



October 3, 2017

Name
Address
City, State Zip

RE: ParLoc (PIN # PIN)

2018 Curb, Sidewalk & Drive Approach Repair Project (#05-118)

As planned, with the completion of the gas and water work in your neighborhood, the City of Kettering has a roadway repair project scheduled in 2018 for the following local streets:

- **Lewiston Road, Cushing Avenue, Rockhill Avenue, Delaine Avenue, North Bromfield Road, South Bromfield Road, and Storms Road.**

This project will involve isolated replacement of deteriorated curb along the streets and repair of existing drive approaches and sidewalks, as necessary. In addition, the roadways will be resurfaced. For this project, repair to the curb, sidewalk, and drive approaches will be assessed to the property owner. Because assessment work was recently completed on Storms Road, no additional assessment work is planned.

Kettering's policy is that property owners are responsible for maintaining the curbs, sidewalks and drive approaches abutting their property. Soon an Engineering inspector will be in the area marking and measuring curb, sidewalk and drive approaches for repair.

An official notification letter will be mailed to you in January of 2018 (via Certified Return Receipt from the U.S. Postal Service) with additional information, including an estimate of the repair cost that applies to your property.

As a property owner, you will have two options for making the necessary repairs abutting your property. Regardless of the option you choose, all repair work will be inspected by the City and must meet City standards to ensure quality and uniformity.

OPTION 1. You may hire a qualified contractor to make the repairs at your property. Before any work may start, the contractor you hire must obtain a Right-of-Way Construction Permit from Kettering's Engineering Department and must have a performance bond and insurance on file with the City. Your contractor has until May 4, 2018 to obtain a permit and shall have the work **COMPLETED BY MAY 25, 2018**.

OPTION 2. **You may have the City's contractor do the work.** This option is automatically used unless work is completed under Option 1 per the dates above. Under Option 2, the work will be completed in the 2018 and the City will perform a final inspection before we send you the final bill in 2019. When you receive the final bill, you will be given the following payment options:

1. Pay the amount in full when the final bill is received.
2. Have the cost added, as an assessment, to your property tax bill (paid to Montgomery County). If you choose to have it placed on your property tax bill, you will pay the assessment—plus interest, a 5 percent county collection fee, and approximately 2 percent city administration fee—over a period of one to ten years, depending on the final amount of your assessment. (This assessment will likely appear on your January 2020 tax bill.) The county collection fee is applied only to the collection of each payment, not to the unpaid balance.

If you have questions you may contact the Engineering Department at 937-296-2436 or Diane.Wuensch@ketteringoh.org.

IF YOU ARE NOT THE PROPERTY OWNER OF THE ABOVE PROPERTY, PLEASE CONTACT THE KETTERING ENGINEERING DEPARTMENT (937-296-2436) SO WE CAN CHANGE OUR RECORDS.

TIPS FOR HIRING A CONTRACTOR

The City of Kettering offers these guidelines, if you choose to hire your own contractor:

- Contractors' schedules fill up quickly. Call contractors early in the year for quotes.
- Obtain quotes from three contractors.
- All contractors must obtain a Right-of-Way Construction Permit from the City's Engineering Department. Be sure your contractor has a permit for your property before allowing him to begin.
- The City requires contractors to carry liability insurance and to post a performance bond before a permit is issued. This helps guarantee the contractor will do a safe and acceptable job.
- Do not obtain a permit in your name if a contractor will be doing the work. The responsibility falls upon the person named in the permit to finish the job and/or correct unacceptable work.
- The City does not require, but strongly urges you to draw up a contract between you and your contractor. This will help ensure the quality of work.

The City cannot recommend any particular contractor. If you want to find out if your contractor is currently bonded and insured with the City, you may call the Engineering Department at 296-2436 for verification.