



SIDEWALK ASSISTANCE PROGRAM

1. PROGRAM OVERVIEW

The Sidewalk Assistance Program is established to assist property owners within the City of Rocky Ford in maintaining safe, accessible, and compliant sidewalks. Through this program, the City shares in the cost of eligible sidewalk replacement projects.

The City will fund up to **50% of the total eligible project cost**, with a maximum contribution of **\$5,000 per property**. Property owners are responsible for all remaining costs.

Examples:

- \$6,000 project → City pays \$3,000 / Owner pays \$3,000
- \$15,000 project → City pays \$5,000 (maximum) / Owner pays \$10,000

This program promotes pedestrian safety, improves aging infrastructure, and enhances the community's overall appearance and functionality.

Funding is provided through the 1% sales tax dedicated to street and sidewalk improvements, currently approved through 2027. Annual program funding levels will be established by the City Council as part of the adopted Streets and Sidewalks Repair Plan.

2. ELIGIBILITY CRITERIA

To qualify for participation, all of the following conditions must be met:

- The sidewalk must be publicly accessible and located within the municipal boundaries of Rocky Ford
- The sidewalk must be deteriorated, damaged, or present a safety hazard (e.g., trip hazard, cracking, settlement, or displacement)
- The property must have no outstanding code violations or unpaid debts owed to the City
- Sidewalk segments located at intersections, extending to the street corner, shall be fully funded by the City

3. PROGRAM INCLUSIONS AND EXCLUSIONS

Eligible Work (Inclusions):

- Removal and replacement of defective sidewalk sections
- Root cutting where necessary to prevent future damage
- Basic yard restoration directly impacted by sidewalk replacement

Ineligible Work (Exclusions):

- Replacement of sidewalks that are not in violation or do not pose a safety issue
- Work on sidewalks located entirely on private property
- Installation of new sidewalks associated with new construction or existing structures

4. APPLICATION PROCESS

Step 1: Submission

Property owners must submit a completed **Sidewalk Assistance Program Application**.

Deadline: July 31, 2026 (for the 2026 construction season)

Submission Options:

- Email: smilenski@rockyford-co.gov
- In person:
Rocky Ford City Hall
203 S Main Street
Rocky Ford, CO 81067

Step 2: Required Information

Applications must include:

- Property owner name, address, and contact information
- Description of sidewalk condition (e.g., cracked, sunken, buckled, or hazardous)
- Identification of relevant site features (e.g., sprinkler systems, pet fencing, trees)
- A sketch showing the sidewalk area and any relevant site conditions or structures

Incomplete applications may delay processing or be deemed ineligible.

5. APPROVAL PROCESS

Step 1: Initial Inspection

Upon receipt of a complete application, the City will conduct an on-site inspection to verify eligibility. Inspections will occur no sooner than **two (2) weeks after application submission**.

Step 2: Prioritization

Applications will be processed on a **first-come, first-served basis**, subject to available funding.

Applications received after the deadline will:

- Be placed on a waitlist for any remaining 2026 funds, or
- Be considered for the 2027 construction season

Step 3: Notification

Applicants will receive written notice of:

- **Approval**, including an approved scope of work, or
- **Denial**, including the reason(s) for ineligibility

Approved applicants may then obtain a contractor estimate consistent with the City-approved scope.

6. CONTRACTOR SELECTION

Property owners may:

- Select a contractor of their choosing, or
- Utilize a contractor from the City's approved contractor list

Requirement: All contractors must be properly **registered with the City of Rocky Ford**, as verified by the City Clerk.

7. CONTRACTOR RESPONSIBILITIES

The contractor must submit a **detailed written estimate** to the City that aligns with the approved scope of work. The City reserves the right to review and evaluate all estimates to ensure reasonable and competitive pricing.

8. PAYMENT REQUIREMENTS

Property owners are required to pay **their full cost share to the City prior to the start of construction**. No work will be authorized until payment has been received in full.

Process:

- The City will review contractor estimates for cost reasonableness
- The City will issue an invoice reflecting the approved project cost and cost-share breakdown
- Payment is due within **two (2) weeks of approval notification**

Payment Location:

Rocky Ford City Hall
203 S Main Street
Rocky Ford, CO 81067

Extensions:

Property owners requesting additional time must contact the City Clerk's Office at **719-254-7414**. Payment plans may be approved at the City's discretion; however, **construction will not begin until the property owner's balance has been paid in full**.

Additional Costs

If unforeseen site conditions require additional work:

- A supplemental invoice will be issued
- Costs will continue to be shared at 50%, provided the City's \$5,000 cap has not been reached

9. PRECONSTRUCTION AND PROJECT COORDINATION

Once payment has been received:

- The City will issue a **Notice to Proceed** to the contractor
- The contractor will coordinate scheduling directly with the property owner

Property Owner Responsibilities:

Prior to construction:

- Clearly mark the location of:
 - Sprinkler systems
 - Irrigation lines
 - Electric pet fences
 - Any underground utilities or obstructions

After construction:

- Inspect all affected systems
- Report any issues promptly to the contractor

Note: Yard restoration is the responsibility of the contractor and must be included in the project estimate.

10. ADDITIONAL CONCRETE WORK

Any work not covered by this program (including but not limited to driveways, private walkways, and patios):

- Must be coordinated directly between the property owner and contractor
- Is the **sole financial responsibility of the property owner**
- Is not eligible for cost-sharing under this program

Contact Information

For additional information or assistance:

Stacey Milenski, City Manager

Phone: 719-254-7414 ext. 106

Policy Review

This policy shall be reviewed annually to ensure effectiveness, fiscal responsibility, and alignment with community needs and City priorities.

Effective Date

This policy is effective **June 8, 2026**.

Program Statement

The City of Rocky Ford is committed to maintaining safe and accessible pedestrian infrastructure. Through this program, the City and its residents work collaboratively to improve sidewalk conditions while sharing costs fairly and responsibly.

**CITY OF ROCKY FORD
SIDEWALK ASSISTASNCE PROGRAM**

NAME: _____ DATE SUBMITTED _____

ADDRESS: _____ EMAIL: _____

PRIMARY PHONE # _____ OTHER PHONE # _____

Please mark the appropriate boxes below:

SIDEWALK CONDITION

Trip Hazard – _____ inches

Buckled / Tilted

Sunken / Holds Water

Cracked / Pitted

RELATED FEATURES

Working underground Sprinkler

Wireless Pet Fence

Trees within 3 feet of sidewalk

Visible Tree Roots next to walks

Program Purpose

This program is for replacement of existing substandard sidewalks, not for provision of new sidewalks.

Instructions

Submit completed form and sketch to: smilenski@rockyford-co.gov or Rocky Ford City Hall at 203 S Main Street by 7/31/2026.

Upon receipt of a completed application and sketch, the City will conduct an on-site inspections to verify eligibility. Inspections may occur no sooner than two (2) weeks after application submission. Applicants will receive written notice of an approval or denial. If applicant is approved, you may then obtain a contractor. The contractor will provide the City with an estimate of with the approved scope of work that will be in the approval letter. All contractors must be properly registered with the City of Rocky Ford. The City reserves the right to review and evaluate all estimates to ensure reasonable and competitive pricing. Once an estimate from the contractor is received, the applicant will be billed for their share of the project. Property owners are required to pay their share in full before the start of any construction.

Signature of Resident

(signature represents understanding & agreement of initial & secondary bill possibility if extra work required)

OFFICE USE:

DATE INSPECTED: _____

of Squares: _____ # of Lifts _____ INITIAL ESTIMATE \$: _____ FINAL COST \$: _____



SIDEWALK ASSISTANCE PROGRAM APPLICATION

If you wish to participate in the **Sidewalk Assistance Program**, complete this form and return to the City Manager. After the City evaluates your request, the applicant will receive a written notice of approval or denial. If approved applicants, may then obtain an estimate from contractor. All contractors must be properly registered with the City of Rocky Ford. If you need assistance with this form or the application, please call City Hall at 719-254-7414.

Forms should be returned to:

City of Rocky Ford
Attn: City Manager
203 S Main Street
Rocky Ford, CO 81067
or email to: smilenski@rockyford-co.gov

NAME _____

ADDRESS _____

ZIP CODE _____ PHONE NUMBER _____ EMAIL _____

To assist the city with the evaluation of your request, please mark the square of sidewalk that you would like replaced with a paint dot in one corner of the square(s). In addition, please take a few moments to mark the area of concern on the sketch below. Indicate where your house and/or driveway are to help the inspector locate the squares that need replacing.

PLEASE INDICATE NORTH

TOTAL NUMBER OF SIDEWALK SQUARES TO BE REPLACED _____

INDICATE SIDE STREET IF CORNER LOT

STREET NAME _____

STREET NAME _____

STREET NAME _____

STREET NAME _____

INDICATE SIDE STREET IF CORNER LOT



SAMPLE FORM

SIDEWALK ASSISTANCE PROGRAM APPLICATION

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NAME _____

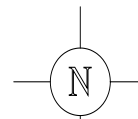
ADDRESS _____

ZIP CODE _____ PHONE NUMBER _____ EMAIL _____

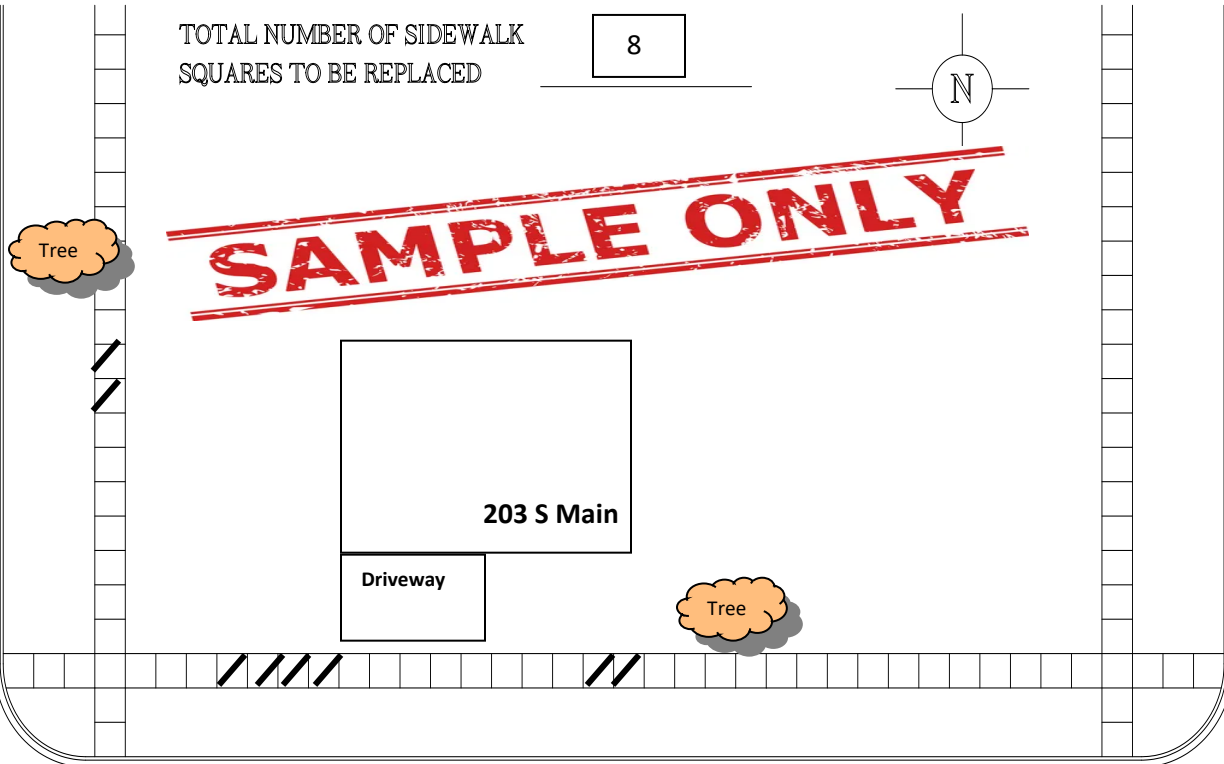
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PLEASE INDICATE NORTH

TOTAL NUMBER OF SIDEWALK SQUARES TO BE REPLACED



SAMPLE ONLY



INDICATE SIDE STREET IF CORNER LOT
STREET NAME _____

INDICATE SIDE STREET IF CORNER LOT
STREET NAME _____

STREET NAME Main Street



COMPLETED APPLICATION CHECKLIST

To ensure timely processing of your application, please review the checklist below and confirm that all required items are included before submission. Incomplete applications may delay review or be deemed ineligible.

✔ Applicant Information

- Completed and signed Sidewalk Assistance Program Application
- Property owner name, address, and contact information

✔ Property and Sidewalk Details

- Description of sidewalk condition (check all that apply):
 - Cracked
 - Buckled
 - Sunken
 - Trip hazard
- Location of sidewalk to be repaired clearly identified

✔ Site Features Identification

- Indication of any known site features, including:
 - Underground sprinkler/irrigation systems
 - Wireless pet fencing
 - Trees or root systems
 - Other underground or surface obstructions

✔ Required Sketch

- Simple sketch or diagram that includes:
 - Property boundaries
 - Sidewalk area proposed for replacement
 - Location of sprinklers, trees, fencing, or other relevant features

✔ Eligibility Confirmation

- Property is located within the Rocky Ford city limits
- Sidewalk is publicly accessible
- Property has no outstanding code violations or unpaid debts owed to the City

Applicant Acknowledgment

I certify that the information provided in this application is complete and accurate to the best of my knowledge.

Property Owner Signature: _____ Date: _____

City Use Only

- Application received date: _____
- Application complete: Yes / No
- Inspection completed: _____
- Approved / Denied
- Notification sent: _____