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**To:** Sycamore Resident(s)

**From:** City of Sycamore

**Date:** February 13, 2025

**Re:** Sycamore Municipal Code - Chapter 7-2-11: Sidewalk Repair and Reimbursement Program

We are writing to inform you that a section of sidewalk adjacent to your property has been identified as a trip hazard due to its condition. To ensure the safety of pedestrians, the City is requesting that this portion of the sidewalk be replaced. This memo outlines the requirements for sidewalk replacement and the process of receiving financial assistance from the City.

**City Code**

*7-2-11: DANGEROUS SIDEWALKS, It shall be unlawful to maintain sidewalks in a dangerous condition in front of, adjacent to or upon any premises. Whenever the owner or occupant of any premises in the city is notified that the sidewalk in front of, adjacent to or upon said premises is dangerous by the engineering department, it shall be the duty of such owner or occupant to raise, lower or replace said sidewalk as specified by said engineering department so as to end said dangerous condition in the time prescribed by said department. (1988 Code §24.502).*

**Reimbursement Program**

The City has an ongoing program to alleviate the costs involved with replacing dangerous sidewalk. In the documentation attached, you will find our **Application for Public Sidewalk Replacement**. This program provides the applicant (property owner) reimbursement of \$12.00 per square foot towards replacement of the dangerous sidewalk. The process is as follows:

1. **Application:** Complete and submit an application to the Sycamore Community Development/ Engineering Office at 541 Dekalb Avenue.
2. **City Inspection:** City Staff will review the application and field verify the amount eligible for replacement under the program. The City will also check that this location is not scheduled as a City street project.
3. **City Approval to Start:** City staff will contact the applicant confirming the reimbursement limits and amount. **No work should commence prior to this approval.**
4. **Construction:** The applicant will proceed with the replacement of the sidewalk. The applicant shall call the City or a “pre-pour inspection”. This is completed after framing but before concrete placement. Please call 815-895-4434 to schedule the inspection.
5. **Final Inspection:** When the sidewalk is completed, the applicant shall contact the Engineering Department for final. This final inspection confirms the new sidewalk is finished to City standards and includes the final measurements of the sidewalk. Please call 815-895-4434 to schedule the inspection.
6. **Reimbursement:** Upon completion of the final inspection, the applicant submits their invoice to the Engineering Department. A reimbursement check is usually sent by mail within 30 days of receipt of all required documents.