

**CITY OF CHAMBLEE  
RESIDENTIAL SIDEWALK IMPROVEMENT PROGRAM**

**PURPOSE AND GOAL**

The Residential Sidewalk Improvement Program outlines a process by which Chamblee residents can request and fund new sidewalk construction in neighborhoods.

**SUPPORT**

The City of Chamblee requires that there be wide support from the community for implementing new sidewalks in neighborhoods. The impacted property owners as defined by the City in the affected area shall be contacted and given an opportunity to sign a petition, indicating their opinion concerning the installation of new sidewalks. Any abstention or indication other than a “yes” will be considered a “no.”

All owners must sign the petition individually, including owners of undeveloped lots. Renting tenants are not an acceptable substitute for the legal homeowner. A spouse’s signature will not be acceptable if he or she is not the legal owner. If both husband and wife are joint legal owners, both signatures are required. A “Mr. and Mrs.” signature is not acceptable.

At least 75% of the homeowners in the affected area must vote in favor of installing new sidewalks for the petition to be accepted. The percentages will be calculated, based on individual lots where the owners sign affirmatively, divided by the total number of lots in the affected area. Each lot counts as only one lot regardless of the number of owners signing. The affected area (limits of the affected landowners) will be provided by the City. The City Manager reserves the right to set a reasonable expiration date on petition signatures (not less than 90 days).

If a neighborhood has a HOA or other legal mechanism allowing a group less than the previously stated required percentages to represent their position, this mechanism may replace the petition process as approved by the City Manager after consultation with the City Attorney.

The completed petition must be returned to the City Manager where it will be verified against tax records, land lot and parcel maps to ensure that it meets all requirements. Once the petition is verified, the project will be presented to City Council.

**Approval**

A petition for a sidewalk that is signed by more than 75% of property owners within a designated area will be presented to the Mayor and City Council for inclusion in the capital improvement program.

If approved by Council, the City will develop a final project design and cost. Upon completion of the final design, the signors of the petition must provide any necessary right-of-way (ROW)

for the project to the City. At least 75% of the right-of-way must be donated for the project to move forward.

The verified petition and final project design will be provided to the City Manager for action. If a petition fails to obtain the required 75% approval, City staff will not advance the request.

**Implementation**

The City will fund 100% of the cost necessary for construction of any new sidewalk. Funding available for the construction of new sidewalks will be limited to the amount budgeted for sidewalks for that current fiscal year and allocated to neighborhoods in the order petitions are approved by the City Council. Any neighborhoods that are approved for the construction of new sidewalks after the current year's budget has been expended will be funded out of future year's budgets in the order that the petition was approved by the City Council.

Upon City Council approval and the allocation of funds in the City budget, the new sidewalk project will be implemented at the direction of the City Manager.

**APPENDIX A****Chamblee Residential Sidewalk District Petition Process**

1. A residential sidewalk may be petitioned through application by a City resident. An application may be requested from the city manager or downloaded from the website.
2. The petitioner(s) must submit the application with a map that identifies the local residential roads that will be covered by the Residential Sidewalk District. The petitioner(s) will submit the application to the City Manager.
3. The city will prepare a preliminary plan and estimate of the total project cost for the proposed sidewalk within 60 days. Upon completion of the estimate, the city will notify the petitioner(s) that the application is ready.
4. The petitioner(s) will be responsible for collecting the required signatures on a sidewalk district petition. The petition must contain the name, property address within the proposed district, mailing address and phone number of all property owners that sign the petition.
5. The petitioner(s) must gather signatures from **seventy-five (75%)** of the property owners that will be impacted by the sidewalk project. This will include all property owners along the sidewalk route whether the sidewalk is directly adjacent to your property or across the street. If there are multiple owners listed on a property, all owners of a property must sign for the request to be counted.
6. The city manager will provide petitioner(s) with a timeline for obtaining the signatures (not less than 90 calendar days) from the date of notification from the city (in number 3 above), to gather the required signatures from the affected property owners. The petition must be returned to the city for verification of property owners. The city will verify ownership using the tax records. Once sixty-five (65%) of the property owners in the proposed residential sidewalk district have been verified, city staff will submit the petition to the City Manager for acceptance of the petition and consideration of project for the capital projects program.
7. A final decision on the acceptance or denial of this request will be made within 30 days of the City Manager accepting the residential sidewalk petition.
8. Once the sidewalk design and estimate have been completed, the Public Works Director will submit all plan information to the City Manager for consideration and acceptance of the design plan and estimate for construction. The City Manager, at his/her discretion, will consider this item for the capital improvement budget and will make a recommendation to the Council on whether to authorize construction of this project.
9. Upon acceptance of the request and design of the sidewalk, a public information meeting will be held. This meeting will allow for public input into the project.

**Chamblee Application for Residential Sidewalk**

This is an application for establishing a residential sidewalk along public streets. Under this petition program, sidewalks can be constructed on residential streets with the approval of the owners of 75 percent of the property abutting those sidewalks. If your request is found to meet the requirements of this program, a cost estimate and petition will be returned to you for use in obtaining the necessary consent from the affected property owners.

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

**Describe the limits of the proposed sidewalk, making sure to specify ending points as well as what side of the street you are interested in:**

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

**Is the proposed sidewalk supported by any neighborhood or community associations?**

Yes (Provide contact information): \_\_\_\_\_ No: \_\_\_\_\_  
\_\_\_\_\_

**Will the proposed sidewalk connect to any existing sidewalks?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Will the proposed sidewalk be used for walking to schools or shopping?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions about this application, please contact Public Works at (770) 986-5019. Return the completed application to City of Chamblee Public Works Division, 3210 Cumberland Drive, Chamblee, Georgia 30341.