

# City of New Sharon Sidewalk Permit Application

101 S. Main St.  
New Sharon, IA50207  
Phone: 641-637-4124  
Fax: 641-637-4184

Call Iowa One Call: Iowa State Law requires that you notify Iowa One Call before digging: "811" or "1-800-292-8989" or go to [www.iowaonecall.com](http://www.iowaonecall.com)

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

## PLEASE CHECK THE APPROPRIATE BOX

- Sidewalk Installation  
 Sidewalk Reconstruction  
 Sidewalk Removal

If removing sidewalk, reason for removal \_\_\_\_\_

\_\_\_\_\_

## DESCRIPTION OF LOCATION WHERE SIDEWALK IS TO BE INSTALLED, REMOVED, OR RECONSTRUCTED

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ agree that said installation, reconstruction, or removal will comply with all ordinances and requirements for the City for such work.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Authorized Official Signature \_\_\_\_\_

Inspection Date \_\_\_\_\_ Inspected By \_\_\_\_\_

**\$25.00 Payment due for application** Cash/Check \_\_\_\_\_ Date Paid \_\_\_\_\_

**Mayor:** Thomas German  
**City Clerk:** Lisa Munn  
**Deputy City Clerk:** Ivette Jimenez

**Council Members:**  
Keri Lamberson, Christian Huffman  
Justin Stout, Ben Hansen, Linda Steel

# Sidewalk Improvement Grant

The City of New Sharon thinks sidewalks are a very important part of infrastructure and provide safe passage for citizens around our community.

As in Chapter 136 (Sidewalk Regulations) sidewalks are typically constructed within the public right away, the adjacent property owner is responsible for construction, repair, and maintenance of sidewalk.

## **Sidewalk Inspection Process:**

The city as of the spring of 2025 will do inspections of sidewalks. The town will be divided into four parts. Each quarter of the town will be inspected once every three years on a rotation decided by the street superintendent. Also, any areas of concern can be made to the City Hall by walk in, call in at (641)637-4124 or by email at [nsclerk@newsharoniowa.com](mailto:nsclerk@newsharoniowa.com).

## **Sidewalk Repair Grant:**

The City of New Sharon has allocated \$20,000 to the budget this fiscal year to assist New Sharon Property Owners in repairing defective sidewalks on a first come, first served basis.

Residents must call or email the city hall to have their sidewalk assessed for defects to determine which of their sidewalk panels are eligible for grant funding. Grant dollars may only be used for replacement of defective sidewalk panels. Sidewalk repairs must occur after grant approval and must be inspected and meet City code requirements to be eligible for reimbursement.

## **Grant Application:**

Applicants are approved on a first come/first serve basis. Approved applicants will be eligible for their defective sidewalk panels to be replaced with a 50/ 50 cost share by the city up to \$1000.00.

Example: If it cost \$3000 to repair sidewalk the city will pay \$1000. If it cost \$1500 the city will pay \$750.

## **Program Requirements:**

The city is not able to recommend specific contractors to complete sidewalk repairs.

1. Only public sidewalks in the city right of way qualify
2. Only single-family properties are eligible
3. The program will only reimburse for defective sidewalk panels approved by street superintendent.
4. All sidewalk replacement will be 4' wide at minimum or match width that is there to qualify
5. To apply for reimbursement the resident needs to fill out an application, have the sidewalk inspected and marked as to what panels need replaced and get a permit for the work. If permit and repairs are approved, the resident shall be required to submit a paid invoice for the work completed. If homeowner does the work, they must provide a receipt for all materials used. Labor cost will not be reimbursed if the work is self-performed.
6. All repairs will be in accordance with Chapter 136
7. Following the application for reimbursement, the city street superintendent will confirm work was completed and meets requirements in Chapter 136 then funds will be distributed by the city.
8. Submit all paperwork in person at the City Hall or by email at [nsclerk@newsharoniowa.com](mailto:nsclerk@newsharoniowa.com).

## CHAPTER 136

# SIDEWALK REGULATIONS

136.01 Purpose	136.12 Failure to Repair or Barricade
136.02 Definitions	136.13 Interference with Sidewalk Improvements
136.03 Removal of Snow, Ice, and Accumulations	136.14 Awnings
136.04 Property Owner's Responsibility for Maintenance	136.15 Encroaching Steps
136.05 City May Order Repairs	136.16 Openings and Enclosures
136.06 Sidewalk Construction Ordered	136.17 Fires or Fuel on Sidewalks
136.07 Permit Required	136.18 Defacing
136.08 Failure to Obtain Permit	136.19 Debris on Sidewalks
136.09 Inspection and Approval	136.20 Merchandise Display
136.10 Sidewalk Standards	136.21 Sales Stands
136.11 Barricades and Warning Lights	

**136.01 PURPOSE.** The purpose of this chapter is to enhance safe passage by citizens on sidewalks, to place the responsibility for the maintenance, repair, replacement, or reconstruction of sidewalks upon the abutting property owner and to minimize the liability of the City.

**136.02 DEFINITIONS.** For use in this chapter the following terms are defined:

1. "Broom finish" means a sidewalk finish that is made by sweeping the sidewalk when it is hardening.
2. "Established grade" means that grade established by the City for the particular area in which a sidewalk is to be constructed.
3. "One-course construction" means that the full thickness of the concrete is placed at one time, using the same mixture throughout.
4. "Owner" means the person owning the fee title to property abutting any sidewalk and includes any contract purchaser for purposes of notification required herein. For all other purposes, "owner" includes the lessee, if any.
5. "Portland cement" means any type of cement except bituminous cement.
6. "Sidewalk" means all permanent public walks in business, residential or suburban areas.
7. "Sidewalk improvements" means the construction, reconstruction, repair, replacement, or removal, of a public sidewalk and/or the excavating, filling or depositing of material in the public right-of-way in connection therewith.
8. "Wood float finish" means a sidewalk finish that is made by smoothing the surface of the sidewalk with a wooden trowel.

**136.03 REMOVAL OF SNOW, ICE, AND ACCUMULATIONS.** The abutting property owner shall remove snow, ice, and accumulations promptly from sidewalks. If a property owner does not remove snow, ice, or accumulations within 24 hours, the City may do so and assess the costs against the property owner for collection in the same manner as a property tax. The abutting property owner may be liable for damages caused by failure to remove snow, ice, and accumulations promptly from the sidewalk.

*(Code of Iowa, Sec. 364.12[2b & e])*

**136.04 PROPERTY OWNER'S RESPONSIBILITY FOR MAINTENANCE.** The abutting property owner shall maintain in a safe and hazard-free condition any sidewalk outside the lot and property lines and inside the curb lines or, in the absence of a curb, any sidewalk between the property line and that portion of the public street used or improved for vehicular purposes. The abutting property owner may be liable for damages caused by failure to maintain the sidewalk.

*(Code of Iowa, Sec. 364.12[2c])*

**136.05 CITY MAY ORDER REPAIRS.** If the abutting property owner does not maintain sidewalks as required, the Council may serve notice on such owner, by certified mail, requiring the owner to repair, replace or reconstruct sidewalks within a reasonable time and if such action is not completed within the time stated in the notice, the Council may require the work to be done and assess the costs against the abutting property for collection in the same manner as a property tax.

*(Code of Iowa, Sec. 364.12[2d & e])*

**136.06 SIDEWALK CONSTRUCTION ORDERED.** The Council may order the construction of permanent sidewalks upon any street or court in the City and may specially assess the cost of such improvement to abutting property owners in accordance with the provisions of Chapter 384 of the *Code of Iowa*.

*(Code of Iowa, Sec. 384.38)*

**136.07 PERMIT REQUIRED.** No person shall remove, reconstruct, or install a sidewalk unless such person has obtained a permit from the City and has agreed in writing that said removal, reconstruction, or installation will comply with all ordinances and requirements of the City for such work. The permit shall also state that the work will be done under the direction and approval of the City Superintendent. All such permits shall be issued without charge and a copy thereof, with the application, shall be filed and preserved in the office of the Clerk. The permit shall state when the work is to be commenced and when the work is to be completed. The time of completion for the sidewalk improvements may be extended by the Council. All permits for sidewalk improvements not ordered by resolution of the Council shall be issued in compliance with the chapter. The Council may withhold the issuance of any permit for any sidewalk improvements for a sufficient period to determine the necessity for the proposed improvements or when weather conditions will adversely affect the sidewalk improvements.

**136.08 FAILURE TO OBTAIN PERMIT.** Whenever any sidewalk improvements are made which do not conform to the provisions of this chapter and with the specifications, or when any sidewalk improvements are made without a permit, the Mayor shall serve notice to obtain a permit upon the property owner and upon the contractor doing the work. If the sidewalk is in the course of construction, the notice shall order the work to stop until a permit is obtained and the work is corrected to comply with the specifications. If the sidewalk work has been completed, the owner shall obtain a permit immediately and perform any needed correction within five days after receipt of the permit. If the owner fails to comply with this notice, the Mayor shall have the work completed and the costs assessed to the property owner.

**136.09 INSPECTION AND APPROVAL.** Upon final completion, the City Superintendent shall inspect the work and may order corrections if the work does not meet specifications. When the work does meet all requirements of this chapter, the specifications and the permit, the Superintendent shall indicate this on both copies of the permit.

**136.10 SIDEWALK STANDARDS.** Sidewalks repaired, replaced, or constructed under the provisions of this chapter shall be of the following construction and meet the following standards:

1. Cement. Portland cement shall be the only cement used in the construction and repair of sidewalks.
2. Construction. Sidewalks shall be of one-course construction.
3. Sidewalk Base. Concrete may be placed directly on compact and well-drained soil. Where soil is not well drained, a three-inch sub-base of compact, clean, coarse gravel or sand shall be laid. The adequacy of the soil drainage is to be determined by the City.
4. Sidewalk Bed. The sidewalk bed shall be so graded that the constructed sidewalk will be at established grade.
5. Length, Width and Depth. Length, width and depth requirements are as follows:
  - A. Residential sidewalks shall be at least four feet wide and four inches thick, and each section shall be no more than four feet in length.
  - B. Business District sidewalks shall extend from the property line to the curb. Each section shall be four inches thick and no more than six feet in length.
  - C. Driveway areas shall be not less than six inches in thickness.
6. Location. Residential sidewalks shall be located with the inner edge (edge nearest the abutting private property) on the property line, unless the Council establishes a different distance due to special circumstances.
7. Grade. Curb tops shall be on level with the centerline of the street, which is the established grade.
8. Elevations. All elevations of sidewalks are to be established by the City on a case-by-case basis.
9. Slope. All sidewalks shall slope at least one-quarter (1/4) inch per foot toward the curb, but no more than one-half (1/2) inch per foot toward the curb.
10. Finish. All sidewalks shall be finished with a broom finish or wood float finish.
11. Curb Ramps and Sloped Areas for Persons with Disabilities. If a street, road, or highway is newly built or reconstructed, a curb ramp or sloped area shall be constructed or installed at each intersection of the street, road, or highway with a sidewalk or path. If a sidewalk or path is newly built or reconstructed, a curb ramp or sloped area shall be constructed or installed at each intersection of the sidewalk or path with a street, highway, or road. Curb ramps and sloped areas that are required pursuant to this subsection shall be constructed or installed in compliance with applicable federal requirements adopted in accordance with the Federal Americans with Disabilities Act, including (but not limited to) the guidelines issued by the Federal Architectural and Transportation Barriers Compliance Board.

*(Code of Iowa, Sec. 216C.9)*

**136.11 BARRICADES AND WARNING LIGHTS.** Whenever any material of any kind is deposited on any street, avenue, highway, passageway or alley when sidewalk improvements are being made or when any sidewalk is in a dangerous condition, it shall be the duty of all

persons having an interest therein, either as the contractor or the owner, agent, or lessee of the property in front of or along which such material may be deposited, or such dangerous condition exists, to put in conspicuous places at each end of such sidewalk and at each end of any pile of material deposited in the street, a sufficient number of approved warning lights or flares, and to keep them lighted during the entire night and to erect sufficient barricades both at night and in the daytime to secure the same. The party or parties using the street for any of the purposes specified in this chapter shall be liable for all injuries or damage to persons or property arising from any wrongful act or negligence of the party or parties, or their agents or employees or for any misuse of the privileges conferred by this chapter or of any failure to comply with provisions hereof.

**136.12 FAILURE TO REPAIR OR BARRICADE.** It is the duty of the owner of the property abutting the sidewalk, or the owner's contractor or agent, to notify the City immediately in the event of failure or inability to make necessary sidewalk improvements or to install or erect necessary barricades as required by this chapter.

**136.13 INTERFERENCE WITH SIDEWALK IMPROVEMENTS.** No person shall knowingly or willfully drive any vehicle upon any portion of any sidewalk or approach thereto while in the process of being improved or upon any portion of any completed sidewalk or approach thereto, or shall remove or destroy any part or all of any sidewalk or approach thereto, or shall remove, destroy, mar or deface any sidewalk at any time or destroy, mar, remove, or deface any notice provided by this chapter.

**136.14 AWNINGS.** It is unlawful for a person to erect or maintain any awning over any sidewalk unless all parts of the awning are elevated at least eight feet above the surface of the sidewalk and the roof or covering is made of duck, canvas or other suitable material supported by iron frames or brackets securely fastened to the building, without any posts or other device that will obstruct the sidewalk or hinder or interfere with the free passage of pedestrians.

**136.15 ENCROACHING STEPS.** It is unlawful for a person to erect or maintain any stairs or steps to any building upon any part of any sidewalk without permission by resolution of the Council.

**136.16 OPENINGS AND ENCLOSURES.** It is unlawful for a person to:

1. Stairs and Railings. Construct or build a stairway or passageway to any cellar or basement by occupying any part of the sidewalk, or to enclose any portion of a sidewalk with a railing without permission by resolution of the Council.
2. Openings. Keep open any cellar door, grating, or cover to any vault on any sidewalk except while in actual use with adequate guards to protect the public.
3. Protect Openings. Neglect to properly protect or barricade all openings on or within six feet of any sidewalk.

**136.17 FIRES OR FUEL ON SIDEWALKS.** It is unlawful for a person to make a fire of any kind on any sidewalk or to place or allow any fuel to remain upon any sidewalk.

**136.18 DEFACING.** It is unlawful for a person to scatter or place any paste, paint, or writing on any sidewalk.

*(Code of Iowa, Sec. 716.1)*

**136.19 DEBRIS ON SIDEWALKS.** It is unlawful for a person to throw or deposit on any sidewalk any glass, nails, glass bottle, tacks, wire, cans, trash, garbage, rubbish, litter, offal, or any other debris, or any substance likely to injure any person, animal, or vehicle.

*(Code of Iowa, Sec. 364.12[2])*

**136.20 MERCHANDISE DISPLAY.** It is unlawful for a person to place upon or above any sidewalk, any goods or merchandise for sale or for display in such a manner as to interfere with the free and uninterrupted passage of pedestrians on the sidewalk; in no case shall more than three feet of the sidewalk next to the building be occupied for such purposes.

**136.21 SALES STANDS.** It is unlawful for a person to erect or keep any vending machine or stand for the sale of fruit, vegetables or other substances or commodities on any sidewalk without first obtaining a written permit from the Council.

[The next page is 595]