



SIDEWALK REPLACEMENT PILOT PROGRAM GRANT APPLICATION

Town of Corte Madera, Department of Public Works
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The **Sidewalk Pilot Program** is intended to assist property owners with their responsibility of maintaining sidewalk areas and trees in a safe condition as set forth in the Municipal Code Sections [12.40.030](#) and [12.56.010](#). Assistance by the Town, in the form of a grant, will be contingent upon Town Staff deeming the existing sidewalk as unsafe (such that the sidewalk areas have severe vertical offsets or the sidewalk panels have severe running or cross slopes) during a scheduled field visit. ***This one-time grant will be funded by the Town on a first-come basis until the funds have been exhausted. Please note that at least two quotes from qualified and licensed contractors must be submitted with your application.***

If approved for a grant from the Town and work is performed by a hired contractor, please note that each property owner will continue to maintain their respective sidewalk areas and trees as stated in the Municipal Code Sections referenced above. Additionally, a property owner is disqualified from this program if the property owner has benefited from any of the (4) Sidewalk Pilot Program strategies within the last 10 years. For more information on the other sidewalk grant programs, visit the website below:
<https://www.townofcortemadera.org/977/Sidewalk-Pilot-Program>

APPLICATION SECTION

PROPERTY OWNER(S) NAME(S): _____

PROPERTY ADDRESS: _____ **APN:** _____

MAILING ADDRESS (If different from above): _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

Which option best describes the property? (Select all that apply)
 Owner Occupied Tenant Occupied Single Family Multi-family Commercial Other: _____

Reasons for applying: Received a Notice of Violation Voluntary

GRANT INFORMATION

This work shall be performed by a qualified and licensed contractor that is directly hired by the property owner. The Town will reimburse the property owner as follows, where the maximum contribution from the Town is **\$5,000 per residential property** and **\$2,000 per commercial property**, over a cumulative 10 year period.

- a. Split the cost of sidewalk replacement 50-50 with property owners (up to a maximum of \$1,000 in Town contribution)
- b. Fully incur the cost of curb and gutter replacement (up to a maximum of \$4,000 Town contribution)
- c. Split the cost of street tree work removal and replacement (including root trimming, stump grinding, removal/replacement) 50-50 with property owners (up to \$2,500 in Town contribution)

INDEMNIFICATION

The Applicant, his or her heirs and assigns, agrees to execute all work and other obligations and otherwise be governed by such stipulations as may be designated by Title 12, Streets and Sidewalks, of the Corte Madera Municipal Code. Applicant shall provide liability insurance and agree to save, indemnify and keep harmless the Town of Corte Madera against all liabilities, judgments, costs and expenses which may in any way accrue against the Town in consequence of awarding this grant. If said improvements ever require repair, removal and/or relocation as determined by the Town of Corte Madera, Applicant further agrees to perform such work at Applicant's expense within a reasonable time upon being notified by the Department of Public Works.

Print Name of Applicant

Signature of Applicant

Date

SIDEWALK PILOT PROGRAM – PROPOSED QUANTITIES (STEP 1)

Provide the estimated or proposed quantity of sidewalk and curb/gutter to be replaced, as well as trees to be removed. *Please note that the grant-eligible quantities shall be determined by Town Staff during the scheduled field visit, prior to the work.*

		For Town Staff Use Only
		Quantity Approved by Town
a. Sidewalk (50%, not to exceed \$1,000)	_____ SF	_____ SF
b. Curb/Gutter (100%, not to exceed \$4,000)	_____ LF	_____ LF
c. Trees (50%, not to exceed \$2,500)	_____ EA	_____ EA

FIELD VISIT SCHEDULING

After submitting your complete application you will be contacted typically within 10 business days to schedule a field visit with Town Staff to confirm the qualified quantities. Following that meeting you will be required to provide two quotes from qualified and licensed contractors. Field visits are generally offered between 8 AM – 4 PM, Monday-Thursday.

ELIGIBILITY, ENCROACHMENT PERMIT AND REIMBURSEMENT (STEP 2)

To be eligible for the Sidewalk Pilot Program, work must be within the Town right-of-way and on a pedestrian path of travel. Given the work is within the Town right-of-way, an Encroachment Permit is also required although fees triggered by Section [12.04.040](#) and Tree permit fees that are triggered by Section [15.50.040](#) shall be waived. Once the Town has approved your application and you receive a signed copy, your designated licensed contractor shall obtain an Encroachment Permit through the Public Works before work begins (see attached). All work shall be performed in compliance with the Encroachment Permit, **in particular, all concrete form work shall be inspected by the Town prior to pouring the concrete.** After the work is complete and has been approved by the Town, the applicant shall submit a “paid” invoice for the work to the Public Works along with a copy of this application to obtain reimbursement.

CHECKLIST (REQUIRED)

- Completed Encroachment Permit Application (Submitted after the field visit with Town Staff)
- Two Quotes from Qualified Contractors

APPLICATION REVIEW SECTION (For Staff Use Only)

Application Decision: Grant Request Approved Grant Request Denied **Grant Amount \$** _____ **Fiscal Year:** _____

Name of Application Reviewer: _____ **Date Application Was Reviewed:** _____

Signature of Application Reviewer: _____

Authorized Town Representative (*required for final verification of application review*):

(Note: This application expires ninety (90) calendar days from the date issued, or cancelled by applicant or DPW)