

CITY OF PANORA

102 NW 2nd Street, P.O. BOX 98

Panora, Iowa 50216

Phone: (641) 755-2164 Fax: (641) 755-3846

www.cityofpanora.com

Patrick Parker, Mayor

NOTICE TO REPAIR SIDEWALK

To: NAME

Date of Mailing: June 16th, 2015

Pursuant to Chapter 136 of the Panora Municipal Code, property owners are legally responsible for maintaining and repairing the public sidewalks abutting their property in a safe and hazard-free condition. Likewise, the City is responsible for routinely inspecting sidewalks for defects and enforcing the necessary repair work when sidewalks are not safe and hazard free. This Notice to Repair Sidewalk will serve three purposes: (1) to inform you of the defects to your sidewalks, (2) to establish a time line for making the necessary repairs and (3) to inform you of the City's rebate program that will pay up to one-half of your required repairs for those that qualify (see attached letter regarding rebate program). This is an important notice. Please read it carefully.

YOU ARE HEREBY NOTIFIED that a portion of the sidewalk that abuts your property located at ADDRESS, Panora, Iowa, has been inspected and all or a portion thereof has been found to be unsafe and defective. One or more sections, or "panels," have been marked with white spray paint. Enclosed with this notice is a photo which indicates the approximate location of the defects in red and the condition of the sidewalk (additional photos available upon request). For a detailed description of what constitutes a defective sidewalk, please visit the City of Panora's website at www.cityofpanora.com and review the City Sidewalk page.

Based on the current price of concrete and general labor standards, we ESTIMATE the cost of concrete at \$CONCRETE and the cost of labor at \$LABOR, with the total estimated cost of repairing your sidewalk being \$TOTAL, assuming there are no unforeseen or extraordinary conditions not visible to the naked eye. Please be aware this is only an estimate based on the panels marked.

1. A written plan of action must be submitted to the City within 30 days of the date of this notice. You may elect to participate in the City's Sidewalk Cost Sharing Program if you choose, see #2 below for more information. Making the necessary repairs to your sidewalk and completing them by October 1st, 2016 is mandatory.
2. With the City's Sidewalk Cost Sharing program, we hope to help homeowners avoid any short load costs from the concrete company by grouping projects together. This program requires you to pay half the cost of the sidewalk repairs up-front, with the remaining portion being paid or assessed to your property taxes for a 10 year period, with interest, once the repairs are complete. Participation in the program is not mandatory. If you choose to participate in the cost sharing program, we will have our contractor meet with you and provide to you and to the City a written estimate for repairs. You must pay "up-front" one-

half of the total cost of the estimate within 60 calendar days from the above “date of mailing” and fill-out and mail or deliver the enclosed form marked **Program Reply Form**. Check the box that states how you prefer to make final payment “Bill me directly once the work is complete” or “Assess the remaining bill to my property taxes,” and sign the form. Your check should be payable to “The City of Panora” and mailed or hand delivered to the City Clerk, City Hall, 102 NW 2nd Street, Panora, IA 50216 within 60 days from the above “date of mailing,” together with the form. This is all you need to do. Work will be done on the contractor’s schedule with the City. Note that all disturbed areas will be leveled but seeding is the responsibility of the property owner.

3. If you choose to hire a different contractor or perform the repairs yourself, you must notify the council of your intent to complete the work within 30 days from the date of this notice and then secure a Sidewalk Repair Permit prior to commencing work. The repairs must be completed by October 1st, 2016 and the repairs must comply with the City’s Standard Construction Specifications for Sidewalks. The work will be considered complete once a final inspection is performed by the City.
4. If you do not complete the repairs by October 1, 2016, the city will proceed to make the necessary repairs and assess all (100%) of the total costs, including interest, against your property, plus an administrative fee of \$25.00. The entire amount will then be due along with your property tax.

If you have questions regarding the contents of this notice, please contact City Hall or go to www.cityofpanora.com to view important links to city and state code, frequently asked questions, sidewalk inspection guidelines, and additional forms. In addition, we will be holding a sidewalk workshop session with the Panora City Council on Wednesday, June 24th at 6pm in the Panora Council Chambers for those that would like to discuss the notice, learn about the Sidewalk Rebate Program, as well as answer any questions you may have.

This Notice is being mailed to you by Certified Mail. Thank you for your attention to this important matter.

Very truly yours,



Patrick Parker

Mayor of the City of Panora