



**CITY OF FREDERICK  
BUILDING DEPARTMENT**

140 W. Patrick St., Frederick, MD 21701 - Ph. 301-600-3809 - Fax 301-600-6280  
www.cityoffrederick.com

**SIDEWALK, CURB & GUTTER CONSTRUCTION PERMIT**  
**(FOR WORK LOCATED IN CITY RIGHT-OF-WAY)**

**Application Date:** \_\_\_\_\_

**Applicant's Name:** (Please Print) \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Applicant's Mailing Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**LOCATION OF PROPERTY:** \_\_\_\_\_

**NAME OF PROPERTY OWNER:** \_\_\_\_\_

**CONTRACTOR:** (*If other than applicant*) \_\_\_\_\_

**DATE WORK EXPECTED TO COMMENCE:** \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSPECTION REQUIRED "PRIOR" TO POURING OF ANY CONCRETE !**  
All work and material to conform to City of Frederick Standards and Specifications.  
**Call 301-600-3809 TO SCHEDULE INSPECTION (5 BUSINESS DAYS REQUIRED)**

**DEPARTMENT USE ONLY**

PERMIT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEE PAID \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_ BY: \_\_\_\_\_ CASH / CK# \_\_\_\_\_



# SIDEWALK REPAIR GUIDELINES

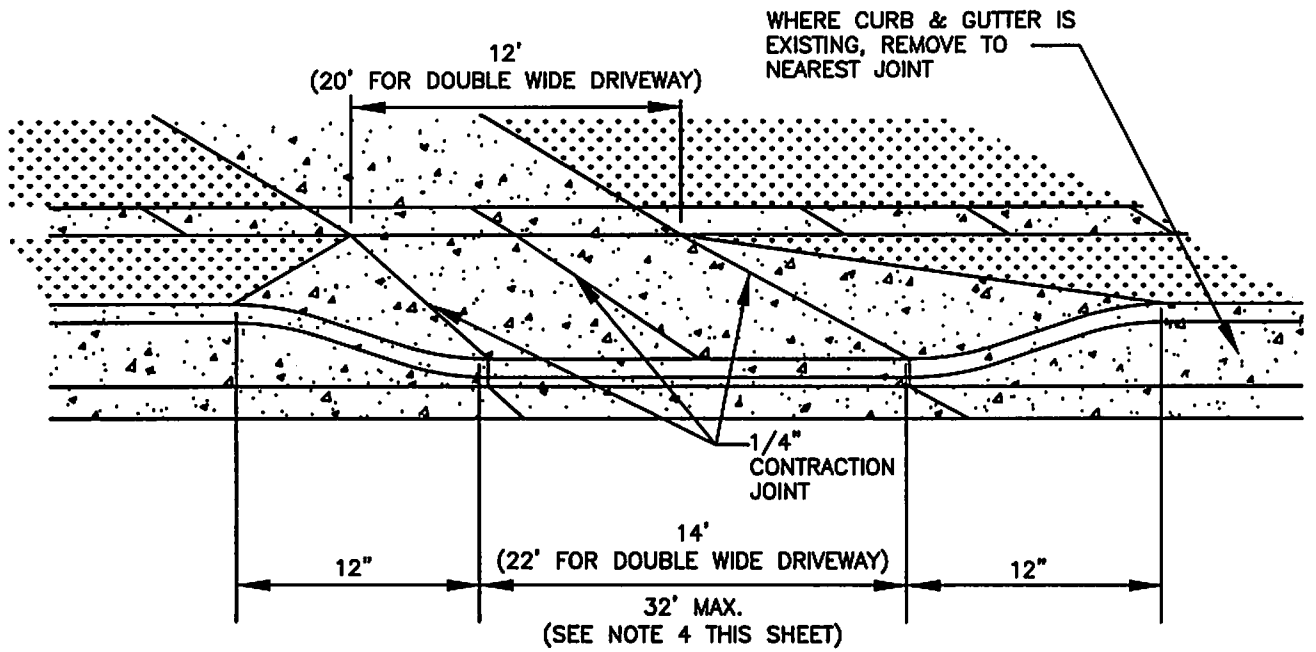
FOR THE PURPOSE OF ENFORCING FREDERICK CITY CODE  
 ARTICLE II, SIDEWALKS, SECT 22-24  
 "Repair by Property Owners and Occupiers"

- Enforcement shall be undertaken on a complaint basis only and applies to those improvements only within public rights-of-way.
- Within approximately five (5) days of receiving a complaint, an inspector will visit the property which is the subject of the complaint to determine the condition. In general, the inspector shall determine sidewalk with a variance of 1/2 inch or more to be in violation and shall cause it to be replaced, repaired or re-laid. The inspector shall use his best judgment in determining other conditions that may require repair or replacement. The inspector can also determine any other sidewalks to be in violation, as well, and cause those, too, to be replaced, repaired or re-laid.
- If the sidewalk is found to be in need of repair, the inspector will forward a "Notice to Repair" to the property owner. Notices will be sent by certified mail/return receipt requested or some other means providing notification of receipt.
- The inspector will mark the areas to be corrected and generate an estimate based on the City's annual contract price (see attached form). The estimate will be forwarded to the property owner along with the Notice to Repair. The property owner is responsible for all costs associated with the repair or replacement work. (Exception: If the repair or replacement work is the result of damage caused by a City-owned street tree, then the City will pay 50% of the cost of repairs if the work is performed by the City's Contractor).
- The property owner shall be given the choice of performing the work or causing the work to be performed or authorizing the City to perform such work by the City's contractor (through an owner's written agreement with the City - see attached form). In any case, the work should be completed within sixty (60) calendar days of receipt of the original Notice to Repair.
- If the property owner has not responded within approximately forty-five (45) days of receipt of the Notice to Repair, the inspector will send a second notice by regular mail to the property owner again stating that the work must be completed within the specified time-frame.
- If the property owner does not perform work or cause such work to be performed or authorize the City to perform such work within sixty (60) calendar days of receipt of the original Notice to Repair, the City will cause such work to be performed, charge the costs to the property owner and assess any appropriate penalties.
- Payment plans may be available if requested by the property owner. All payment plan requests shall be forwarded to the Finance Department. The Finance Department will coordinate all payment plans with the Department of Legal Services.

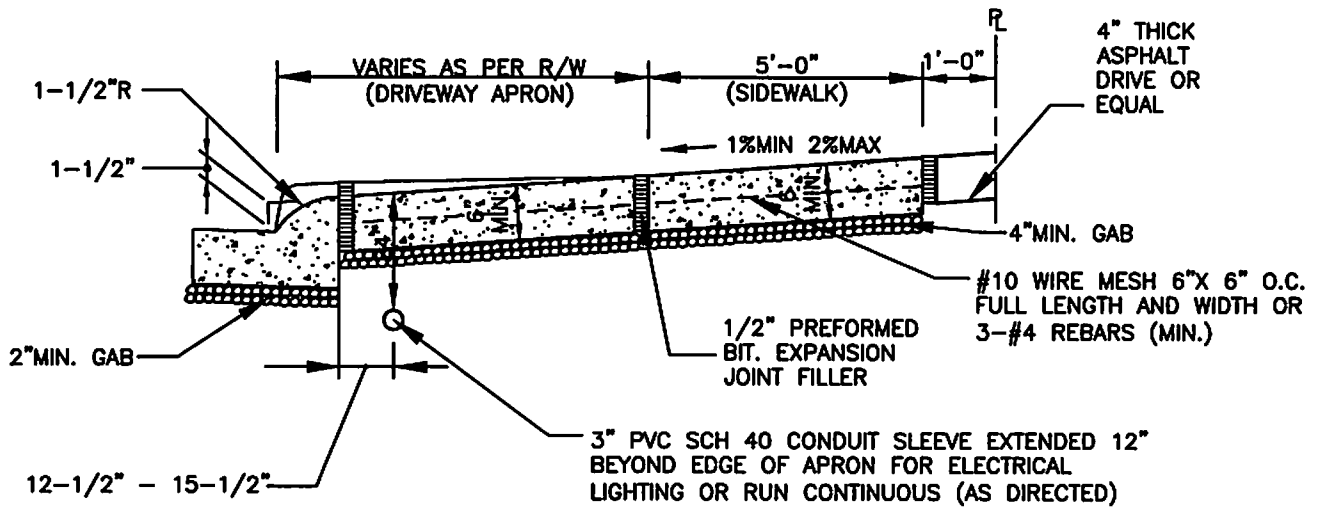
- If damage is caused by a City-owned street tree, the inspector will coordinate with DPW regarding the disposition of the tree and the sidewalk. Maryland Department of Natural Resources guidelines will be followed and their input will be solicited, if necessary.
- If certain conditions prevail that, in the opinion of the inspector, make immediate repairs not feasible, temporary measures will be allowed until such time as permanent measures can be performed.

RESOLUTION NO: 01-35

ADOPTED AND APPROVED BY MAYOR & BOARD the 20th day of December, 2001



**DRIVEWAY & CURB DETAIL**  
NTS



**TYPICAL SECTION**  
NTS

**NOTES:**

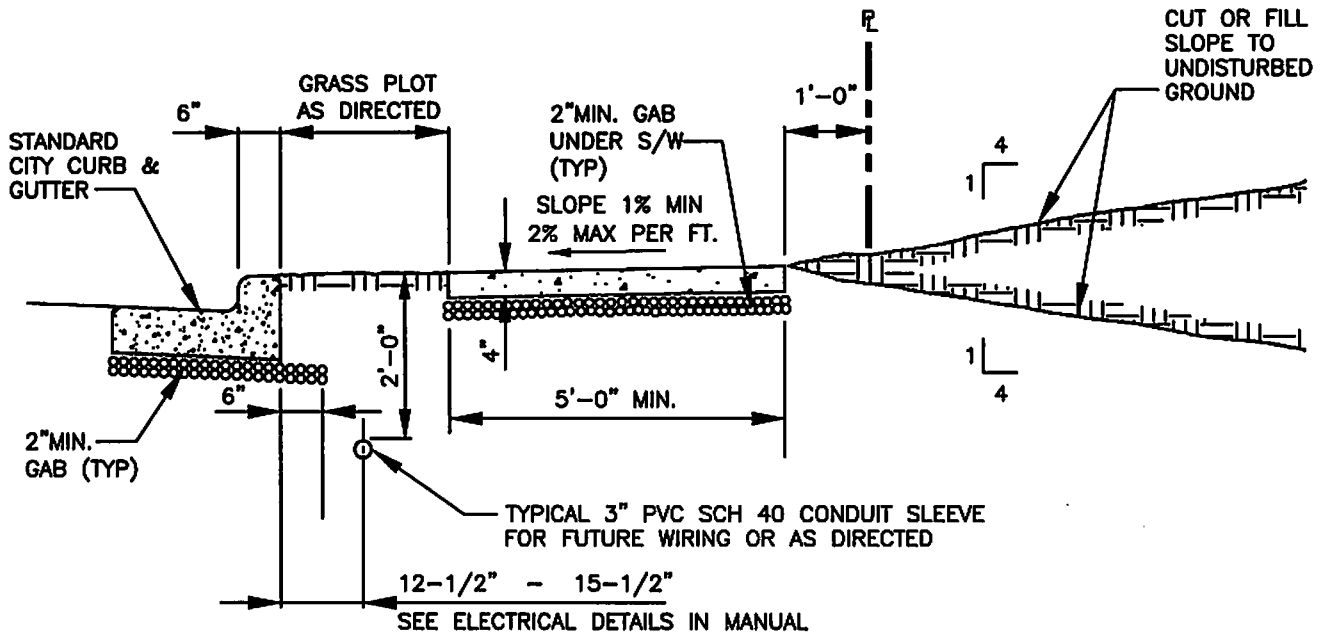
1. SCORE 1/4" DUMMY CONTRACTION JOINTS AT 4'-0" INTERVALS.
2. CONSTRUCT 1/2" BITUMINOUS EXPANSION JOINTS AT 20'-0" (MAX.) INTERVALS.
3. CONCRETE SHALL BE SPRAYED WITH LIQUID CURING COMPOUND AS SOON AS FREE WATER HAS DISAPPEARED FROM THE SURFACE.
4. 32' MAXIMUM WIDTH IS SUBJECT TO APPROVAL ON A CASE BY CASE BASIS AND FOR COMMERCIAL USE.
5. CONCRETE TO BE MSHA MIX NO. 3.



TYPICAL DRIVEWAY APRON FOR  
SINGLE FAMILY & COMMERCIAL ENTRANCES

APPROVED: *Zachary J. Kerber*  
DIRECTOR-DEPARTMENT PUBLIC WORKS

ST-3.0



TYPICAL SIDEWALK DETAIL  
NTS

NOTES:

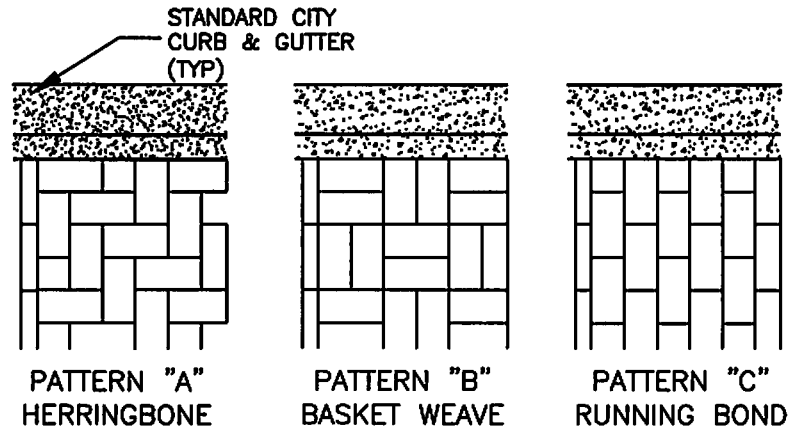
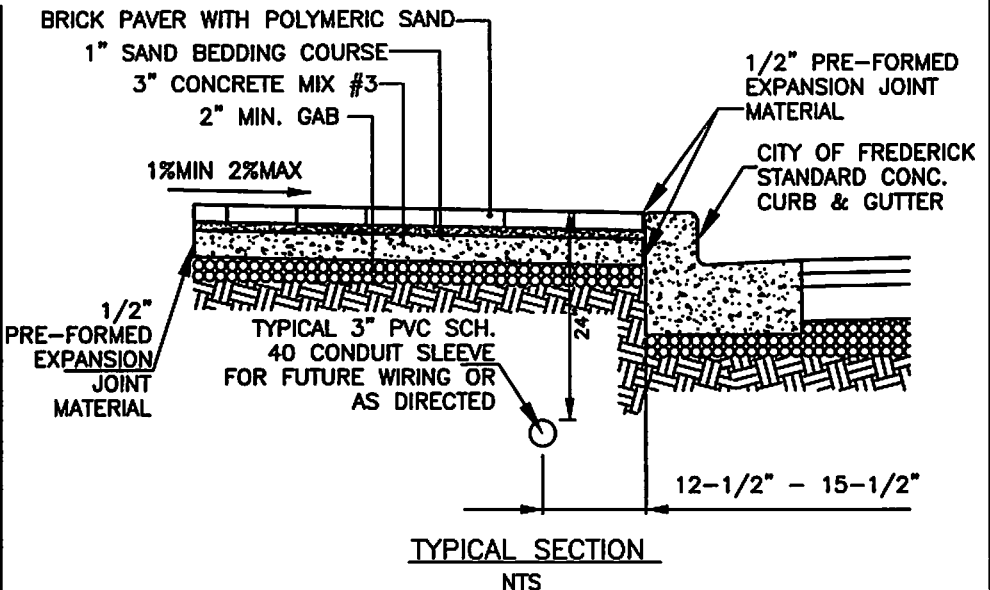
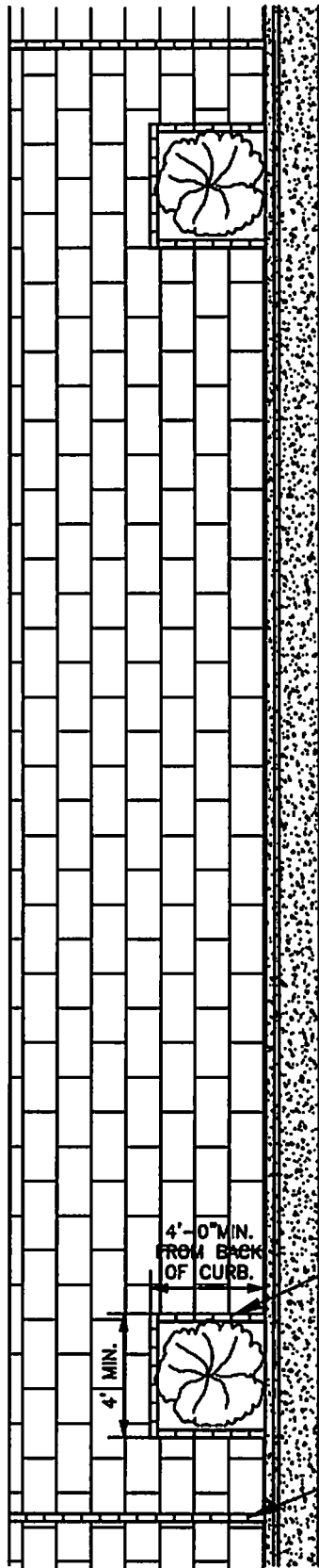
1. CONCRETE SHALL BE MSHA MIX NO. 3 CONCRETE AS DESIGNATED BY THE MARYLAND STATE HIGHWAY ADMINISTRATION SPECIFICATIONS.
2. SIDEWALKS TO BE SCRIBED IN 5' MAXIMUM LENGTHS AND BRUSH FINISHED, EXPANSION JOINTS TO BE SPACED EVERY 30 FEET AND BETWEEN CURB AND SIDEWALK WHERE ADJACENT.
3. ONLY STEEL FORMS TO BE USED WHILE PLACING SIDEWALK FOR STRAIGHT SECTIONS AND RADII GREATER THAN TWO HUNDRED (200) FEET.
4. CONCRETE SHALL BE SPRAYED WITH LIQUID CURING COMPOUND AS SOON AS FREE WATER HAS DISAPPEARED FROM THE SURFACE.



TYPICAL SIDEWALK INSTALLATION

APPROVED: *Zachary J. Kerolman*  
DIRECTOR-DEPARTMENT PUBLIC WORKS

ST-4.0



**NOTES:**

1. STANDARD PAVING BRICK 2-1/4" X 3-5/8" X 8" NO. 213Y BY GLEN GARY OR APPROVED EQUAL.
2. EXPANSION JOINTS IN THE 3" CONCRETE UNDERLAYMENT TO BE SPACED EVERY 30' AND BETWEEN CURB AND SIDEWALK WHERE ADJACENT.
3. TREE ARE VARIES BASED ON SIZE AND TREE SPECIES, CONTACT CITY OF FREDERICK ARBORIST FOR CORRECT SIZE AND PLACEMENT.
4. ALL TREES IN BRICK SIDEWALK TO HAVE A METAL FRAME TO KEEP BRICK BORDER IN PLACE
5. STREET LIGHT PLACEMENT SHOULD BE BASED ON PHOTOMETRIC READING.

BRICK BORDER, (STANDARD PAVING BRICKS) AROUND TREE AREA OR AS DIRECTED

BRICK BORDER (STANDARD PAVING BRICKS) PROPERTY LINE



**BRICK SIDEWALK DETAIL**

APPROVED: *Zachary J. Kerber*  
DIRECTOR - DEPARTMENT PUBLIC WORKS

**ST-5.0**