



SIDEWALK COST SHARE PROGRAM

Program Background

The City of Seward recognizes that sidewalks within the City are necessary for the safety and welfare of the community. In response to that need the City Council, through passage of **Resolution No. 2024-37**, approved the Sidewalk Assistance Program on December 3, 2024. This program was established to construct segments of sidewalks identified within the City's American with Disabilities Act (ADA) Transition Plan and to fill in the network along streets within the City of Seward. The City shall be responsible for the installation and repair of ADA-compliant corners.

Application Process

Applications will be accepted by the Seward Building/Zoning office until approved applications exceed the funds available for the fiscal year.

The Building/Zoning Code Enforcement Director shall have sole discretion for prioritization of work under this program so as to optimize the effectiveness of such. Work shall be handled in the order it is identified except that the Building/Zoning Code Enforcement Director may give higher priority to sidewalks based upon condition and/or pedestrian traffic volume or character.

Applications will be funded in the order approved by the Building/Zoning Code Enforcement Director.

Application Requirements and Information

Property owners request reimbursement under this program prior to any work being done. Requests shall be made to the Building/Zoning office for the City of Seward on an application provided by the City.

After submittal of the application, the Building/Zoning Code Enforcement Director, or designee, will inspect the site and determine what work is needed. Only work deemed needed by the City will be eligible for reimbursement. The Building/Zoning Code Enforcement Director, or designee, will inspect the work as it progresses and assess the work upon completion. Only work completed and approved by the Building/Zoning Code Enforcement Director shall be eligible for reimbursement.

Once the City performs the inspection and deems areas of the public sidewalk to be non-compliant with the ADA Transition Plan the installation is required to be made by the property owner.

This is a reimbursable program, meaning dollars will not be dispersed to property owners until the sidewalk improvement project is complete and the final inspection reflects that the sidewalk meets the City of Seward's construction specifications.

Application may only be made by the owner occupying the property where sidewalk construction will take place. Eligible properties for assistance are limited to existing owner-occupied single-family dwellings. Sites located upon or adjacent to new development and/or new construction shall not be eligible for this program.

Assistance is available to construct segments of sidewalks identified within the City's ADA Transition Plan and to fill in the network along streets within the City of Seward.

Curb work associated with ADA ramp construction will be constructed by City crews or a private contractor will be hired by the City to take on such work.

Replacement of driveway aprons **does not qualify** to be included in the application for reimbursement of such work.

Owners of eligible property may be eligible for reimbursement funds at a rate equal to fifty percent (50%) of the amount the City would pay for the same or similar work based upon recent bids obtained by the City. The current rate is \$9.60 per square foot of sidewalk build.

The yearly funding for the Sidewalk Assistance Program shall be set by the Seward City Council as part of the yearly budget. Reimbursement for eligible properties shall only be available up to the amount budgeted for the fiscal year. No reimbursements will be made after the budgeted amount has been expended for the fiscal year.

Construction

Residential property owners that are approved for the Sidewalk Cost Share Program are required to obtain a sidewalk permit through the Building/Zoning office prior to commencement of sidewalk work. There is no fee for such permit.

The property owner is responsible for assuring the quality of construction. Work not meeting the City of Seward's Circulation System Design ([§ 410-40.3 D](#)) Specifications will be required to be replaced at the owner's expense. All work eligible for reimbursement shall be completed within six (6) months of permit issuance to ensure City fund availability.

Sidewalk construction near street intersections (corner lots) will be inspected by Building/Zoning Code Enforcement Director, or designee, with the City being responsible to construct, repair, or replace ADA approved ramps, curb replacement and street surfacing for the ADA ramp area.

Reimbursement Request

Reimbursement funds shall be disbursed within thirty (30) days of completion of project and final approved inspection. The property owner receiving the reimbursement must have a W9 on file with the City of Seward for payment to be processed.

Summary of Sidewalk Cost Share Program Reimbursement

1. Property Owner complete Sidewalk Cost Share Program application form and attach an illustration or photo(s) of the project area.
2. Staff will confirm if the reimbursement application is complete and will do a site visit at applicant's property to confirm sidewalk qualifies for program.
3. Staff will notify property owner of approval/denial.
4. Once application is approved, property owner or contractor must contact the Building/Zoning office in the Municipal Building to **obtain a Sidewalk Permit**. A Sidewalk Permit must be obtained **PRIOR** to construction beginning. Not abiding by the permit requirement could disqualify the applicant from the program.
5. As the property owner begins the sidewalk construction process, once sidewalk forms are in place, contact the Building/Zoning office to schedule a sidewalk form inspection **PRIOR** to concrete being poured. Not abiding by the inspection requirement could disqualify the applicant from the program.
6. Once sidewalk construction is complete, forms must be removed and the area surrounding the new sidewalk must be backfilled so that it is level with the surface of the sidewalk.
7. Final sidewalk inspection is completed by staff.
8. Once staff determine the new sidewalk meets all of the City of Seward's Standard Construction Specifications, and all program requirements have been met, staff will request reimbursement funds be disbursed to the property owner on the next available accounts payable day. The property owner receiving the reimbursement must have a W9 on file with the City of Seward for payment to be processed.

Questions?

If you have any questions, please contact Building/Zoning Office at 402-643-4000 Opt. 3, Opt. 1 or via email at info@cityofsewardne.gov.

Please return the completed application to info@cityofsewardne.gov or mail to:

**Building/Zoning Department
Sidewalk Cost Share
Program PO Box 38
Seward, NE 68434**



SIDEWALK COST SHARE PROGRAM APPLICATION

Property Owner Name (Please Print):	
Property Owner Mailing Address:	
Project Location Address:	
Property Owner Phone Number:	
Email:	
Size of Project (square feet): <small>This is used for quantification below.</small>	
Have you previously been awarded a sidewalk reimbursement?	Yes No
Project Description (if desired attach an 8 ½" x 11" sketch, along with a photo(s) reflecting proposed construction:	

Acknowledgement: By signing & dating this application in the space provided below I am certifying that I am the legal owner of the property where the proposed sidewalk project will take place. I am further certifying that all information on this application is true and accurate to the best of my knowledge. If my application for the Sidewalk Cost Share Program is approved, I agree to comply with all rules and conditions set forth in the application packet. I understand not complying with the rules and conditions of the program could disqualify me from the program.

Signature: _____ Date: _____

For Staff Use Only (initial boxes and fill in appropriate blanks)

Application No.		
Received	Date-	
Eligibility Verified	Date-	
Application Approval/Denial	Date-	
City Share \$ Amount Approved	Date-	
Permit Fee Paid	Date-	
Final Inspection	Date-	
Funds Disbursed	Date-	



SIDEWALK COST SHARE PROGRAM COMPLETION FORM

Sidewalk Permit No. _____

When your project has been completed, Building/Zoning staff will fill out the below and send to you for review and signatures

Inspected Sidewalk at **Address**, Seward, Nebraska:

<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Price</i>
Build 4" Sidewalk	s.f.	/ s.f.	

Total Project Cost=

Inspection Notes:

I, _____; owner of _____, Seward, Nebraska, acknowledge I will be reimbursed a total of \$_____ for the above referenced sidewalk work, which is complete.

Property Owner

Date _____

I, _____ of _____; contractor completing work at _____, Seward, Nebraska, acknowledge I have been paid in full by _____ for sidewalk work completed at _____, Seward, Nebraska.

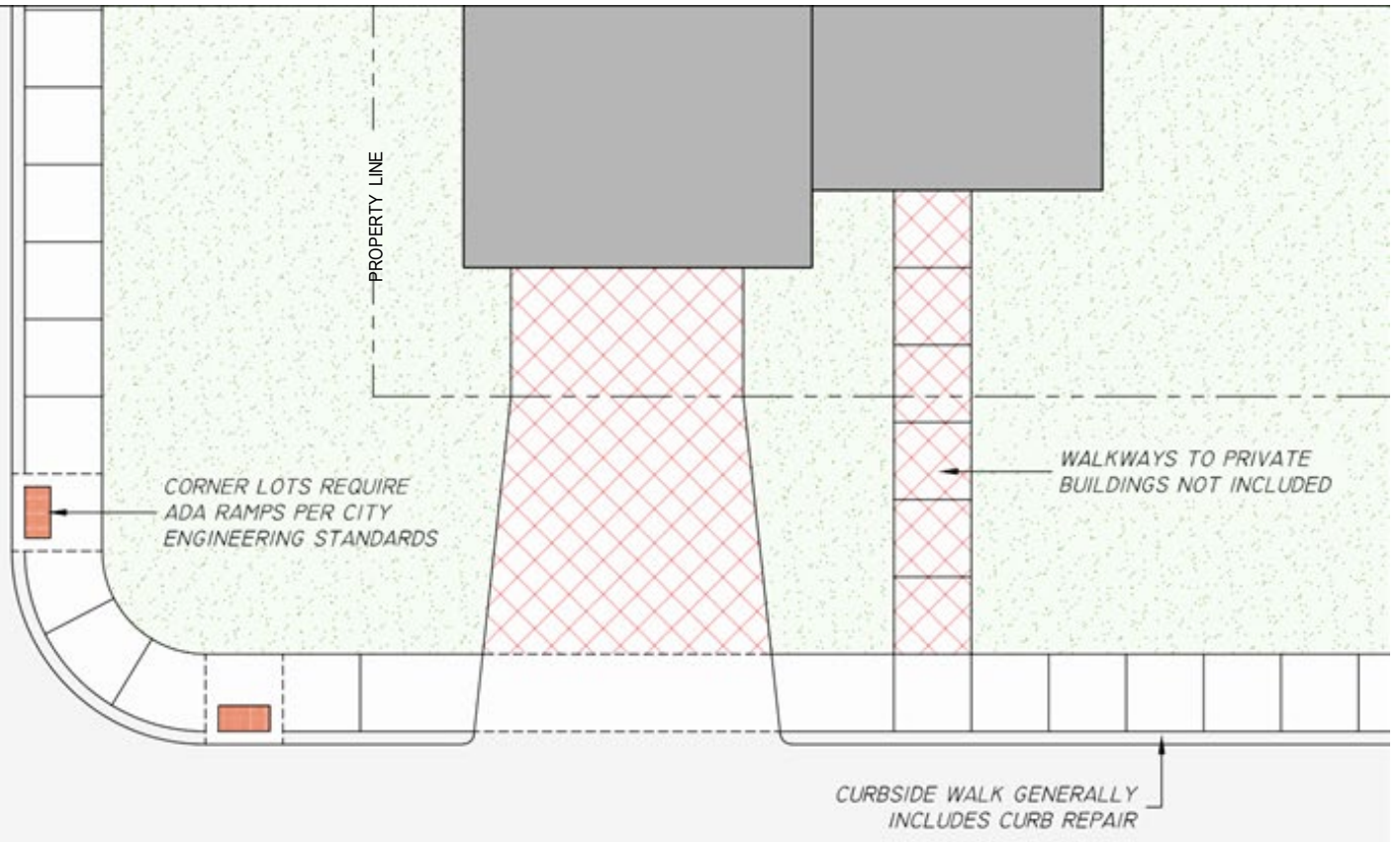
Contractor

Date _____

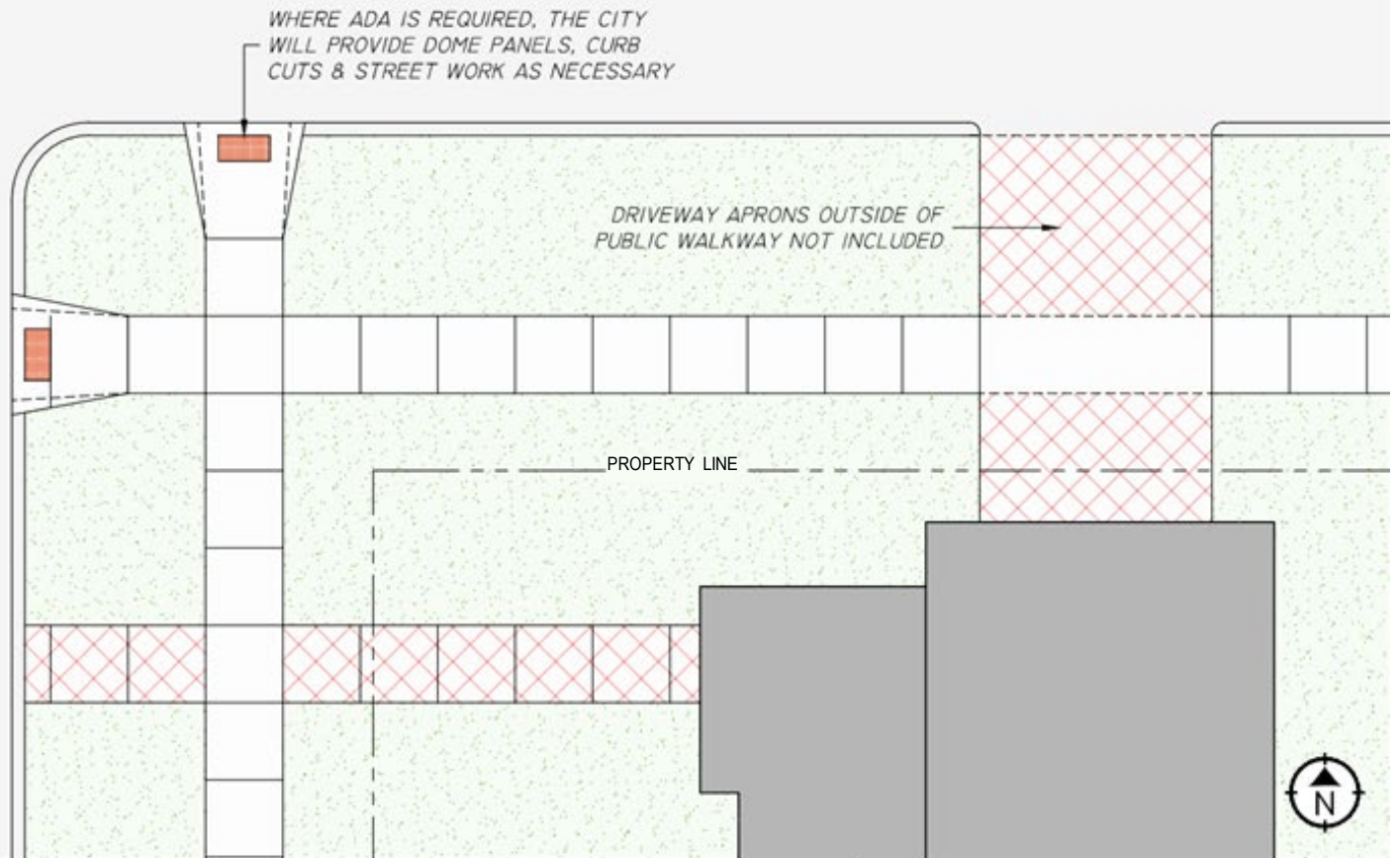
Inspection of sidewalk at _____, Seward, Nebraska has been completed in accordance with City of Seward Specifications.

 Building/Zoning Code Enforcement Director, or Designee

Date _____



EXAMPLE STREET



SIDEWALK ELIGIBILITY EXHIBIT

CITY SIDEWALK COST SHARE PROGRAM

SEWARD, NEBRASKA

