



2024 Curb, Sidewalk and Drive Approach Repair Project (#05-124)

Your property is included in a City of Kettering repair project in 2024. This project will involve repairs to portions of your curb along the streets and repair of existing drive approaches and sidewalks, as necessary. Work should be completed in 2024.

Kettering's policy is that property owners are responsible for maintaining the curb, sidewalk, and drive approach abutting their property. As a property owner, you will have two options for making the necessary repairs. 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.

To help you make the necessary repairs to your curb, sidewalk and/or drive approach, the City offers two basic options:

OPTION 1: You may hire your own contractor to make the repairs for you. Helpful hints in choosing a contractor are provided on the back side of this sheet. Before any work may start, the contractor you hire must obtain the necessary permit from the Engineering Department and must have a performance bond and insurance on file with the City. Your contractor has until **April 1, 2024** to obtain a permit and the **work must be completed by May 1, 2024**.

OPTION 2: You may have the City's contractor do the work. This option is automatically used unless work is completed under Option 1. The City's contractor will do only the work marked by our inspector.

If you wish to add any extra work in the right-of-way, please contact us by January 1, 2024.

Work will be completed in the spring/summer of 2024 and receive a final inspection before we send you a final bill. The bill will be sent in the spring of 2025.

When you receive the final bill in 2025, you will be given the following payment options:

1. Pay the amount in full when the 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 and a 5 percent county collection fee—over a period of one to ten years, depending on the amount of your assessment. (This assessment will likely first appear on your January 2026 tax bill). The county collection fee is applied only to the collection of each payment, not to the unpaid balance.

REGARDLESS OF THE OPTION YOU CHOOSE...all repair work must meet City standards and specifications to ensure safety, quality and uniformity AND be inspected by the City's Engineering Department.

If you have any questions about the above options or the project, please contact **Mike Zink** at the **Engineering Department at (937) 296-2436 or Mike.Zink@ketteringoh.org**.

TIPS FOR HIRING A CONTRACTOR

The City of Kettering offers these guidelines, if you choose to hire your own contractor to do repairs in the right-of-way:

- All contractors must obtain a permit from the City's Engineering Department. Be sure your contractor has a permit for your property before allowing him/her to begin. The City requires contractors to carry liability insurance and to post a performance bond before a permit is issued.
- 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.
- You may consider withholding payment until a right-of-way permit is obtained, and further holding a substantial portion of the payment until the work is approved by the City and satisfactory to you.
- It is recommended that homeowners obtain price quotes from at least three contractors.

The City cannot recommend any particular contractor. If you want to find out if your contractor is bonded and insured with the City, you may call the Engineering Department at 937-296-2436 for verification.