

FACTS AND FREQUENTLY ASKED QUESTIONS:

- Are residents required to clear snow from the sidewalk?
- **Yes**, residential property owners are required to clear snow and ice from sidewalks adjacent to their property.
- Is there any additional cost or property tax assessment with the installation of a new sidewalk?
- **No**, there is no assessment or cost when a new sidewalk is installed. Sidewalks are installed entirely within the county public right-of-way.
- Is installation of a sidewalk contingent upon approval of the adjacent property owners?
- **No**, the decision is made based on a public use and need for the community-at-large.
- Who can request installation of a sidewalk?
- A sidewalk can originate from an individual, elected official or an association.
- Does the Annual Sidewalk Program install curbs and gutters?
- **No**, installation of curb and gutters only is the responsibility of the Division of Operations. That phone number is: **240-777-7623 (ROAD)**.
- Does the Annual Sidewalk Program repair and maintain sidewalks?
- **No**, repairs and maintenance of sidewalks is the responsibility of the Division of Operations. That phone number is: **240-777-7623 (ROAD)**.



THE DEPARTMENT OF TRANSPORTATION

is so much more...

- Director's Office • 240-777-7170
- Transportation Engineering • 240-777-7220
- Operation Services • 240-777-7623
- Traffic & Parking Services • 240-777-2190
- Transit Services • 240-777-5800

The Department of Transportation's goal is to provide the best professional services to the citizens of Montgomery County

Isiah Leggett
Montgomery County Executive

Guidelines for Requesting Sidewalk Construction

Montgomery County

Department of Transportation
Division of Transportation
Engineering

**The Annual
Sidewalk
Program**

Working to provide safer pedestrian
access and greater mobility throughout
Montgomery County



PROGRAM DESCRIPTION

PURPOSE & GOAL:

- To provide safer access throughout Montgomery County for pedestrians and the handicapped by retro-fitting new sidewalks in communities and other areas that have already been developed.

BUDGET:

- The Annual Sidewalk Program is an ongoing Capital Improvement Project currently funded at approximately \$2.35 million per year.
- Typical sidewalks funded under this program are relatively simple in nature to construct and do not require engineering design.
- Sidewalk construction costs do not exceed \$150,000 per proposed project.

Where to Forward Requests...

DEPARTMENT OF TRANSPORTATION

Division of Transportation
Engineering

Annual Sidewalk Program

100 Edison Park Dr. 4th Floor
Gaithersburg, Maryland 20878

Phone #: 240-777-7270

FAX #: 240-777-7277

e-mail address:

DTE.Sidewalk@montgomerycountymd.gov

Online application form may be submitted at:

<http://www2.montgomerycountymd.gov/DOI-DTE/Sidewalk/SWHOMA.ASDX>

REQUESTING A SIDEWALK

APPLICATION PROCEDURES:

- Submit written requests and include the following information:
 - Road/street name.
 - Preferred side of the road/street.
 - The limits of the requested sidewalk.
 - Will it provide access to walking school's or school bus stops?
 - Will it provide access for the handicapped?
 - Will it provides access to public facilities such as transit stops/parks/places of worship/etc.?
 - Will it connect to an existing network of sidewalks?
- Contact residing Homeowners/Civic Association to obtain support for the sidewalk is strongly recommended prior to submitting a request.

EVALUATION PROCESS

EVALUATION:

- DOT evaluates all requests and conducts an on-site investigation to determine the following factors:
 - Is there available public right-of-way?
 - Will a sidewalk provide safer access to schools, public transportation and nearby public facilities?
 - Will a sidewalk meet a purpose and provide a public need for the community-at-large?
 - Can the sidewalk be constructed without engineering design?
 - Do associated costs fall within the program's criteria?

NOTIFICATION:

- DOT limits notification for a requested sidewalk project to property owners residing adjacent to the proposed construction and to a HOA (if applicable). Residents receive the following:
 - *Location Map* to identify the proposed project
 - *Construction Impacts* details construct on impacts to the public right-of-way for sidewalk installation
 - *Comments & Feedback Survey Form* to be returned to DOT to address any concerns regarding the proposed construction

FINAL DECISION

COORDINATION PROCESS:

- A public hearing may be required if DOT determines that the proposed sidewalk meets the program's criteria and appears to serve a public need.
 - DOT notifies residents and HOA/CA (if applicable) of the scheduled public hearing date/time/location. The hearing allows citizens an opportunity to present oral and written testimony to a Public Hearing Officer for support or opposition to the proposed project. The Hearing Officer considers all the information presented and recommends to the County Executive whether or not the project should be authorized for construction.
- Notification of County Executive's final decision of whether or not the project is authorized to construct.
 - DOT notifies the community regarding the County Executive's final decision.
- Coordinating sidewalk installation with adjacent property owners.
 - DOT notifies adjacent property owners of the scheduled sidewalk construction.
 - Upcoming construction notices are posted on-site.
 - An on-site construction inspector is made available throughout the construction phase to address any concerns that may arise.

Under
Construction

