

**CITY OF ST. CHARLES, MISSOURI  
DEPARTMENT OF PUBLIC WORKS  
50/50 SIDEWALK COST SHARE APPLICATION**

**Name and Address of  
Owner, Developer or Agent:**

**Emergency Contact  
for the property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

The above property owner is requesting consideration for the City's 50/50 sidewalk program under City Code Section 505.320.

**Location, condition, and justification of sidewalk requested for consideration (attach additional pages as needed):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Has a request for inspection of this sidewalk location been submitted to the Public Works Department? Yes / No**

**Describe any past maintenance activities undertaken by the property owner or the City:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, the Applicant (Owner, Developer, Contractor or Agent) does hereby certify that the above information is correct and accurate **and that they have read and understand Section 505.320 of the City's Code**. The Applicant also acknowledges that all appropriate permits and approvals will be secured by said Applicant including, but not limited to, the City's Sidewalk and Driveway Permit and that all necessary information and documents pertaining to the repair will be provided. Applicant shall protect, indemnify, and hold harmless the City of St. Charles from any loss, damage, liability, and expense for all injuries, including death to persons or damage to property directly or indirectly arising or growing out of the performance of resulting work described above. Applicant shall hold the City of St. Charles harmless from and shall answer and defend any action instituted against the City of St. Charles for any loss, damage, or injury sustained by any person from the performance of the work described above. The Applicant also consents to allowing access and inspection of the work by City employees.

**Signature of Authorized Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Section Below is for City Use Only:

Sidewalk location is on the City's repair list Date location added: \_\_\_\_\_ Sidewalk condition rating \_\_\_\_\_

Application Inspection Completed Date of Inspection: \_\_\_\_\_

Inspection Determination:

\_\_\_\_\_  
\_\_\_\_\_

Application ( Approved / Denied ) by: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Department

Application Expires: \_\_\_\_\_ (one year after submittal)

Special Conditions:

\_\_\_\_\_

**Section 505.320 Cost-Sharing Sidewalk Replacement Program.** <sup>[1]</sup>

[R.O. 2009 §54.057; CC 1981 §24-63; Ord. No. 85-171, 10-8-1985; Ord. No. 11-155 §1, 8-3-2011; Ord. No. 12-82 §1, 5-24-2012]

- A. The City establishes a cost-sharing sidewalk replacement program with the following guidelines:
1. The City may contribute fifty percent (50%) of the cost to repair a defective sidewalk when a property owner requests the repair or requests the acceleration of a scheduled sidewalk repair. The property owner shall be responsible for payment of the other fifty percent (50%) of the sidewalk repair cost. A sidewalk shall be considered defective in only those situations where the sidewalk contains deficiencies identified in the Public Works Department Street Maintenance Policies and Procedures Manual. A sidewalk containing only aesthetic deficiencies shall not be considered a defective sidewalk.
  2. The property owner will contract to have the repairs made. The property owner shall submit at least three (3) bids to the Public Works Department. The amount which the City shall reimburse the property owner shall be fifty percent (50%) of the bid amount submitted by the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the Public Works Department shall consider: the ability, capacity or skill of the bidder to perform the contract or provide the service required; whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the bidder; the quality of performance of previous contracts or services; the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service; the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services; the quality, availability of the supplies or contractual services to the particular use required; the ability of the bidder to provide future maintenance and service for the use of the subject to the contract; and the number and scope of conditions attached to the bid. Reimbursement shall be processed by the City upon inspection and approval of the repairs by the Public Works Department.
  3. The Director of Public Works or his/her designee will be the final judge as to whether the sidewalk, or any portion of the sidewalk, needs to be repaired.
  4. Sidewalks will be repaired on a first-come, first-served basis, except where the costs may be reduced by making multiple repairs in one (1) area.
  5. The City's total share of the cost-sharing sidewalk replacement program shall not exceed amounts budgeted for that purpose.
  6. Cost participation by the property owner can be waived by the Mayor when the income of the owner is substantially from Social Security or other comparable restrictive sources, such as railroad retirement, and when the total income of the family from all sources does not exceed guidelines by HUD, Section 8 or other Federal housing assistance plans as followed by the Mayor's office for utility tax refunds.
  7. If the damage to the sidewalk has been caused by the City, then the City will pay the entire cost.
  8. No variance to this policy shall be granted unless seven (7) members of the City Council vote in favor of the variance.