

Village of Cassville, Grant County, WI Sidewalk Permit

Permits are issued as required by Village of Cassville Code of Ordinances Chapter 6. Applications must be filed and approved by a majority vote of the Village Board before any work may begin.

Name: _____

Property Address: _____

Phone Number: _____

Street where sidewalk is located: _____

Number of feet of sidewalk you intend to remove:

Length: _____ Width: _____

Approximate date of removal: _____

Approximate date of replacement: _____

Will the replacement change the present grade of the sidewalk?

Yes: _____ No: _____

Property owner/contractor understands that all material must comply with Village regulations. I certify that the above information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

If the request is approved by the Village Board, the work may be done by the abutting owner, and they will be required to pay at least one-half of the cost of materials and the full cost of labor thereof. The **Village may pay the other one-half of the cost of materials** after an inspection is made by the Village Street Committee Chair and they deem that the Ordinance has been followed, and the work was done in a workmanlike manner.

**** For 2025 only: The Village may pay one-half of the cost of materials and labor. Work must be completed during the year 2025.**

**** Permits expire on December 31 of the year in which they are approved.**

**** To be reimbursed, Itemized invoices for all work performed and proof of payment must be presented to the Village.**

**** If you received a notice for non-compliance regarding your sidewalk and your application is approved, you must comply with all conditions of the notice. Pursuant to Section 66.0907 Wis. Stats., if you do not comply, the Village will have the work completed on your behalf, and the entire cost of tear out, replacement, and any applicable administrative fees will be your responsibility. If the invoice is not paid by the due date provided, it will be added to the Real Estate Taxes as a Special Charge.**

INSTRUCTIONS

Complete all information on Page 1 and submit the completed application to:

Village of Cassville
100 W Amelia St
PO Box 171
Cassville, WI 53806

Phone: (608) 725-5180
Fax: (608) 725-2192
Email: clerk-treasurer@cassvillewi.gov

FOR VILLAGE OFFICE USE

Pre-Inspection:

Sidewalk Inspected by: _____

Signature: _____ Date: _____

Condition of sidewalk: _____

Date presented to Village Board: _____

Application Accepted: _____ Denied: _____

If denied, reason: _____

Date property owner notified of Village Board decision: _____

Date property owner notified Village that project was completed: _____

Date receipts were received from property owner: _____

Total Cost of Materials: _____

Total Cost of Labor (**2025 ONLY**): _____

Completed:

Sidewalk Inspected by: _____

Signature: _____ Date: _____

Comments: _____

Reimbursement information:

Date: _____ Check #: _____ Amount: _____

Village Clerk Signature: _____ Date: _____

Village of Cassville Ordinance

6.03 -SIDEWALK CONSTRUCTION AND REPAIR

- (1) **Owner to Construct.** It shall be the duty of the abutting owner to build, repair, construct, and perpetually maintain sidewalks along or upon any street, alley, or highway in the Village of Cassville. Before the abutting owner builds, repairs, remove, lays, or constructs any sidewalk, they shall file an application for a permit with the Village Clerk. The Village Clerk will then forward the application to the Village Board and the Village Board will decide whether to grant the permit at the next regular Village Board meeting. If the permit is denied no work may be done until further authorized by the Village Board. If the permit is granted, the work may be done only as described in this Ordinance consistent with the permit applied for and granted. If the request is granted, the work may be done by the abutting owner and they will be required to pay at least one-half of the costs of materials plus all labor costs thereof. The Village may pay the other one-half of the cost of materials after an inspection is made by the Street Supervisor for the Village and they deem the Ordinance has been followed and the work was done in a workmanlike manner. If the abutting owner requests the Village to build, repair, remove, lay, or construct the sidewalk, the Street Supervisor shall visit the sidewalk and make a determination whether the sidewalk is in a state of disrepair whereas the Village should take action and then follow the process under Section 66.0907 of the Wisconsin Statutes. The cost to be paid by the owner shall not include any cost for labor performed by Village employees. Whenever the Village Board shall by resolution determine that a sidewalk be laid, rebuilt, repaired, lowered or raised along or upon any public street, alley or highway within the Village of Cassville, it shall proceed according to Section 66.0907 of the Wisconsin Statutes.
- (2) **Specifications.** All sidewalks within the Village of Cassville hereafter shall be repaired, rebuilt and constructed in accordance with the following specifications.
- (a) **Subgrade.** The subgrade shall be prepared by excavating to the line, grade and cross section as established by the Chairman of the Street Committee. Soft and unsuitable material shall be removed and replaced with sand or other satisfactory material, and the subgrade shall be thoroughly and uniformly compacted and moistened immediately before the concrete is placed. When so specified by the Chairman of the Street Committee a sub-base of sand, sand and gravel or other approved porous material shall be placed under the sidewalk. On embankments the subgrade shall extend at least one foot beyond each edge of the sidewalk.
- (b) **Material.** All sidewalks shall be of air-entrained concrete composed of 6 bags per cubic yard of one-course construction and built to the established line and grade. Gravel shall be of good quality and washed. Concrete shall be mixed thoroughly for a minimum of one minute after all materials have been placed in the mixer. The concrete used shall be no less than 4,000 PSI.
- (c) **Forms.** Concrete shall be placed in straight forms of wood or metal of sufficient strength to resist springing, tipping or other displacement during the process of deposition and consolidating the concrete. Wood forms shall be of surfaced plank of at least a 2-inch thickness except for sharply curved sections. Metal forms shall be of approved section. The forms shall be of full depth of the required walk and shall be of such design as to permit secure fastening. Forms shall be thoroughly cleaned and oiled before the concrete is placed against them. Concrete shall be

placed in the forms on a moist subgrade, deposited just above the finished grade and consolidated and spaded sufficiently to bring the mortar to the surface and to prevent honeycombing. It shall then be struck off level with the top of the forms and finished with wooden flats. To provide adequate drainage the sidewalk shall slope toward the curb at a minimum rate of $\frac{1}{4}$ inch per foot of width of sidewalk. All joints and edges shall be finished with a $\frac{1}{4}$ inch radius-edging tool.

- (d) **Width and Thickness.** Residential walks shall be at least 4 feet in width and not less than 4 inches thick except within driveway approaches where the minimum thickness shall be 6 inches; provided that walks in residential areas may be repaired or replaced to a width not less than the existing width on the effective date of this section. Sidewalks in front of commercial or industrial establishments shall be not less than 8 feet in width and 5 inches in thickness except within driveway approaches where the minimum thickness shall be 7 inches.
- (e) **Finishing.** Before the last finish has set, the sidewalk shall be steel troweled and brushed traverse direction. Before final finishing, the surface shall be checked with a 10-foot straight edge and any areas departing more than $\frac{1}{8}$ inch from the testing edge shall be corrected by adding or removing concrete while the concrete in the walk is still plastic.
- (f) **Jointing.** Transverse, full depth, $\frac{1}{2}$ inch thick expansion joints of pre-molded expansion material shall be located every 40 feet and at the property line, and where the walk intersects another walk, curb line, building or driveway approach, and at building, walls, poles, and stop boxes. The expansion joint material shall be placed in a neat and workmanlike manner with its upper edge slightly below the finished sidewalk surface. Dummy groove joints for controlled cracking, at least one inch in thickness and $\frac{5}{16}$ -inch depth, shall be placed at intervals of approximately 5 feet. Steel division plates shall be placed at right angles to the center line of the sidewalk at the intervals of not less than 15 feet. All joints shall be at right angles to the direction and grade of the walk. Diagonal joints may be used only when approved by the Chairman of the Street Committee.
- (g) **Curing and Drying.** As soon as any of the concrete work hereinbefore mentioned has been finished and hardened sufficiently to prevent excessive marring of the surface, it shall be cured and protected against rapid drying. Failure to comply with this requirement shall be deemed sufficient cause for suspension of the work. Curing shall be accomplished by the "Impervious Coating", "Wet Fabric" or "Paper" methods. For impervious coating or membrane curing, only these materials meeting requirements of ASTM Specs. C156-44 T, "Method of Test for Efficiency of Materials for Curing Concrete" shall be used. Said specifications are hereby adopted by reference as if fully set forth herein. Walks shall be kept free from all traffic at normal temperatures for 48 hours and in cold weather (below 50 degrees F) for 96 hours. No concrete shall be poured when the temperature may be expected to fall below 35 degrees F in any 72-hour period or upon frozen subgrade.
- (3) **Penalty.** The penalty for violation of any provision of this section shall be a penalty as provided in Section 25.04 of this code or with the Village Board's discretion they may also refuse to pay, require the work redone if not in a workmanlike manner, or any other remedy the Village Board requires.