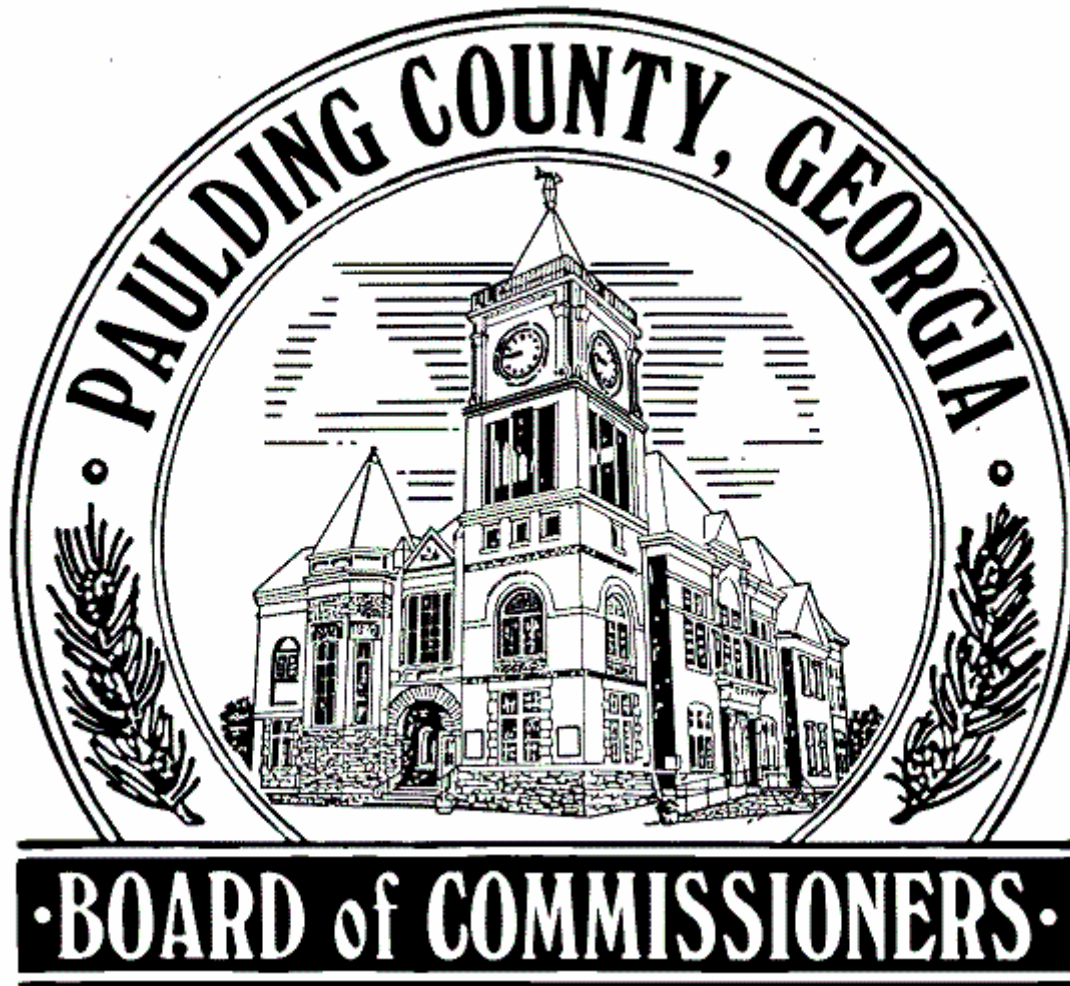


**SIDEWALK DESIGN AND INSTALLATION POLICY  
PAULDING COUNTY, GEORGIA**



**PAULDING COUNTY DEPARTMENT OF TRANSPORTATION  
SCOTT GREENE, DIRECTOR  
JANUARY 2009**

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# **1. INTRODUCTION**

## **1.1 Function and purpose of the Paulding County Sidewalk policy**

To adopt an official policy pertaining to sidewalk construction requests from citizens along residential and collector streets through residential areas. This policy covers the procedure for initiating and designing a project to install new sidewalks in residential areas. The sidewalk system is to be designed and constructed in such a manner that it will enhance pedestrian safety and minimize conflict with vehicular traffic.

## **1.2 Qualifying criteria**

Streets along which the sidewalk is to be installed shall:

- a) Be paved and have curb and gutter along both sides.
- b) Have at least 8 feet right-of-way between the back of curb and the adjoining property line.

## **1.3 Legal Authority**

Only the Paulding County Board of Commissioners can authorize the placement of sidewalks.

## **2. PROGRAM ELEMENTS**

### **2.1 Request for sidewalks**

When sidewalks are requested, Paulding County Department of Transportation (PCDOT) will forward the Sidewalk Design and Installation Policy to the requestor/Homeowners Association designated representative.

### **2.2 Establishment of an assessment district**

The assessment district will consist of the street(s) that sidewalks are requested, the limits of construction, intersecting side streets, and other areas that may be affected. Properties may be excluded for the assessment district on a case-by-case basis, if it is determined that the sidewalk would receive zero or limited benefit of the construction of sidewalks.

### **2.3 Petition process**

A petition will have to be circulated within the assessment district, and all of the property owners in the assessment district shall be contacted and given the opportunity to vote on the sidewalk proposal. If there is joint ownership of a property, all owners must sign the petition individually, with each lot counting as only one vote. For subdivisions not completely built out, a minimum of 60% of the total units within the assessment district must be occupied before a petition for the installation of sidewalks will be considered. If a lot requires more than one signature and there is not a unanimous vote for the proposal, the vote will not be counted. This includes owners of undeveloped lots and landlords. Renting tenants are not an acceptable substitute for the legal homeowner. No signature will be withdrawn from the petition after it is filed with PCDOT. At least 75% of the homeowners must vote in favor of sidewalks for the petition to be considered by PCDOT. Once the petition is signed, notarized, and returned to PCDOT, it will be checked against tax records and land lot maps to insure that the petition area meets all requirements for sidewalk installation.

### **3. SIDEWALK DESIGN**

#### **3.1 Design**

The homeowner's association/Neighborhood will be totally responsible for the design and construction of new sidewalks. The sidewalks must be designed, constructed, and installed per Paulding County Development Regulations. The design for sidewalks shall be in accordance with the American Association of State Highway and Transportation Officials (AASHTO) "A Policy on Geometric Design of Highways and Streets" and Georgia Department of Transportation (GDOT) specifications.

#### **3.2 Expenses**

The Homeowners Association/Neighborhood will be fully responsible for all costs for the design and construction of the sidewalks.

#### **3.3 Design review process**

A copy of the final subdivision plat may be obtained from Paulding County Department of Community Development for use in sidewalk plans. All plans must be submitted to PCDOT for approval, allowing for up to 60 days, and possible modifications to the design plans. Once the plan is approved by PCDOT, it will be forwarded to the Paulding County Board of Commissioners (PCBOC) for final approval of the design and plans.

## **4. PERMIT APPLICATION**

### **4.1 Permit**

Once the PCBOC grants approval, a permit for construction must be applied for by PCDOT. The applicant will be required to provide three (3) sets of design plans with the completed permit.

### **4.2 Escrow/bond requirements**

Each applicant is required to provide a performance bond or letter of escrow to insure that the sidewalk plans are being built in accordance with the approved permit and design plan. All letters of escrow must be from a bank located in the State of Georgia; while a surety company may write a bond from any locale if a Georgia resident agent of said insurance company signs it. The security will be described on an approved PCDOT form and insured amount will be based on the estimated cost of construction, as determined by PCDOT. Once said construction is approved, PCDOT will perform a final inspection. A letter of credit from a Georgia based bank must be without an expiration date or written in a manner to renew automatically annually. The bank must agree to notify PCDOT by registered letter at least 60 days prior to its expiration date if it does not intend to renew the letter of credit. The Paulding County Board of Commissioners will give written authorization to release the bank from its obligation as soon as all the construction authorized under the permit has been completed satisfactorily. Once the construction is finished, the applicant must notify the appropriate permit inspector for approval. No bond or escrow may be released without written authorization from the Paulding County Board of Commissioners.

## **5. GENERAL CONSTRUCTION GUIDELINES**

### **5.1 Materials**

The sidewalk sections shall be constructed of Class A concrete, having a minimum strength of 3000 pounds per square inch (psi) at 28 days. All materials furnished and/or installed by the permit holder shall be from sources certified by the Georgia Department of Transportation (GDOT) and shall meet all specifications set forth by GDOT.

### **5.2 Inspection**

PCDOT does not commit to furnishing full time inspection for sidewalk installation. It is the responsibility of the permit holder to assure that the materials and construction are meeting all specifications and guidelines.

### **5.3 Construction procedures**

All work must be performed in such a manner to provide at least one (1) lane of traffic at all times, or use a PCDOT approved traffic detour plan. When directed by PCDOT, the permit holder shall limit the hours of operation to avoid affecting the peak hour traffic volumes.

### **5.4 Traffic control**

The permit holder shall furnish, install, maintain, and remove all traffic control devices as necessary. This includes signs, barricades, striping, cones, lights, flagging, and all other required devices as required by PCDOT, GDOT, and the Manual on Uniform Traffic Control Devices (MUTCD).

### **5.5 Construction methods**

Sidewalk sections shall be five (5') feet wide, with a thickness of four (4") inches; concrete to be finished with tamps, wood floats, and stiff-bristle brooms. Traverse contraction joints shall be placed at twenty (20') foot intervals, with all edges rounded to one-quarter (¼") inch radius. One-half (½") inch expansion joints shall be placed at sixty (60') intervals, or where sidewalks tie into structures or terminate into curbing, ramps, or driveways. The concrete sections shall be located approximately two (2') feet from the back of curb, separated by a two (2') foot green strip. Access ramps are to be placed at all drives, intersections, and all curb encroachments; all ramps are to be constructed/installed in compliance with the Americans with Disabilities (ADA) Act. No sidewalk sections will be permitted to "jog" around a fire hydrant or utility pole. All work performed shall be in accordance with the GDOT Standard Specifications for Construction of Roads and Bridges (current edition), GDOT Concrete Sidewalk Details, GDOT Supplemental Specifications (current edition), and any attached modifications and special provisions.

### **5.6 Additional requirements and review**

At the time of reviewing the site plan or plat review, PCDOT may require additional conditions to be met in regards to sidewalk placement, design, or construction.

**APPENDIX A – PETITION FOR SIDEWALKS**  
PAULDING COUNTY SIDEWALK DESIGN AND INSTALLATION POLICY

**\*SPECIAL NOTE\***

**Your signature on this petition indicates that you have read and fully understand all information concerning the sidewalk design and installation policy.**

We the undersigned, all being property owners of the subdivision legally titled “\_\_\_\_\_”, do hereby petition through our subdivision or unit(s) for installation of sidewalks. There are \_\_\_\_\_ lots currently existing in petition area shown and each owner as shown on the tax record has affirmatively signed this petition.

This petition represents that 75% or more of the property owners of this petition area to be affected join in this request.

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Personally appeared before me, a Notary Public, the undersigned affiant, who says on oath that \_\_\_\_\_ is one of the subscribing witnesses to the within instrument; that each of said witnesses saw the execution and delivery of the same by each grantor therein for the purpose set forth; and that each of said witnesses signed the same as purported.

Sworn to and subscribed before me,  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
NOTARY PUBLIC  
Paulding County, State of Georgia



**APPENDIX B – PETITION FORM**  
**PAULDING COUNTY SIDEWALK DESIGN AND INSTALLATION POLICY**

Subdivision Name: \_\_\_\_\_

Date petition was issued: \_\_\_\_\_

(This petition is valid for one year from the above date.)

	<b><u>Yes</u></b>	<b><u>No</u></b>		
1. _____ Print Name (First, Last)			_____	Date

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Signature			Witness	Lot #

2. _____			_____	Date
Print Name (First, Last)				

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Signature			Witness	Lot #

3. _____			_____	Date
Print Name (First, Last)				

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Signature			Witness	Lot #

4. _____			_____	Date
Print Name (First, Last)				

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Signature			Witness	Lot #

5. _____			_____	Date
Print Name (First, Last)				

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Signature			Witness	Lot #

6. _____			_____	Date
Print Name (First, Last)				

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Signature			Witness	Lot #

# APPENDIX C – APPLICATION AND PERMIT

## PAULDING COUNTY SIDEWALK DESIGN AND INSTALLATION POLICY

APPLICATION AND PERMIT FOR THE INSTALLATION OF SIDEWALKS

APPLICATION IS HEREBY MADE TO THE PAULDING COUNTY DEPARTMENT OF TRANSPORTATION

(INDIVIDUAL/HOME OWNER-NAME AND ADDRESS)

FOR PERMISSION TO CONSTRUCT SIDEWALK SECTIONS WITHIN THE PUBLIC RIGHT OF WAY OF

COUNTY ROAD NUMBERS: \_\_\_\_\_ IN PAULDING COUNTY.

DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LOCATIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE SIDEWALKS COVERED HEREBY SHALL BE INSTALLED IN ACCORDANCE WITH THE PLANS ATTACHED HERETO AND MADE A PART HEREOF.

PERMIT REQUESTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

WITNESS TO SIGNATURE: \_\_\_\_\_  
 \_\_\_\_\_

BY: \_\_\_\_\_  
 SIGNATURE  
 \_\_\_\_\_  
 TITLE

PERMISSION IS GRANTED FOR THE ABOVE DESCRIBED ENCROACHMENT IN ACCORDANCE WITH THE PLANS AND PROVISIONS HEREOF, THIS PERMIT IS TO BE STRICTLY CONSTRUED AND NO WORK OTHER THAN THAT SPECIFICALLY DESCRIBED ABOVE IS HEREBY AUTHORIZED.

\* APPLICANT OR PERMITTEE AS USED IN THIS PERMIT INCLUDES CONTRACTOR(S), THEIR SUBCONTRACTOR(S), AGENTS AND ASSIGNS.

PERMIT IS GRANTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

BY: \_\_\_\_\_  
 TRAFFIC OPERATIONS DIVISION MANAGER

DISTRIBUTION AFTER APPROVAL WHITE - APPLICANT YELLOW - PAULDING D.O.T. BLUE - TRAFFIC OPS DIVISION GREEN - INSPECTOR	<div style="text-align: right;">(TO BE COMPLETED BY TRAFFIC OPERATIONS DIVISION MANAGER)</div> COUNTY: _____ COUNTY ROAD NUMBERS: _____ PROJECT NUMBER: _____ ACTIVE: _____ UNDER CONTRACT: _____ PERMIT NUMBER: _____
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