



# SIDEWALK REPAIR GRANT PROGRAM APPLICATION PACKET



## **Program Background**

The City of Beaverton recognizes that the maintenance and repair of sidewalks within the city is necessary to protect the health, safety and welfare of residents and visitors. The Municipal Code places responsibility for sidewalk maintenance upon adjacent property owners.

The City receives many complaints about uplifted sidewalks that need repair each year. Many times, the sidewalk damage is caused by the roots of street trees. Beaverton is a “Tree City USA,” and it is the City’s policy to protect street trees. Street trees benefit the environment and enhance property values.

This program was developed in recognition of the inherent conflict between tree roots and sidewalks, and the accompanying financial burden these public policies place upon homeowners.

## **Grant Eligibility**

1. Applications will only be accepted for single-family homes, duplexes or townhouses in Residential or Multiple Use zones.
2. Homeowners may only apply for one grant for one property in a calendar year.
3. Applications must be received and approved by the City before the work begins. Retroactive applications will not be accepted.
4. Grant funds can cover the cost of replacement street trees if a Street Tree Cut Permit is obtained in advance of the removal of a street tree and the removal is approved by the City Arborist or if the street tree was destroyed by events not in the control of the property owner.

## **Use of Funds**

1. Grant funds may only be used for repairing or replacing existing sidewalks in the public right-of-way that have been damaged by the roots of protected trees, plus replacing the trees if approved by the City Arborist.
2. Homeowners are responsible for obtaining and complying with the conditions of City permits for jobs requiring sidewalk replacement or cutting of street trees.
3. In order to access grant funds, homeowners must obtain competitive bids for jobs that require a permit. The maximum grant reimbursement will be 50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, regardless of who the homeowner chooses for the work, subject to a cap of \$1,500.
4. For jobs where no permits are required, such as grinding or patching, the maximum grant reimbursement will be 50% of the invoiced cost, subject to a cap of \$750.

5. All grant awards and reimbursements will be made on a first-come, first-served basis, subject to the availability of funds in the approved City budget. Once the budgeted amount has been expended, no further reimbursements will be made.
6. The lack of sufficient funds to cover the number of applications received by the City in any given year will not excuse the homeowner from the responsibility of maintaining the adjoining sidewalk in a safe condition nor create any liability to the City for any unsafe sidewalks.

## Procedures

### **Step 1. Homeowner submits application form with competitive bids before the work is begun.**

Applications may be scanned and emailed to: [CodeServMail@BeavertonOregon.gov](mailto:CodeServMail@BeavertonOregon.gov) or by mail to Code Compliance, City of Beaverton, PO Box 4755, Beaverton, OR 97076-4755. Applications must be signed by the owner of the subject property and have copies of bids attached.

**Step 2. City confirms grant eligibility and approves application.** Upon verification that the sidewalk has been damaged by the roots of protected trees, the Sidewalk Repair Grant Application will be approved, subject to available funds, and the homeowner will be notified to proceed. The work must then begin within 30 days and be completed within 90 days.

**Step 3. Homeowner hires contractor, obtains permits, calls for inspections and completes work.** A Sidewalk/Driveway Approach permit is required for removal and replacement of concrete within the public right-of-way. A Street Tree Cut permit is required for the removal and replacement of street trees in the public right-of-way. If Sidewalk/Driveway Approach permits and/or Street Tree Cut permits are needed, either the homeowner or the contractor can obtain those for \$100 from the Beaverton Site Development Division, 12725 SW Millikan Way, 4<sup>th</sup> Floor, (503) 526-3724.

**Step 4. Homeowner pays contractor & submits Reimbursement Request with final invoice.** After the work has been completed, the homeowner may submit a signed Sidewalk Repair Reimbursement Request form with the final invoice from the contractor to [CodeServMail@BeavertonOregon.gov](mailto:CodeServMail@BeavertonOregon.gov) or by mail to Code Compliance, City of Beaverton, PO Box 4755, Beaverton, OR 97076-4755.

**Step 5. City approves reimbursement request and mails check to homeowner.** Upon approval by the City, the grant funds will be disbursed in the amount of 50% of the invoice or 50% of the lowest bid, whichever is less, for jobs requiring a permit subject to a maximum of \$1,500, or 50% of the invoice amount subject to a maximum of \$750 for grinding or patching work.

## Questions?

Contact Code Compliance at 503-526-2270 or [CodeServMail@BeavertonOregon.gov](mailto:CodeServMail@BeavertonOregon.gov)





Code Compliance Program  
Mayor's Office

**SIDEWALK REPAIR GRANT PROGRAM  
APPLICATION FORM**

Owner Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Project location address: \_\_\_\_\_

Size of Project (square feet): \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Project description: \_\_\_\_\_

\_\_\_\_\_

**Attach Copies of Bids:**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Certification:**

By signing this application, I certify that, 1) I am the legal owner of the property where the proposed sidewalk repair project will take place, 2) that all the information on this application and accompanying material is true and accurate to the best of my knowledge. If awarded a grant, I agree to comply with all the rules and conditions set forth in the application packet and on the permit forms.

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

Applications may be scanned and emailed to: [CodeServMail@BeavertonOregon.gov](mailto:CodeServMail@BeavertonOregon.gov); or by mail to Code Compliance, City of Beaverton, PO Box 4755, Beaverton, OR 97076-4755.