

***Stop in the Office at  
614 Main Street  
to sign up and obtain  
an application.  
OR  
Visit the website at  
[www.almacity.com](http://www.almacity.com)  
to print off the  
application.***

*Sidewalks are the responsibility of the property owner and are required by ordinance to be repaired, maintained, and kept clear of any obstruction.*



**Alma!**  
**is for**  
**YOU!**

## ***City of Alma***

614 Main Street  
PO Box 468  
Alma, NE 68920  
Phone: 308-928-2242  
Fax: 308-928-2683  
E-mail: [cityclk@almacity.com](mailto:cityclk@almacity.com)

## ***City of Alma***

### **Sidewalk Replacement / Repair Program**



[www.almacity.com](http://www.almacity.com)

# "The Details"

## CITY OF ALMA CONTRIBUTION



The City of Alma has set aside **\$5,000** to fund sidewalk replacement or repair for property owners. The program allows property owners to cost-

share at 50% of actual costs for approved projects. (non-cumulative) In addition to the **50% Cost-Share**, the City is offering a **zero percent interest loan** option up to a maximum of \$1,500 per applicant to be repaid in monthly payments for up to five years.

### ***Cost-Share and Zero-Percent Interest Loan not available on sales tax.***

Once all funds are allocated for the budget year, no more tax supported projects will be started during that period.

Applications may be put on "wait list" for a maximum of 6 months; if not approved within this time, application becomes void.

Applicants may use any remaining balance of funds to help complete the project in current budget year.

## APPLICANTS

- First-come-first serve basis
- Any customer (residential, commercial, non-profit) within City limits, with a **public access sidewalk**, may apply
- Maximum cost-share amount any one applicant can receive in one year is \$1,500.00
- Maximum zero-percent interest loan any one applicant can receive in one year is \$1,500.00

## APPLICATION PROCESS

1. Obtain estimate from a contractor or provide a cost estimate if DIY
2. Submit Sidewalk Replacement / Repair Application and Zoning Permit Application to the City
3. Applications are reviewed by City Zoning Administrator
4. If applications are approved, replacement or repair can begin. Applicant has 90 days
5. Contact the City to schedule removal of sidewalk (if applicable) Sidewalk must be replaced within 30 days of removal of old concrete
6. Upon completion of project, submit copy of final contractor invoice or paid receipts of materials if DIY to City Clerk
7. Claim will be reviewed and submitted for payment at the next City Council meeting
8. If Requesting Loan - In addition to Steps 1 - 7 above - property owner submits:
  - a. Sidewalk Payment Estimator" (with help of City staff)
  - b. No Interest Loan Document
  - c. Sign Deed of Trust (lien on property for amount of loan)

## SPECIFICATIONS

- Reconstruction can be completed by contractor or property owner with cost-verification. (*If reconstructing by oneself, labor will NOT be included in cost-share or loan amount*).
- Upon approval of the application, the applicant has 90 days to complete the project. City Staff will remove old concrete at "no charge". Applicant has 30 days to complete project after the removal of the old concrete.
- Standard 4 foot wide by 4 inches thick for residential sidewalk. Commercial sidewalks to be replaced at existing size and 4 inches thick.
- Specified Building Code for Sidewalks (copy can be obtained in City Office).

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## SIDEWALK REPLACEMENT / REPAIR PROGRAM

The City of Alma has established a fund to be used by property owners for sidewalk replacement or repair. Funds have been set aside to cost-share at 50% of actual costs for approved projects. (non-cumulative) In addition to the 50% Cost-Share, the City is offering a zero percent interest loan option up to a maximum of \$1,500 to be paid in monthly payments for up to five years.

Both options are on a first-come, first-served basis. For fiscal year 2018-19, \$5,000 has been budgeted for the program. Once all funds are allocated for the budget year, all other applications will be put on a "wait list" for a maximum of 6 months; if not approved within this time, the application becomes void and you can re-apply the next fiscal year.

Residential sidewalks are required to be 4 foot-wide and 4 inches thick. Commercial sidewalks are to be replaced with existing width and a minimum 4 inches thick.

The City also provides removal and disposal of the old concrete at no cost to the property owner. Once removed, the sidewalk must be replaced within 90 days. (§96.23 (G))

There is also a possibility that a sidewalk could be ground to remove trip hazards or by hydraulically raising sidewalks. (if approved by the Zoning Administrator)

### PROPERTY OWNERS IN ALMA MAY APPLY FOR OPTION 1

**OPTION 1: COST-SHARE PROGRAM:** The City will cost share up to 50% of actual costs on replacement and/or repair expenses (Maximum amount up to \$1,500.00). The property owner selects the contractor or may opt to do the project themselves. Sales tax will be paid by property owner. (Do-it-yourself (DIY) projects are on materials only.)

**Step 1:** Obtain cost estimate from a contractor or provide a cost estimate if DIY

**Step 2:** Submit Sidewalk Replacement / Repair Application and Zoning Permit Application

**Step 3:** Applications are reviewed by City Zoning Administrator.

**Step 4:** If applications are approved, replacement or repair can begin. Applicant has 90 days to complete the project

**Step 5:** Contact the City to schedule removal of sidewalk (if applicable) Sidewalk must be replaced within 90 days of removal of old concrete (§96.23 (G))

**Step 6:** Upon completion of project, submit copy of final contractor invoice or paid receipts of materials if DIY to City Clerk

**Step 7:** Claim will be reviewed and submitted for payment at the next City Council meeting

### AND/OR APPLY FOR OPTION 2

**OPTION 2: LOAN PROGRAM:** In addition to Option 1 above, the City of Alma may loan a property owner up to \$1,500.00 for a sidewalk replacement and/or repair project at 0% interest for up to 5 years.

**Step 8:** In addition to Steps 1- 7 above - property owner submits:

- 1) Sidewalk Payment Estimator" (with help of City staff)
- 2) No Interest Loan Document
- 3) Sign Deed of Trust (lien on property for amount of loan)



## City of Alma

### SIDEWALK REPLACEMENT / REPAIR APPLICATION

# \_\_\_\_\_  
(office use only)

#### WHICH OPTIONS ARE YOU APPLYING FOR:

**OPTION:** # 1 (Cost-Share) ☐ # 2 (Zero % Interest Loan) ☐  
**SIDEWALK:** REPLACEMENT ☐ REPAIR ☐

PROPERTY OWNER NAME(S): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (where payment is to be mailed)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### Proposed Project Description:

\_\_\_\_\_

(For Example: replace 75 feet of damaged sidewalk running east-west starting at east edge of property) or  
(For Example: grind 5 sections of concrete that are raised spanning approximately 30 feet)

Contractor's Name: \_\_\_\_\_ (attach contractor estimate or if DIY – attach materials estimate)

Estimated: Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Sidewalk: Length \_\_\_\_\_ Width \_\_\_\_\_

Estimated: Cost - \$ \_\_\_\_\_ Cost-Share - \$ \_\_\_\_\_ (maximum \$1500) Loan - \$ \_\_\_\_\_ (maximum \$1500)

#### PROPERTY OWNER(S) REQUEST, AGREEMENT, ACKNOWLEDGEMENT AND AUTHORIZATION

I/We request to apply for the Sidewalk Replacement / Repair Program offered by the City of Alma. It is understood a written approval from the Zoning Administrator must be received before any work is started.

- 1: Before receiving any funds, it will be necessary for the property owner(s) to submit a copy of the final contractor invoice or copies of paid receipts for materials.
- 2: Practices must be planned and installed in accordance with technical specifications of the City of Alma.
- 3: The contractor or DIY'er must make prior determination that the practices are feasible on the site where they are to be installed, that they are properly planned and installed, and that estimates of quantities are proper and reasonable.
- 4: Items of cost for which reimbursement is to be claimed are to be supported by documentation of payments made or due to contractors or other workers on the project.
- 5: This application will not be effective until approved by the City of Alma. Application may exist only on the City of Alma wait list for six (6) months

\_\_\_\_\_  
Owner / Applicant

\_\_\_\_\_  
Owner / Applicant

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