

Example of Sidewalk Letter to Property Owners

DATE

Property Owner
Bloomington, IN 47404

Re: Request for Required Sidewalk Repairs

To Whom It May Concern:

City streets and sidewalks provide a vital service of mobility to residents. The sidewalks receive a great deal of use that, when coupled with time and weather, can lead to damage. While the City of Bloomington oversees road maintenance, residents are tasked by City Code with the responsibility of repairing sidewalks that are located on or adjacent to their property (*see* Bloomington Municipal Code § 12.04.010). Sidewalks that are damaged or in disrepair can lead to injury, detract from the value of properties and impede mobility.

A recent inspection indicated that the sidewalk located adjacent to your property at **800 W 6th St** is in need of repair. Enclosed with this letter are photograph(s) that show the specific portion(s) of your sidewalk that will need to be repaired. In addition, **enclosed is a list of City approved and bonded concrete contractors** that can assist you with these sidewalk repairs.

In an effort to improve the condition of sidewalks in the community, **the City of Bloomington right of way permit fee that is normally required for these projects will be waived**; however, a right of way permit is still required. A permit application and other resources are available here: <https://bloomington.in.gov/engineering/right-of-way>. You are respectfully expected to complete these sidewalk repairs within **ninety (90) days** from the date this letter was postmarked.

The City of Bloomington has recently launched the Sidewalk Repair Assistance Program for residents that live in owner-occupied residential properties (it is not available for rental or commercial properties) within a federally designated Community Development Block Grant boundary area of the city. The purpose of this program is to make funds available for homeowners to complete the repair of their adjacent sidewalk. To access more details on the Sidewalk Repair Assistance Program, please visit <https://bloomington.in.gov/transportation/sidewalks/repair-assistance/>.

If you need assistance, or would like additional information, please feel free to contact the Street Division at (812) 349-3448 or workmand@bloomington.in.gov. Please reach out to Danna Stephens about this sidewalk notification.

Thank you for helping to improve the community's sidewalk network.

Street Department

cc: Public Works Department