

# City of Napa

## Public Works Department

### 2019-2020 Sidewalk Repair Program Summary

The primary purpose of the Sidewalk Repair Program is to assist property owners in their repair of displaced and damaged sidewalks by providing partial reimbursement of costs. The City may also approve tree root pruning; tree removal; and the repair of driveway approaches, curb and gutter in conjunction with sidewalk repair. Sidewalk damage may exceed applicant's property lines. In this case, applicant may wish to inform their neighbor about the program. If the neighbor is not interested in the program, then the City will work with the applicant and determine a solution.

Applications are processed on a first come first served basis until funds allocated for the year have been exhausted. See the attached Outline of Steps for details. Applicants with approved applications and who have obtained an Encroachment Permit may proceed at their earliest convenience. Please note that should the Encroachment Permit expire, the authority for reimbursement is no longer valid and a new Encroachment Permit must be obtained to qualify for reimbursement. All work shall be completed by an appropriately licensed and insured contractor or may be completed by homeowner, if they are qualified.

**Reimbursement:** Homeowners will only be reimbursed upon completion of the approved work and final inspection. All repair work shall be completed per the Application Inspection Report. Any changes in quantity must be approved by the inspector prior to commencing the work. The applicant is required to submit copies of all paid itemized invoices and receipts to the Public Works Department to receive reimbursement. The City will provide reimbursement of 50% of contractor cost **or** \$4.00 per square foot for sidewalk and driveway approach replacement, \$10.00 per linear foot for curb and gutter replacement, \$1.50 per square foot for removal only planting strip (concrete between sidewalk and curb) **whichever is less**. Commercial properties have a reimbursement limit of \$5,000 per fiscal year (July 1 to June 30). **EFFECTIVE 1/1/2020:** Applicants that are due rebates of \$600 or more must submit a completed IRS Form W-9 to: Sidewalk Repair Program, City of Napa Public Works before payment will be made.

**Curb Ramp:** If the property is on a corner and a curb access ramp does not exist, one shall be installed per the Americans with Disabilities Act (ADA). The property owner's contractor shall furnish a proposal to the City quoting a price to install a ramp per City standards. If the concrete has been displaced where the ramp is to be built, the homeowner will be required to pay \$5.00 per sq. ft. of displaced concrete toward construction of the new ramp. If the concrete where the ramp is to be placed is in good condition with no displacement, the City will reimburse 100% of the approved construction costs of the ramp. In some circumstances, a ramp may not be built due to conflicts with drainage and/or other utilities.

If the applicant chooses to do the work rather than hire a contractor reimbursement for materials and equipment rental will be provided. The maximum reimbursement will be the total of \$4.00 per square foot for sidewalk and driveway approach replacement, \$10.00 per linear foot for curb and gutter replacement, \$1.50 per square foot for removal only planting strip (concrete between sidewalk and curb). The cost of hand tools and labor are not reimbursable.

Root pruning and tree removal must be completed by a licensed contractor and is eligible for reimbursement of up to 100% of the contractor cost subject to the following limits:

Root Pruning or Stump Removal (per inspection)	\$200.00 per tree
Tree Removal 6" and under	\$200.00 per tree
Tree Removal 6" to 12" Diameter at Breast Height (DBH)	\$350.00 per tree
Tree Removal Over 12" to 20" DBH	\$650.00 per tree
Tree Removal Over 20" to 30" DBH	\$1,000.00 per tree
Tree Removal Over 30" to 48" DBH	\$1,500.00 per tree
Tree Removal Over 48" DBH	\$2,500.00 per tree

**Encroachment permits** are required for any work in the City right-of-way. Permits are issued to applicant or applicant's contractor(s) whoever does the work. Liability and workman's compensation insurance must be provided when the permit is issued. Permits may be obtained at the Public Works Department at 1600 First Street. Applicants who are participating in the Sidewalk Repair Program will not be charged a fee for the permit. The permit is good for two months and extensions may be granted. An inspection is required prior to placing new concrete and planting replacement tree(s). Under the permit, all work completed within the City right-of-way is covered by a one year warranty. All concrete installation shall comply with the American Disabilities Act (ADA) and City Standards.

**Tree Removal:** After inspection by the Parks & Recreation Services Department, trees approved for removal may be removed when the applicant agrees to repair the displaced or damaged sidewalk adjacent to the tree. The applicant must also agree to plant a replacement tree. Property owners are required to hire a licensed tree service contractor for removal of all trees. All trees on or near property lines require approval by both property owners before removing the tree. Tree removal shall also include completely grinding and removing the stump and all roots within the public right-of-way. For trees that have been previously cut down and a stump exists, the stump and roots shall be completely removed from the right-of-way and paid for under the stump removal price.

**Tree root inspections** are required for all Street Trees to determine if trees can be preserved by root pruning. The inspection can only be done once the sidewalk is removed. Contact the Sidewalk Repair Program Administrator at 257-9520 for tree root inspections. It is the goal of this repair program to encourage the preservation of trees whenever possible. If roots can be pruned so as not to interfere with the installation of a new sidewalk and still protect the health and stability of the tree, the tree can remain. If it is determined, by the City's Parks and Recreation Services Department, that a tree cannot or will not be saved, the tree will be removed and a new tree will be planted. The new tree is selected by the property owner from the attached City's Master Tree List.

**Replacement trees** including stakes and ties will be provided by the City to the property owner at no cost. Replacement trees are sized to fit the available planting space and avoid future sidewalk damage. If there are overhead utility lines, only trees approved for planting under utility lines can be planted. The planting of the replacement trees will be the responsibility of the property owner at a location in the City right-of-way determined by the City. The price paid for tree removal should include the planting of the replacement tree. In order to minimize future sidewalk damage and encourage the roots to go deep into the soil away from paved surfaces, all trees must be planted and watered to City specifications. Contact the Sidewalk Repair Program Administrator at 257-9520 for replacement trees. Please let the person know that you are participating in the Sidewalk Repair Program. Trees are delivered on Fridays. Please complete the attached tree selection form.

**Concrete saw cutting** is required for the removal and replacement of curb, gutter, sidewalk and driveway approach. Street paving when required because of curb and gutter replacement will be provided by City personnel at no cost to the property owner. Applicant or applicant's contractor shall notify the Sidewalk Repair Program Administrator at 257-9520 if street paving is required.

**Concrete Finish:** All concrete will crack. The question is when and where. Joints are placed to control the cracking and contain the cracks along the joints. Concrete cracking outside of the control joints does not necessarily mean that the concrete is bad or needs to be replaced. The cracking of concrete will follow the path of least resistance.

**Water Service Lines** from the water meter box to the building are the responsibility of the property owner, per City Water Division standards. Water service lines from the meter to the street are the City's responsibility. It is recommended that a review of the water line integrity be conducted and if required the line shall be replaced or repaired as necessary prior to placement of the new sidewalk over the line. The property owner is responsible for the cost to repair or replace the water line if it is defective. This is not a reimbursable item. In conjunction with this program the City will reimburse the owner for concrete replacement as a result of a water line leaking from the meter to the building. The City will provide a new water meter box if needed.

**Sanitary Sewer Lines:** It is recommended that each applicant contact Napa Sanitation District at 258-6000 for any potential work to your sanitary sewer line prior to placement of the new curb, gutter or sidewalk.

**Service Request List:** If the applicant chooses not to participate in this program, at the time an application is received the site will be added to the City's Service Request List. Sites on the Service Request List will be repaired at the City's expense under a future Capitol Improvement Project. Unfortunately the repairs will take several years as the list is very long.

If you are interested in participating in the Sidewalk Repair Program, complete **PART A** of the Application (next page) and return to:

Public Works Department  
1600 First Street  
Napa, CA 94559

**If you have questions about the program, please call 257-9520 and ask for the Sidewalk Repair Program administrator.**

**The following is an Outline of Steps for the Sidewalk Repair Program:**

1. **PART A** of application is completed and submitted to the Public Works Department.
2. **PART B** of application is completed by the Public Works Department. Application is either approved or denied. Upon approval, Public Works mails completed application to the applicant with a letter advising the applicant of program procedures.
3. Applicant or applicant's licensed contractor(s), whoever does the work, obtains an Encroachment Permit for approved work from the Public Works Department located at 1600 First Street.
4. Applicant or contractor calls the Public Works Department at 257-9520 for inspection, prior to removing sidewalk, placing new concrete and planting replacement tree(s).
5. Applicant or contractor calls the Sidewalk Repair Program Administrator at 257-9520 for the following: 1) for trees to be saved, call for tree root inspection once the sidewalk is removed for all trees; 2) for trees that are removed, call for tree replacement selection and delivery (new tree, stakes and ties provided by the City's Parks and Recreation Services Department on request). Trees are delivered on Fridays.
6. If curb & gutter is removed and replaced, the applicant or contractor shall call the Public Works Department Sidewalk Repair Program Administrator at 257-9520 for needed asphalt concrete conform at gutter line.
7. After installing all new concrete and planting replacement trees, the applicant submits copies of paid itemized receipts signed by the contractor to the Public Works Department for reimbursement.
8. The Public Works Department processes the request for reimbursement and sends the applicant a letter explaining the reimbursement. The Finance Department will generally send reimbursement within three weeks thereafter.

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**City of Napa  
Application For  
2019-2020 Sidewalk Repair Program  
(Complete PART A Only)**

Parks and Recreation Services Department  
1850 Soscol Avenue, Suite 201  
Napa, CA 94559  
(707) 257-9529

Public Works Department  
1600 First Street  
Napa, CA 94559  
(707) 257-9520

**THIS APPLICATION BECOMES NULL AND VOID SIX MONTHS FROM DATE OF APPLICATION**

**PART A** (to be completed by the applicant - PLEASE PRINT)

Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Site Address \_\_\_\_\_

If possible, I wish to preserve my tree(s): Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and understand the information contained in the Sidewalk Repair Program Summary. I understand that permission to remove a tree is not guaranteed under this program and that any tree removed under this program must be replaced as required by Napa Municipal Code. If I do not agree with the repair quantities as determined by the City I will contact the Program administrator. (Signature does not obligate participation in this program).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**PART B** (to be completed by the City)

**PUBLIC WORKS INSPECTION REPORT**

See reverse side of this sheet for Quantities and the Site sketch.

Tree root inspections are required for all Street Trees.  
For reimbursement guidelines refer to the Sidewalk Repair Program Summary.  
If a curb access ramp is required, homeowner's contractor must submit a proposal, for City approval, for curb access ramp installation per City standards.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

Final Inspection by: \_\_\_\_\_ Date \_\_\_\_\_

**SITE SKETCH – Not to scale**  
(For Public Works Department Use Only)

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Remove only	± _____	S.F.	Sidewalk	± _____	S.F.
Driveway Approach	± _____	S.F.	Curb & Gutter	± _____	L.F.
Curb Access Ramp	± _____	S.F.	Trees	_____	

REMOVAL LIMITS PER MARKED AREAS ON ABOVE SKETCH.

# TREE REMOVAL AND SELECTION FORM FOR CITY OF NAPA SIDEWALK REPAIR PROGRAM

PART A (to be completed by the City)

## PARKS & RECREATION INSPECTION REPORT

Tree Removal     Root Pruning

Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

Date \_\_\_\_\_

(Complete PART B Only)

Property Owner Name: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Home or Alternate Phone # \_\_\_\_\_

Site Address: \_\_\_\_\_

Type of Tree Selected \_\_\_\_\_ Number of Trees \_\_\_\_\_

**Once you have selected your replacement tree, please return this page to the Sidewalk Repair Program Administrator, at 1600 First Street, Napa. Completed forms can also be faxed to (707) 257-9522.**

STREET TREE SELECTION POLICY – Unless the location is on a designated boulevard or there are overhead utility lines, tree selection is made from the list according to the planting space available for the tree. The planting space, unless behind the sidewalk, is measured between the curb and sidewalk. If the area between curb and sidewalk has been paved, the concrete or pavement would need to be removed according to the minimum cut out standard listed.

If your property sits on the same side of the street as the “telephone” poles, used to carry utility lines to homes on your street, you must choose a tree from Category 4 or 5, depending on the size of your planting space.

Tree selection shall only be made from the list which most closely corresponds to the planting space available with consideration for the overhead utility lines. Please select your replacement tree from the attached categories.

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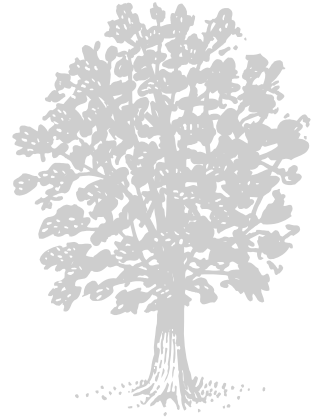




**PARKS & RECREATION SERVICES DEPT**  
1850 Soscol Ave, Suite 201  
Napa, California 94559  
PHONE (707) 257-9529  
FAX # (707) 257-9532

## Master Street Tree List

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### CATEGORY 1: LARGE TREES

FOR PLANTING SPACES 6 FT. WIDE OR GREATER  
(Min. 6'X 6' cutout) WITHOUT POWERLINES

#### Botanical Name

Acer macrophyllum  
Platanus acerfolia 'Yarwood'  
Platanus x acerifolia 'Columbia'  
Platanus racemosa  
Quercus rubra  
Quercus suber  
Quercus lobata  
Quercus macrocarpa  
Ulmus parvifolia 'True Green'  
Zelkova serrata 'Mushashino'

#### Common Name

Big Leaf Maple  
Yarwood Sycamore  
Columbia Sycamore  
California Sycamore  
Red Oak  
Cork Oak  
Valley Oak  
Bur Oak  
Chinese Elm  
Mushashino Zelkova

### CATEGORY 2: MEDIUM TREES

FOR PLANTING SPACES 5 FT. TO 6FT WIDE  
(Min. 5'X 5' cutout) WITHOUT POWERLINES

#### Botanical Name

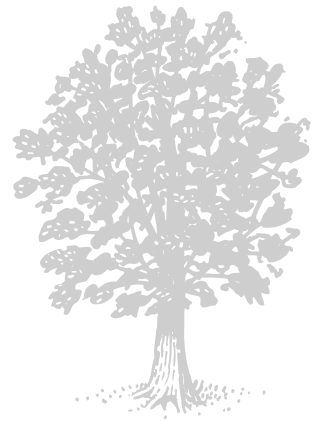
Acer rubrum  
Acer platanoides 'Crimson King'  
Carpinus betulus fastigata  
Ginkgo biloba 'Autumn Gold'  
Lagerstroemia 'Natchez' "white"  
Pistacia chinensis  
Quercus douglasii  
Schinus molle  
Tilia cordata

#### Common Name

Red Maple  
Crimson King Maple  
European Hornbeam  
Ginkgo  
Crape Myrtle hybrid  
Chinese Pistache  
Blue Oak  
California Pepper  
Little Leaf Linden

# Master Street Tree List

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## CATEGORY 3: MEDIUM TREES UNDER POWERLINES FOR PLANTING SPACES 3 FT. TO 5 FT. WIDE (Min. 3'X 3' cutout)

### Botanical Name

Acer buergeranum  
Agonis flexuosa  
Cercis canadensis  
Cercis occidentalis  
Koelreuteria bipinnata  
Laurus sweet bay  
Prunus virginiana – 'Canada Red'

### Common Name

Trident Maple  
Australian Willow  
Eastern Redbud  
Western Redbud  
Chinese Flame Tree  
Sweet Bay  
Red Choke Cherry

## CATEGORY 4: SMALL TREES FOR PLANTER SPACES 2 FT. TO 3 FT. WIDE WITH OR WITHOUT POWERLINES (Min. 2'X 2' cutout)

### Botanical Name

Acer palmatum  
Acer palmatum 'bloodgood'  
Acer tataricum  
Cercis occidentalis  
Cercis x 'Merlot'  
Eriobotrya deflexa  
Photina fraseri (standard)  
Prunus virginiana – 'Canada Red'  
Magnolia soulangeana  
Styrax japonicus  
Vitex agnus-castus

### Common Name

Japanese Maple  
Japanese Maple (Red)  
Tartarian Maple  
Western Redbud  
Merlot Redbud  
Bronze Loquat  
Photina  
Red Choke Cherry  
Saucer Magnolia  
Japanese Snowbell  
Chaste Tree