk and/or grade of the driveway apron that fronts their private lane/driveway may submit a request to have the elevation and/or grade altered.

Requests are to be submitted via the **Sidewalk Elevation Alteration Request Form** with the required administration fee and once received, will be scheduled for assessment by Public Works.

1. Step One – Receipt of Request and Pre-Assessment of Request

Upon receipt of a Sidewalk Elevation Alteration Request Form, the Town's asset management plan will be consulted to determine the age of the infrastructure requested for alteration. Requests to alter infrastructure that is less than ten (10) years old will not be considered except under extenuating circumstances. If the request concerns infrastructure that is scheduled for replacement within the next ten years the applicant will be notified and asked if they would like to proceed with the initial assessment.

2. Step Two - Initial Assessment

Prior to approval of any request, an initial assessment will be completed by Engineering/Public Works to determine if the desired elevation and grade alternation will:

- Negatively impact the accessibility of the path of travel, creating undue slip, trip and fall hazards;
- Adversely impact neighboring properties; and/or
- Create drainage issues.

If it is determined that the request would result in a negative impact to accessibility, neighbouring properties or drainage it will not be approved and the applicant will be notified.

3. Step Three – Secondary Assessment for Cost Evaluation

If a negative impact is not anticipated, Public Works in coordination with Engineering will automatically perform a secondary assessment through which an estimate of the cost of the work required to alter the grade or elevation of the infrastructure will be determined.

Costs will be estimated based on the following:

Meters of sidewalk and/or driveway apron to be altered X the current unit price of material, labour and machine time

+

Cost of hydro vac excavation where required

+

Expenses of other utilities such as Gas supply lines, communication and optical fiber lines, etc. (if applicable) as detailed below

Public Works' evaluation will include a utility locate and where required, hydro vac excavation of the area to uncover buried utility lines to determine, in coordination with relevant utility providers, if any lines will need to be relocated as a result of the grade/elevation alteration. Should a utility line require relocation, the relevant provider will be contacted and asked to provide the applicant with an estimate of the cost of the work to be performed which will be in addition to Public Works' fees.

Please note: the cost to perform the utility locate will be covered by the administration fee. The applicant will be charged an additional fee if hydro-excavation of the area is deemed necessary to gauge the depth of buried lines.

4. Step Four – Cost Allocation

Costs for elevation and grade alterations to Town-owned infrastructure under this policy are allocated 100% to the property owner unless otherwise authorized by the Town Engineer. A written estimate and break down of the cost allocation will be provided to the owner for review and approval following completion of step three. The estimate will be valid for six (6) months from the date of issue.

In the event that an estimate lapses, a new cost breakdown will be issued upon receipt of a new request from the property owner. The estimate will reflect the Public Works department's current material, labour and machine time costs. A new assessment and application fee will be required unless the fee is waived by the Town Engineer.

Town-authorized construction activities occurring after the adoption of this policy and that are deemed by the Town Engineer to have created the elevation or grade deficiency as determined by engineering design will be remedied to the satisfaction of the Engineer at no cost to the property owner. Any work beyond bringing the area into compliance as requested by the property owner will only be completed upon approval of the Engineer and in compliance with all engineering standards and guidelines. Costs arising from any such additional work will be allocated to the owner.

5. Step Five – Project Scheduling

No portion of a sidewalk or driveway will be lowered or altered in any way prior to the Town providing the applicant a written estimate of the cost of the work, the applicant's written acknowledgement and agreement of the estimate and payment of 50% of its total estimated cost. The estimate will include a breakdown of the Town's costs to complete the work as well as any utility provider's portion, where relevant.

Approved projects will be scheduled through Public Works based on staff availability. Asset maintenance activities will take precedence over the scheduling of non-urgent work; however all attempts will be made to schedule the project within a reasonable timeframe.

No owner shall be allowed to complete any of the approved work, only Town or Town approved contractors have the authority to complete this undertaking.