

Sidewalk Permit & Repair/Reimbursement Program
Property Owner Checklist

Applicant's Name: _____

Email: _____ Phone: (____) _____

Property Address: _____ Block: _____ Lot: _____

PERMIT ONLY – NO REIMBURSEMENT REQUESTED

<input type="checkbox"/>	Permit request submitted to Township	Date: _____
<input type="checkbox"/>	Signed Certification submitted to Township	Date: _____
<input type="checkbox"/>	Permit Issued	Permit No.: _____ Date: _____
<input type="checkbox"/>	Concrete delivery ticket submitted to Township	Date: _____
<input type="checkbox"/>	A copy of the concrete delivery ticket from the concrete supplier must be submitted to the township within thirty (30) days of final inspection as a requirement for reimbursement. The delivery ticket must include the following information: Plant name and location, Time truck left plant, Time truck arrived at delivery site, Delivery address/location, Date, Quantity, Mix Classification including air entrainment, PSI, Cure Rate, Additives, if any and Quantity of Water added by Driver, if any.	
<input type="checkbox"/>	Final Inspection requested; call 856-461-0561 to request.	Date: _____

ADDITIONAL REQUIRED IF REIMBURSEMENT REQUESTED

<input type="checkbox"/>	Replacement/Repair Reimbursement submitted	Date: _____ Request #: _____
<input type="checkbox"/>	Copies of itemized receipts submitted, showing cost per slab	Date: _____
<input type="checkbox"/>	DSTC Work Request Submitted	Date: _____



DELANCO TOWNSHIP ANNOUNCES **NEW RESIDENTIAL SIDEWALK REPAIR** **REIMBURSEMENT PROGRAM**

(For Sidewalks Heaved 1 Inch or More by Township-owned Shade Trees)



ATTENTION DELANCO RESIDENTS:

Did you know that Delanco Township now offers a 50% reimbursement program to Delanco residents for the repair of residential sidewalk panels which were damaged and heaved 1 inch or more by Township-owned shade trees?

The reimbursement program was established by Ordinance 2017-5 by the Delanco Township Committee under Township Code Chapter 240, (available for view under the Government--Ordinance tabs on the Township website:

www.delancotownship.com OR click here: [Ordinance 2017-5, Section 240-3.1](#)).

The Basics of the Sidewalk Repair Reimbursement Program include:

- 50% reimbursement is available for sidewalk panels determined to have been damaged by Township-owned shade trees up to \$100.00/per panel (current established reimbursement amount).
EXAMPLE 1. Total cost per sidewalk panel is \$150.00. Reimbursement = \$75.00 (50%) per panel
EXAMPLE 2. Total cost per sidewalk panel is \$250.00. Reimbursement = \$100.00 (max amt.) per panel
- For the purpose of reimbursement calculations, a sidewalk panel shall be considered four feet (4') in length.
- A request for reimbursement MUST be made to the Township BEFORE any sidewalk repair work is done. (Click here for the: [Sidewalk Repair Reimbursement Form](#)). *Sidewalk repairs made before submission of form and inspection by Township Official shall not be eligible for reimbursement program.*
- Contractor's cost proposal/invoice MUST SHOW THE PER PANEL COST – NOT JUST LUMP SUM as other panel repair work not affected by Township-owned shade trees may also be included in the proposal/invoice.
- Upon receipt of the Reimbursement Request Form, the Delanco Township Official shall inspect and make a determination as to whether a Township-owned shade tree is a contributing factor and the number of panels involved.
- The applicant must submit a request to the Delanco Shade Tree Commission (DSTC) to determine how to deal with the existing Township-owned shade tree(s) causing sidewalk damage. The request could be for tree removal, root cutting or trimming, "ramping" of the sidewalk panels or a "diversion" where possible.
- Once the DSTC approves the plan for the tree, a Sidewalk Replacement/Repair Permit must be obtained from the Township.
- The Township cannot guarantee that the tree stump will be removed prior to replacing the sidewalk pads. The property owner and/or their contractor may remove the tree stump at the property owner's expense.
- Once inspected by the Township, before and after the repair work is completed, and a copy of the required concrete delivery ticket is submitted, the Township shall schedule reimbursement from municipal funds.

For more information, call the Delanco Township Municipal Office at 856-461-0561.

TOWNSHIP OF DELANCO
SIDEWALK REPLACEMENT/REPAIR
REIMBURSEMENT REQUEST INFORMATION

(For Sidewalks Heaved 1 Inch or More by Township-owned Shade Trees)

Pursuant to Chapter 240 of the Township Code; Every property owner in the Township shall be responsible for the maintenance of the area within an abutting public right-of-way between the property lines of the premises in question, extended to the cartway line.

All sidewalks and curbs on any and all streets, roads and public places in the Township shall be repaired and kept in repair at the cost and expense of the owner or owners of the lands in front of which such sidewalks and curbs are constructed.

If a municipally-owned street tree is determined to be a contributing factor to a lifted or heaved sidewalk, **prior to conducting the replacement or repair**, the property owner may submit a request to the Township for a reimbursement of 50% of the cost per panel *up to (but not to exceed)\$100.00 reimbursement per panel* damaged by a Township-owned shade tree.

EXAMPLE 1. Total cost per sidewalk panel is \$150.00. Reimbursement = \$75.00 (50%) per panel

EXAMPLE 2. Total cost per sidewalk panel is \$250.00. Reimbursement = \$100.00 (max amt.) per panel

Upon proper notice given by an abutting property owner, the appropriate Township Official shall make a determination as to whether the shade tree is a contributing factor, and if so, the number of sidewalk panels impacted. The Township Official may consult with the Township Engineer in making this determination.

If it is determined that a street tree is involved, the property owner must make application to the Delanco Shade Tree Commission (DSTC) requesting permission to cut or trim the tree roots or that the new sidewalk be ramped over the roots or diverted around the tree, or that the tree be removed.

- The Township will establish a per panel contribution reimbursement intended to represent 50% of the cost of replacing a sidewalk panel. **Requests for reimbursement shall identify the physical location of the tree and the affected sidewalk (including the number of panels affected), the name and contact information for the owner of said property, and repair cost estimates.**
- Repair or reconstruction shall be done in materials of like-kind and quality to those existing materials being repaired or replaced. For example, brick sidewalks shall be replaced with brick. Any proposed materials shall be approved by the Township Enforcement Officer, who may consult with the Township Engineer, prior to installation. Such work shall also be done in accord with Chapter 238, governing Shade Trees and the Americans with Disabilities Act ("ADA").
- Before any sidewalk work is done, a Sidewalk Replacement/Repair Permit must be obtained from the Township.
- The Township cannot guarantee that the tree stump will be removed prior to replacing the sidewalk pads. The property owner and/or their contractor may remove the tree stump at the property owner's expense.
- A copy of the concrete delivery ticket from the concrete supplier **must be submitted to the township within thirty (30) days of final inspection as a requirement for reimbursement. The delivery ticket must include the following information:**
 - Plant name and location, Time truck left plant, Time truck arrived at delivery site, Delivery address/location, Date, Quantity, Mix Classification including air entrainment, PSI, Cure Rate, Additives, if any and Quantity of Water added by Driver, if any.

TO BE ELIGIBLE FOR REIMBURSEMENT, THIS REQUEST MUST BE APPROVED BEFORE ANY WORK IS DONE. SEE OTHER SIDE FOR MORE INFORMATION

Request #: _____

Date Received: _____

TOWNSHIP OF DELANCO
SIDEWALK REPLACEMENT/REPAIR REIMBURSEMENT REQUEST
(For Sidewalks Heaved 1 Inch or More by Township-owned Shade Trees)

Date of Request: _____ Owner Name: _____

Address of affected sidewalk: _____ Block: _____ Lot: _____

Address of Owner, if different: _____

Contact Info (email and/or phone): _____

Number of panels affected by trees: _____ Repair Cost Estimate: _____ (attach copies)*

*Repair estimate must include a per sidewalk panel cost—not lump sum/total cost. Cost for curb repairs is not reimbursable and should not be submitted for reimbursement. ***ATTACH PHOTOS**

TO BE ELIGIBLE FOR REIMBURSEMENT, THIS REQUEST MUST BE APPROVED BEFORE ANY WORK IS DONE. SEE OTHER SIDE FOR MORE INFORMATION

Signature of Property Owner: _____ Date: _____

.....
(FOR OFFICIAL USE ONLY)

Inspector Information:

Date of Inspection: _____ Name of Inspector: _____

Comments: (See attached Inspection Report for additional comments/information)

CONCRETE DELIVERY TICKET RECEIVED (Yes/No) Date Received _____

SPECIFICATIONS ON TICKET MEET CODE (Yes/No)

If no: _____ Type of Concrete different (not Portland) _____ PSI not 3500 or greater

_____ Class of Concrete different (not Class C air-entrained) _____ Cure Rate not 28-day

Reimbursement Information:

Reimbursement Approved: _____ (Yes/No) Amount: _____

**Funds available in year of work/request: _____ Acct # _____

**Funds not available for reimbursement at this time _____ (Reimbursement will be made when new funding is available)

Reimbursement Denied: _____ (Yes/No)

Reason for Denial: _____

By: Township Administrator _____ Date: _____

Check #: _____ Date: _____

TOWNSHIP OF DELANCO

SIDEWALK REPLACEMENT/REPAIR STANDARDS CERTIFICATION

240-6. Standards Established.

Sidewalks shall be constructed in accordance with and meet the following standards as well as any other additional standards as provided in the most current NJDOT Standard Specifications for Road and Bridge Construction (Section 606). Where any conflict may arise between the NJDOT Standard Specifications for Road and Bridge Construction standards and the following, the NJDOT Standard Specifications for Road and Bridge Construction standards shall prevail:

(a) **Concrete sidewalk specifications.** Except as provided in Chapter 240-3.D above governing repair in like-kind materials, sidewalks shall be constructed with **Class C. air-entrained, Portland cement concrete.** The concrete proportion shall consist of one part Portland cement, two parts sand and four parts crushed stone or washed gravel and constructed to **a thickness of not less than four inches.** **Where the sidewalk crosses over a driveway, it shall be six inches. Concrete shall not be less than 3,500 PSI with a 28-day cure rate.**

(b) **Alignment and grade.** Alignment and grade is to be determined by the established or existing grade in the area. If necessary, an abutting property owner can request review and approval from Township Engineer.

(c) **Transverse expansion joints.** Transverse expansion joints, **1/2 inch wide, shall be provided at intervals of not more than 20 feet and shall be filled with prefabricated, bituminous, cellular-type joint filler.**

(d) **Longitudinal joints.** **Longitudinal joints, 1/4 inch wide, shall be provided between curbs and abutting sidewalks and shall be filled with premolded, bituminous-type joint filler.**

(e) **Transverse surface grooves.** Transverse surface grooves shall be cut in the sidewalk between expansion joints **at intervals equal to the sidewalk width.**

(f) **Slope.** The standard slope of the sidewalk or sidewalk area shall be **1/4 inch per foot** rising from the top of the curb.

(g) **Type of finish.** The finish shall be made with a wood float, followed by brushing with a wet soft-hair brush to a neat and workmanlike surface. All edges shall be neatly rounded to 1/4 inch.

(h) **Width.** The minimum width of a sidewalk shall be four feet and shall be at grade and width of existing sidewalk panels. No sidewalk width or planting area located between the curb and sidewalk shall be narrowed without the permission of the Township Engineer or his/her designee.

(i) **Alternate upon review.** Alternate materials may be considered and approved by the Township Engineer, provided that the material is as good or superior to the base specifications set forth above. For example, rubberized sidewalks may be appropriate replacement material in certain instances.

(j) The Township Engineer, nor any other Township official or agent, shall be responsible for any deficiencies in sidewalks experienced by property owners following installation.

TOWNSHIP OF DELANCO
SIDEWALK REPLACEMENT/REPAIR STANDARDS
CERTIFICATION

Date: _____

Address of Sidewalk Repair/Replacement: _____

Name of Property Owner: _____

Contact Info for Property Owner: _____

Name of Contractor (if any): _____

Contact Info for Contractor: _____

Estimated Date of Sidewalk Repair/Replacement: _____

Number of Sidewalk Panels Being Repaired/Replaced; _____

*******CERTIFICATION*******

I, _____, as the property owner or contractor, hereby certify that I have read and will comply with the required standards provided on the reverse side of this form, for sidewalk replacement/repairs as set forth in Section 240-6 of the Delanco Code. I also understand that such work shall also be done in accord with Chapter 238, governing Shade Trees and the Americans with Disabilities Act (“ADA”).

I further understand that the Township cannot guarantee that the tree stump will be removed prior to replacing the sidewalk pads. The property owner and/or their contractor may remove the tree stump at the property owner's expense.

Signature _____

Print Name _____

Date _____

A copy of the concrete delivery ticket from the concrete supplier must be submitted to the township within thirty (30) days of final inspection as a requirement for reimbursement. The delivery ticket must include the following information: Plant name and location, Time truck left plant, Time truck arrived at delivery site, Delivery address/location, Date, Quantity, Mix Classification including air entrainment, PSI, Cure Rate, Additives, if any and Quantity of Water added by Driver, if any.

(SEE SIDEWALK REPLACEMENT/REPAIR STANDARDS on Reverse Side of this Page)

SIDEWALK REPLACEMENT/REPAIR PERMIT

TOWNSHIP OF DELANCO

770 COOPERTOWN RD.
DELANCO, NJ 08075
856-461-0561

*****OFFICE USE ONLY*****

PERMIT # SW _____

PERMIT COST: Currently N/A

DATE ISSUED: _____

JOB SITE _____

OWNER _____

BLOCK _____ LOT _____

Address: _____

PHONE _____ Listed _____ Unlisted _____

CONTRACTOR _____

LICENSE # _____

Address: _____

PHONE _____ Listed _____ Unlisted _____

REMINDER: A copy of the concrete delivery ticket from the concrete supplier must be submitted to the township within thirty (30) days of final inspection as a requirement for reimbursement. The delivery ticket must include the following information: Plant name and location, Time truck left plant, Time truck arrived at delivery site, Delivery address/location, Date, Quantity, Mix Classification including air entrainment, PSI, Cure Rate, Additives, if any and Quantity of Water added by Driver, if any.

DESCRIPTION OF MATERIAL, IF NOT CONCRETE: _____

TOWNSHIP TREE INVOLVED: YES _____ NO _____

IF YES, PLAN FOR HANDLING: _____

IF YES, APPROVAL OBTAINED FROM DSTC: YES _____ NO _____ DATE APPROVED: _____

IS PORTION OF SIDEWALK PART OF DRIVEWAY SYSTEM?: YES _____ NO _____

IF YES, PORTION OF SIDEWALK THAT IS PART OF THE DRIVEWAY SYSTEM MUST BE AT LEAST SIX (6) INCHES IN DEPTH.

APPLICATION FOR REIMBURSEMENT MADE? YES _____ NO _____ **REIMBURSEMENT APPROVAL DATE:** _____
(reimbursement program applicable only for panels determined to have been damaged by Township tree(s))

I CERTIFY THAT I AM THE OWNER OR AGENT AND AM AUTHORIZED TO MAKE THIS APPLICATION _____
SIGNATURE

***The Township cannot guarantee that the tree stump will be removed prior to replacing the sidewalk pads. The Property Owner and/or their contractor may remove the tree stump at the Property Owner's expense.**
Township of Delanco Official Disclaimer: Please be advised that if your property is part of a Homeowner's Association, it is your responsibility to determine if the improvements that you are seeking also require approval from your Homeowner's Association. The Township of Delanco does not research and/or enforce Homeowner Association by-laws.

OFFICE USE ONLY

PERMISSION IS HEREBY GRANTED TO REPLACE/REPAIR SIDEWALK, AS PER ATTACHED PLAN.

APPROVED BY: _____
NAME TITLE DATE

PERMIT NUMBER SW _____ INSPECTED BY _____ DATE INSPECTED _____