



PETITION TO PARTICIPATE IN THE SIDEWALK PROGRAM
CITY OF WEST PEORIA, ILLINOIS
FOR YEAR 20__

We, the undersigned, hereby petition the City of West Peoria to be included in its SIDEWALK PROGRAM as described in the attached cover letter.

The area to be considered under this petition is described as follows: (Example: The north side of Rohmann Avenue between Cedar Avenue and Western Avenue.)

If 100% of the property owners in the area described above have signed this petition, choose your preferred method of payment:

_____ Plan 1, Entering into a contract with the City of West Peoria providing for prepayment.

_____ Plan 2, Creating a Special Service Area and paying through the levying of a property tax over a five (5) year period.

If less than 100%, but more than 50%, of the property owners in the area described above have signed this petition, Plan 2 will be the method of payment.

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CITY OF WEST PEORIA
The Sidewalk Program Policy of the City of West Peoria

1. **Purpose of Policy** – The purpose of this policy is to establish procedures for the administration of the City's Sidewalk Program.
2. **Purposes of Program** – The purposes of the City's Sidewalk Program include the following;
 - A. To replace currently existing sidewalks which are in poor condition.
 - B. To improve the City's infrastructure.
 - C. To eliminate safety hazards reported by citizens or the City.
 - D. To comply with the Americans with Disabilities Act.
 - E. To improve property values and increase the City's property tax base.
 - F. To make the network of sidewalks more complete which can include the installation of new sidewalks or the extension of existing sidewalk with new portions of sidewalk.
3. **Definitions**
 - A. **“Block”** shall mean the area as measured along a street between intersecting streets or any contiguous set of lots of at least three hundred (300) linear feet of frontage.
 - B. **“Sidewalk”** shall mean that portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, intended for the use of pedestrians.
4. **Participation in Program**
 - A. Petitioning
 1. Residents of a block may petition the City to participate in the City's Sidewalk Program. Such petitions shall be on forms provided by the City and shall be available from and accepted by the City throughout the year. Petitions must be filed with the City before 5:00 pm., Central Time, on September 1st of each year in order to be considered for the following construction season.
 2. Only petitions signed by one hundred percent (100%) of the residents or property owners on a block, in the case of pre-payment financing, or by at least fifty percent (50%) of the property owners on a block, in the case of Special Service Area financing, and submitted to the City before 5:00 P.M., Central Time, on September 1st shall be given consideration for inclusion in the City's Sidewalk Program for the following construction season.
 3. Petitions must be for whole blocks, either one (1) side of the street or both sides of the street, or for contiguous properties with a total of at least three hundred (300) linear feet of sidewalks.
 4. The following shall be the order of preference of petitions;
 - i. Petitions for both sides of a whole block.
 - ii. Petitions for one (1) side of a whole block.
 - iii. Condition of the sidewalks
 5. Petitions received before 5:00 P.M., Central Time, on September 1st shall be considered by the Transportation Committee of the City Council in November for the following construction season. The Transportation Committee shall submit its recommendations to the City Council in December.
 - B. Selection by City
 1. The City reserves the right to select areas for sidewalk replacement if it deems it necessary, other areas are determined to be greater need, or for other reasons. Any areas selected by the City for sidewalk replacement shall be financed by means of a Special Service Area.
 2. If more work is requested than can be supported by the budget for that year, any petitions not chosen shall be placed in the next construction season's pool for consideration.
 3. Petitions shall be selected for inclusion in the City's Sidewalk Program based on budgetary constraints, need, and public safety.
 4. The Transportation Committee shall be responsible for recommending sidewalk replacement requests to the City Council.
5. **Financing**

- A. The cost of sidewalk replacement shall be shared fifty percent (50%) fifty percent (50%) between the City and the resident or property owner, as the case may be.
 - B. Financing shall be by one (1) of two (2) methods;
 - 1. Plan 1: One hundred percent (100%) of the residents or property owners in an area file a petition and enter into a contract agreeing to pay for their share of the costs of the improvements prior to work commencing. The residents' or property owners' share of the costs of the improvements shall be based on the amount of sidewalk adjoining their property.
 - 2. Plan 2: Fifty percent (50%) of the property owners of properties in an area petition for a Special Service Area to be established. The property owners' costs shall be levied as a property tax over five (5) years proportional to the assessed valuation of the properties in the Special Service Area.
- 6. Exclusion from the Sidewalk Program**
- A. Property owners of property located within a proposed Special Service Area may request to be excluded from such Special Service Area according to the following conditions, all of which must be satisfied;
 - 1. The sidewalk along the entire frontage of the property must be less than five (5) years old. It shall be the property owner's responsibility to provide proof of date of installation.
 - 2. The sidewalk must be deemed in good condition by the Transportation Committee.
 - 3. The sidewalk must be deemed to meet the City's specifications by the Transportation Committee.
 - 4. Any requests for exemption must be filed with the City no later than thirty (30) calendar days following the public hearing on the establishment of the proposed Special Service Area.
 - 5. Excluding such property from the Special Service Area must not invalidate the contiguity of the Special Service Area. If multiple requests for exemptions are filed which invalidate the contiguity of the Special Service Area, no requests shall be considered.
- 7. Construction specifications and standards:**
Please reach out to City Hall for specific sidewalk construction specifications and standards.
- 8. Conflict with trees**
- A. The intent of these guidelines are to preserve as many trees as possible.
 - B. Sidewalks may be altered to avoid mature trees in good condition at the discretion of the Transportation Committee.
 - C. Trees' condition shall be determined by a certified Arborist, the cost of which shall be paid by the City if on public right-of-way and paid by the property owner if on private property.
- 9. Miscellaneous**
- A. The policies contained herein shall apply equally to residential and non-residential properties.
 - B. The replacement of sidewalks in front of property owned by government body or other property tax exempt organization shall be negotiated between the government body or other organization and the Transportation Committee with final approval by the City Council.
 - C. All sidewalks shall be replaced in compliance with the Americans with Disabilities Act.

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READ BEFORE YOU SIGN!

NOTE: if your property is located between 2 sidewalks, you may be included in two replacement projects.

Purpose of this Program: To add, replace, network, improve sidewalks and property values, to comply with ADA laws and eliminate safety hazards where needed.

Definition of Block in this case: The area measured along a street between intersecting streets or any contiguous set of lots of at least 300 linear feet of frontage. Could include just one side or both sides of the street.

Steps:

1. **Petition for sidewalks:** The petition form is available all year long on the City's website or at City Hall. It must be turned in before 5:00pm on September 1st and must include more than 50% of the residents' signatures on the block.
2. **Transportation Committee:** The Committee will review the petition and visit the site to select the best project if more than 1 petition is filed and approve Public Works Manager to prepare bid document.
3. **Notice of bid:** Upon Committee approval, a notice of bid will be posted, and the selection of the contractor will begin.
4. **Recommendation to Council:** Transportation Committee will recommend to Council the sidewalk project.
5. **Public Hearing:** Will be held after the contractor is selected to let everyone know the next step and address any concerns.
6. **Contract award and construction:** After the hearing / vote the Council will award the contract to the contractor and they will start on the project.
7. **Second Public Hearing:** Will be held to notify everyone on the establishment of a Special Service Area.

Financing: The cost shall be shared 50/50 between the City and the property owners. The owners' portion will be levied as a property tax over a 5-year period.

If you need any additional information, visit our website to read the full policy or call City Hall at (309) 674-1993.

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