



# Village of Pemberville

115 Main Street, P.O. Box 109

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Gordon Bowman, Mayor

Sarah Dyer, Fiscal Officer

## Application for Sidewalk Construction Permit

Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address of proposed work: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

Tentative Date for Work to be performed: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

Project Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

----- FOR VILLAGE USE ONLY -----

Date of Meeting held with Committee: \_\_\_\_\_

*\*Committee will need to visit the work area*

Recommendations of the Committee: \_\_\_\_\_

\_\_\_\_\_

Notation of issues involving or created by Village utilities and/ or trees:

\_\_\_\_\_

**Post Construction Inspection**

Inspected by: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

**Reimbursement**

Flagstone removed by Village: Yes  No  Reimbursement Amount for Flagstone: \_\_\_\_\_

Reimbursement Amount Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Reimbursement Check Issued: \_\_\_\_\_

Check Number: \_\_\_\_\_

Mayor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Permit is required to be completed and submitted to the Village prior to any sidewalk construction within the Village right of way. The permit creates a consistent Village standard of sidewalk replacement and/or repairs. All sidewalks are required to be compliant with the specifications of The American with Disabilities Act (ADA) and are to be repaired and/or replaced with the Village's documented approval prior to any construction so that all Village and ADA standards and specifications are met. This process has been created in the best interest of all parties involved. Any sidewalks constructed that are noncompliant with Village and ADA specifications and standards may be subject to removal and replacement by the Village at the Village's discretion and at the property owner's full expense.

The following is the required course of action for any homeowner seeking to replace and/or repair their sidewalks:

- Obtain sidewalk specification information and application for sidewalk construction permit from the Village Office
- File application for sidewalk construction permit with Village Office
- Arrange to meet with Sidewalks and Streets Committee to review application for sidewalk construction permit for approval
- Receive Village approval of application for sidewalk construction
- File permit for sidewalk construction
- Proceed with construction
- Promptly notify Village upon completion of sidewalk construction
- Arrange to have construction inspected by the Village
- Submit for reimbursement from Village

*\*The Village has the right to refuse reimbursement if all the above steps have not been followed.*

*\*Once approved by the Sidewalks and Streets Committee and signed by the mayor, the application for a sidewalk construction permit becomes the binding permit.*

I have received, read, and understand the above information and agree to these terms.

Signature of Property Owner: \_\_\_\_\_ Date \_\_\_\_\_

**\*PLEASE ATTACH A COPY OF YOUR PLANS. USE SPACE ON BACK IF NEEDED.**