City of Susanville, Building Division
66 North Lassen Street, Susanville, CA 96130
Phone (530) 252-5117
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Sidewalk, Curb, Gutter and Drive Approach Verification Agreement

Whenever additions or improvements in excess of **$25,000.00** (an accumulative of three years or less) are made to buildings on private property within the City, Section 12.20.010 of the Susanville Municipal Code requires the construction and installation of curbs, gutters, and driveways upon that portion of the public way abutting the project property.

Whenever additions or improvements in excess of **$50,000.00** (an accumulative of three years or less) are made to buildings on private property within the City, Section 12.20.010 of the Susanville Municipal Code requires the construction and installation of curbs, gutters, sidewalks and driveways upon that portion of the public way abutting the project property.

Sidewalks, curbs, gutters, and drive approaches shall be constructed to City Public Works Standards.

A Right of Way Encroachment Permit must be obtained from the Public Works Department prior to building permit issuance. A deposit is also required by the Public Works Department per Section 12.020.060 of the Susanville Municipal Code.

By signing this agreement, you are acknowledging that curb, gutter, sidewalk and drive approaches may be required to be installed at the address listed below and must be installed to City Public Works Standards. The installation must be inspected and approved by the Public Works Inspector prior to calling for a final building inspection.

Permit No.: _____ Project Address: _____

_____ Date: _____
Owner / Applicant Signature

CITY OF Susanville

Sidewalks, Curbs, Gutters, and Parking Strip Areas

Sidewalks, curbs, gutters, and parking strips are public facilities. These are generally described as, that portion of improved land between the property line and the street.

A well maintained sidewalk network provides many benefits to the community. This occurs by providing residents with a safe and healthy alternative mode of transportation. Keeping curb, gutter and sidewalk in good condition is important to ensure that storm water drains properly and safe access is provided.

Landscaped and properly maintained parking strips, along with street trees, enhance the overall appearance of a community. When installed between the street and the sidewalk, parking strips also provide a buffer zone for pedestrians.

Making sure these do not adversely impact public or private infrastructure can increase property values, and reduce your liability.

When are sidewalks required to be installed, repaired or upgraded?

Susanville Municipal Code (SMC) 12.20.010 requires curb, gutter, and driveways to be installed when improvements valuing $25,000 or more are made on any lot or premises in the City. Sidewalks are required when improvements value more than $50,000. In addition, SMC 12.20.030 requires existing sidewalk, curb, gutter, and driveways that do not conform to existing standards be upgraded when such improvements are made.

When are permits required?

Any construction work or any other obstruction of a street, sidewalk, parking strip or alley requires an encroachment permit. Susanville Municipal Code 12.04.010 states, it is unlawful for any person to obstruct a street, sidewalk, or alley without first obtaining a permit.

Encroachment permits serve several functions that benefit contractors, property owners, and the City. Fees are charged for encroachment permits and the costs are adjusted periodically by City Council. Encroachment permit fees are set to cover the costs of inspections and other administrative duties associated with the encroachment permit process.

In most cases, a deposit or bond is also required. Deposit fees are set to cover the costs the City would have to pay to complete work if the applicant is unwilling or unable to finish.

During the permitting and inspection process, the City will provide useful information to the applicant. Information regarding whom to call is provided to help locate underground utilities and how to construct curb, gutter, sidewalk, and driveways to City standards.

Inspections are needed to ensure that sidewalks, curbs, gutters, and driveways are installed in a safe manner and in accordance with City standards.

Who is responsible for maintenance?

Although, sidewalks, curbs, gutters, and parking strips are normally located in the public right-of-way, maintenance and upkeep of these facilities is the responsibility of the property owner. This is not only required by City Ordinance but by State Law. California Streets and Highways Code, Section 5610 requires property owners to:

"... *maintain any sidewalk in such condition that the sidewalk will not endanger persons or property and maintain it in a condition which will not interfere with the public convenience...*"

Susanville Municipal Code 12.20.031 further defines the property owner's responsibility in maintaining sidewalks, curbs, gutters, and parking strips.

Also, Susanville Municipal Code 12.20.032 states, property owners are liable to the person suffering injury or damages resulting from the failure of the property owner to maintain the sidewalk in a non-dangerous condition.

What about street trees?

Trees along your frontage, whether placed by you or by someone else, are the responsibility of the property owner. If a tree falls into the street during a storm, City personnel will, as time allows, move the tree to the side so traffic can continue to use the street. However, the owner will need to dispose of the tree appropriately.

Contact Us

Please visit the City's website at www.cityofsusanville.org to view the Susanville Municipal Code or contact the City of Susanville Public Works Department at the location below for more information.

720 South Street
Susanville, CA 96130
Phone: 530-257-1041
Fax: 530-257-1057
Email: publicworks@cityofsusanville.org