



SIDEWALK COST SHARE PROGRAM

Public Works Department
 1600 First Street
 707-257-9520
 SWCOSTSHARE@cityofnapa.org

PROGRAM PURPOSE

The purpose of the Sidewalk Cost Share Program (“Program”) is to provide financial assistance to property owners to repair damaged sidewalks to reduce tripping risks. The Sidewalk Cost Share Program provides partial reimbursement to property owners for the cost of repairing sidewalks and removing trees causing damage to the sidewalks.

PROGRAM PROCESS

Applications for the Sidewalk Cost Share Program are processed as received and reimbursements are made on a first-come, first-served basis until funds allocated for the year have been exhausted. See the attached application for the steps and details on the application process. Applicants that have received approval of their application and have obtained an encroachment permit may proceed with the work at their earliest convenience. Should the encroachment permit expire, the authority for reimbursement is no longer valid and a new encroachment permit must be obtained to qualify for reimbursement.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 if approved by the City, the work may be completed by the property owner.

Property owners may complete the work themselves if approved by the City and if they provide the appropriate liability insurance. The City will reimburse the applicant for materials and equipment rental but will not reimburse costs for hand tools or labor. The maximum reimbursement may not exceed the rates listed under the Reimbursement section below. Work authorized by the program constitutes demolition, repair, alteration or maintenance. Should the cost of the total project meet or exceed \$15,000, the Applicant must require the contractor to comply with prevailing wage requirements pursuant to Labor Code Section 1782.

The Sidewalk Cost Share Program Administrator will determine whether the sidewalk warrants repair or replacement. The Program Administrator will inspect the entire property frontage and will determine work that is eligible for reimbursement; this may result in partial replacement with new and existing concrete along the property frontage. Only the portions of the sidewalk that are determined to be damaged or displaced will be eligible for reimbursement. All work approved by the Program Administrator must be completed to be eligible for reimbursement under the program. The property owner can complete more work at the property owner’s sole expense if they choose to do so but the additional work will not be eligible for reimbursement. If it appears that trees are the cause of the displacement of the sidewalk, the Program Administrator will notify the City’s Parks and Trees Division for inspection. The Parks and Trees Division will make all final decisions on required tree work.

REIMBURSEMENT

Property owners will only be reimbursed upon completion of the approved work and after final City inspection. As described in the program process above, any work done without authorization will not be eligible for reimbursement. All repair work shall be completed per the application inspection report prepared by the City. Any changes in quantities must be approved in writing 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 up to 60% of contractor costs for work associated with the concrete construction and reimbursement of up to 100% for work associated with the removal of trees located within the street right-of-way which the City has authorized to be removed. City reimbursement for completed work will not exceed the following unit costs per item:

Item of Work	Unit	Unit Cost	Max Reimbursement	Max. Unit Cost Reimbursement (Effective 1/1/2021)
Sidewalk Construction (4” thickness)	Square Feet	\$15.00	60%	\$9.00
Driveway Approach Construction in Right of Way (6” thickness)	Square Feet	\$18.75	60%	\$11.25
Curb and Gutter Construction	Linear Feet	\$40.00	60%	\$24.00
Removal of Concrete within Planting Strip	Square Feet	\$4.00	60%	\$2.40

ADA Curb Ramp Construction	Each	N/A	100%	Requires approved cost proposal
Root Pruning or Stump Removal	Per Tree	\$200.00	100%	\$200.00
Tree Removal 6" and Under Diameter at Breast Height (DBH)	Per Tree	\$200.00	100%	\$200.00
Tree Removal 6" to 12" DBH	Per Tree	\$350.00	100%	\$350.00
Tree Removal Over 12" to 20" DBH	Per Tree	\$650.00	100%	\$650.00
Tree Removal Over 20" to 30" DBH	Per Tree	\$1,000.00	100%	\$1,000.00
Tree Removal Over 30" to 48" DBH	Per Tree	\$1,500.00	100%	\$1,500.00
Tree Removal Over 48" DBH	Per Tree	\$2,500.00	100%	\$2,500.00

Applicants that are due City reimbursement of \$600 or more must submit a completed IRS Form W-9 to: Sidewalk Cost Share Program, City of Napa Public Works, before payment will be made. Non-residential properties have a reimbursement limit of \$5,000 per lot per fiscal year (July 1 to June 30), excluding costs for approved curb ramp installation. All projects that exceed a total cost of \$15,000 shall comply with current prevailing wage requirements pursuant to Labor Code 1782.

ENCROACHMENT PERMIT

Encroachment permits are required for all work in the City right-of-way. Permits are issued to the person or entity that is completing the physical work, whether that is the property owner or contractor(s) hired by the property owner. Liability and workman's compensation insurance must be provided prior to the permit being issued.

Permits may be obtained at the Public Works Department at 1600 First Street by appointment only. Email encroachmentpermit@cityofnapa.org for an appointment. Applications for the Encroachment Permit can be found at www.cityofnapa.org/DocumentCenter/View/834/Encroachment-Permit-PDF

Applicants who are participating in the Sidewalk Cost Share Program will not be charged a fee for the permit. The permit is valid for two months unless an extension is granted by the Public Works Department.

An inspection by the City is required prior to installing new concrete and planting replacement tree(s). Under the permit, the contractor must provide a one-year warranty bond for all work completed within the City right-of-way. All concrete installation shall comply with the American Disabilities Act (ADA) and City Standards. The Underground Service Alert (USA) notification process is required prior to the commencement of work.

CONSTRUCTION NOTES

City of Napa Standard Plans and Specifications are to be followed for all construction activities. These can be found at www.cityofnapa.org/484/Standard-Plans-Specifications.

Concrete Saw Cutting: The removal and replacement of curb, gutter, sidewalk and driveway approaches requires concrete saw cutting.

Paving: All curb and gutter replacement will create a trench in the roadway that will need to be backfilled with aggregate base and capped with ez street or cold patch asphalt. The property owner is required to maintain the temporary pavement until City Public Works will pave along the new gutter at no cost to the property owner.

Curb Ramp: If the property is located on a corner and a curb access ramp does not exist, one shall be installed per the Americans with Disabilities Act (ADA) requirements. The property owner's contractor shall furnish a proposal to the City quoting a price to install a ramp per City standards. In some circumstances, ramp construction as part of this program may not be feasible due to conflicts with drainage and/or other existing utilities; in these cases, the property owner may not be required to install the ramp.

Concrete Finish: All concrete will crack, and joints are placed to control the cracking and contain the cracks along the joints. Joint pattern should match the surrounding area. If there is any question, the pattern should be discussed with the inspector. Acceptance of the work is subject to the final inspection. Concrete cracking outside of the control joints does not necessarily mean that the concrete is bad or needs to be replaced.

The applicant or applicant's contractor shall notify the Sidewalk Cost Share Program administrator at swcostshare@cityofnapa.org or 707-257-9520 if street paving is required, with a proposal for a curb ramp and for all inspections required.

STREET TREES

Removal or Pruning: The City's Parks and Trees Division (City Parks) is required to do an inspection prior to any tree work taking place. The applicant or applicant's contractor must contact the Sidewalk Cost Share Program Administrator once the concrete is removed from around any trees. City Parks will determine if a tree must be protected in place, require root trimming or may be posted for removal. It is the City's goal to encourage the preservation of trees whenever possible. If roots can be pruned so as not to cause damage to the new sidewalk and still protect the health and stability of the tree, the tree will remain. If it is determined, by City Parks, that a tree cannot be saved, the tree will need to be removed and a new tree planted in its place.

All tree work must be done in accordance with Napa Municipal Code Chapter 12.44, including hiring a licensed tree service contractor for all tree work. Tree removal shall also include completely grinding and removing the stump and all roots within the public right-of-way. All trees on or near property lines require approval by both property owners before removing the tree. 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, with the costs being eligible for reimbursement at the approved City reimbursement amount.

Replacement: For every tree removed, the applicant must plant a replacement tree from the approved Master Street Tree List, which is attached. Trees, including stakes and ties, will be provided by the City to the property owner at no cost. Replacement trees are categorized by the size of the available planting space and to avoid future sidewalk damage. If there are overhead utility lines, only Category 3 or 4 trees will be approved for planting under the utility lines. If "telephone" poles are on the same side of the street, only Category 4 trees will be approved. 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. Replacement Trees should be watered 1 or 2 times per week during dry season for approximately 10 minutes on low pressure (approximately 10 gallons of water).

The applicant or applicant's contractor must contact the Sidewalk Cost Share Program Administrator at swcostshare@cityofnapa.org or 707-257-9520 for tree inspections and for replacement trees. Trees will be delivered after tree selection and the request for delivery have been made.

UTILITY WORK

Water Service Lines: 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. The costs for repairing or replacing the water line are not reimbursable. If replacement or repair of the private water line is required, the City will only reimburse the owner for the cost of replacing the slab(s) of concrete that were required to be removed to repair or replace the water line. 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 707-258-6000 for any potential work to your sanitary sewer line prior to placement of the new curb, gutter or sidewalk.

PROGRAM ALTERNATIVES

Service Request List: To be added to the City's Service Request List, visit the City's website to report the location that needs to be repaired. <https://www.cityofnapa.org/277/Service-Center>. Sites on the Service Request List will be repaired by the City under a future project as resources allow. Repairs by the City typically take years to address due to the number of damaged sidewalks citywide and limited funding.

Encroachment Permit: If the applicant is not eligible for this program and chooses not to wait for City forces, they can apply for an Encroachment Permit to complete the work. This process will not be eligible for reimbursement and the sole cost of the project would be borne by the applicant.



SIDEWALK COST SHARE PROGRAM APPLICATION

Public Works Department
1600 First Street
707-257-9520
SWCOSTSHARE@cityofnapa.org

PURPOSE

If you are interested in participating in the Sidewalk Cost Share Program, complete PART A of this application and return to the Sidewalk Cost Share administrator at swcostshare@cityofnapa.org or mail to the Public Works Department at 1600 First Street, Napa, CA 94559. Appointments are required to drop off applications in person.

Should you have any questions regarding the program or the application, please review the Program Summary or contact the Program administrator at swcostshare@cityofnapa.org or 707-257-9520

APPLICATION OUTLINE

The Following is an Outline of Steps for the Sidewalk Cost Share Program:

1. PART A of the application is completed by the applicant and submitted to the Public Works Department.
2. PART B and PART C of the application are completed by the Public Works Department. If the Application is approved, the Program administrator will inspect the property and provide a sketch detailing the work to be included for reimbursement requirements. Upon approval, Public Works will email or mail the 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. An appointment must be made to apply and receive the Encroachment Permit. Encroachment permits are not processed in a single day. Email swcostshare@cityofnapa.org or call the Public Works Department at 707-257-9520 to schedule pick up.
4. Applicant or contractor must contact the Sidewalk Cost Share Program Administrator at swcostshare@cityofnapa.org or 707-257-9520 for the following:
 1. For inspection prior to removing the sidewalk;
 2. For tree root inspection once the sidewalk is removed for all trees;
 3. For inspection prior to placing new sidewalk per City Standards;
 4. For tree replacement selection and delivery (new tree, stakes and ties provided by the City's Parks and Trees Division on request);
 5. For street repair to conform at the new gutter line of any replaced curb and gutter; and
 6. For Final Inspection of the completed work.
5. After final inspection and approval, the applicant submits copies of paid itemized receipts signed by the contractor to the Public Works Department for reimbursement.

The Public Works Department processes the request for reimbursement and sends the applicant a letter which includes the finalized application. The Finance Department will send reimbursement checks within approximately three weeks thereafter.

PART A:

SITE INFORMATION - *type or print*

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

TREE REQUEST

If possible, I wish to preserve my tree(s): Yes/No _____ Number of Trees: _____

If no, type of tree selected* _____

*Review tree selection requirements within the Program Document. Authorization determined in part C.

CONTACT INFORMATION - type or print

Applicant _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Property Owner _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

CONDITIONS OF APPLICATION

1. I represent that I am the property owner (or authorized representative) of the property listed above.
2. I have read and understand the information contained in the Sidewalk Cost Share Program.
3. I agree to comply with Labor Code 1782, prevailing wage, if required.
4. I understand that permission to remove a street tree is not guaranteed under this program and that any tree removed under this program must be replaced as required by Napa Municipal Code 12.44.
5. I agree to complete all work as approved by the program administrator and detailed in Part B. If I do not agree with the repair quantities as determined by the City, I will contact the program administrator prior to the start of work.
6. I understand that site conditions change, project limits may be adjusted at the discretion of the construction inspector.
7. Signature does not obligate participation in this program.
8. **Indemnification.** The Applicant(s) agree(s) to defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense.
9. I hereby authorize employees of the City of Napa to enter upon the subject property, as necessary, to inspect the premises and process this application.
10. Application becomes null and void six months from the date of application.

I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge.

Applicant _____ Date _____

Property Owner* _____ Date _____

Property Owner* _____ Date _____

*All property owners holding a title interest must sign the application form. If there are more than two, list name, address, phone number, and signature on a separate sheet.

CONTACT INFORMATION INSTRUCTIONS

An "Applicant" is any person, firm, partnership, association, joint venture, corporation or any entity, combination of entities or consortium who seeks approval of a City permit or other Project entitlement for the use of property.

The "Property Owner" of property means a person, persons or corporation holding fee title to the real property within the City as shown on the most recent assessor's roll in the County of Napa upon which the Project is proposed. Property Owner and Applicant may be the same person or legal entity, or may be different. For example, in the case of a person or entity holding an option on the land, or other contractual relationship with the property owner, the fee owner(s) of the property would be the Property Owner, and the person or entity seeking the approvals or permits and holding an option to purchase the property would be the Applicant. If Applicant and Property Owner are the same person or entity, please enter "Same as Applicant" in the area provided for Property Owner information. In the event that Applicant and Property Owner are different, all Property Owners must sign on the following page to authorize the Applicant to file an Application for the City permit or Project entitlement on his or her property.

PART B (for City use only):

PUBLIC WORKS INSPECTION REPORT

All phases of work must be inspected prior to startup. Should any work happen prior to approval by the City, the work will not be eligible for reimbursement. For reimbursement guidelines, refer to the Sidewalk Cost Share 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.

Site Sketch and initial quantities to be attached to Approved Applications. Final Quantities will be provided upon Final Inspection.

Comments: _____

Inspected and Approved by: _____ Date: _____

Final Inspection by: _____ Date: _____

Part C (for City use only):

PUBLIC WORKS INSPECTION REPORT

All work must be completed in accordance with Municipal Code 12.44. Inspection is required prior to any tree work, should any work happen prior to approval by the City, the work will not be eligible for reimbursement. For reimbursement guidelines, refer to the Sidewalk Cost Share Program Summary.

Recommended Action: Tree Removal Root Pruning No Action Required

Comments: _____

Approved by: _____ Date: _____



Master Street Tree List

Page 1 of 2

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

Page 2 of 2

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

Approved April 2015