



Village of Pemberville

115 Main Street, P.O. Box 109
Pemberville, OH 43450

Phone: (419) 287-3832 Website: www.pemberville.org Fax: (419)287-3738
Carol Bailey, 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: _____

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 the Zoning Inspector and/or current employee of the Street Department 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 Zoning Inspector and/or employee of the Streets Department 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 OF APPLICATION IF NEEDED.**

FOR VILLAGE USE ONLY

Date of Meeting held with Zoning Inspector/Village Street Employee: _____

**Inspector or Street employee will need to visit the work area*

Recommendations of the Zoning Inspector/Village Street Employee: _____

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: _____

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