

Process for a Resident(s) to Request Town Funding for New Sidewalk Construction

Before Project Approval:

General Guidelines

- Construction of new sidewalks is governed by the attached Chapter 169 “Streets and Sidewalks” of the Farmington Town Code. The Town has also established the attached Policy, Practice, and Criteria for funding a new sidewalk.
- Review the ordinance and policy.
- Determine if the proposed sidewalk meets the criteria for a Town-funded sidewalk.
 - If not, your request for funding will be denied, but a new sidewalk may be constructed through residential assessments. Please contact the Town Manager’s Office at 860.675.2350, if you wish to pursue construction of a new sidewalk through residential assessments.

Submit a Petition

- Although not a requirement by ordinance, talk to neighborhood and fellow residents to gauge interest in constructing a new sidewalk – inform the abutting property owners that they would not be responsible for the installation costs, but would be responsible for ongoing maintenance (including snow removal, repairs, and liability).
- Submit a letter to the Town Manager confirming your request for the construction of a new sidewalk which should include whether or not the supermajority of abutting property owners are in favor of the proposed sidewalk.

Await Town Manager Review & Approval

- The Town Manager will determine whether the request has merit and if the sidewalk meets the criteria as listed in the policy.
- It should be noted that even if a request meets the policy criteria, the project cannot move forward unless both grant and Town budgetary funding are secured and approved.
- The Town Manager will respond to your request regarding approval or denial. If approved, the response will include information regarding funding availability and potential timelines.

After Project Approval:

Map Preparation

- The Town Manager will prepare and file a map of the proposed sidewalk and properties that may benefit.

Town Council Public Hearing Notice

- Requester will receive notification of date of public hearing.
- Abutting property owners will receive certified mail with notification of public hearing.

Attend the Public Hearing

- The Town Manager will present the project to the Town Council which will include project scope, location, and property owner responsibilities.

Town Council Decision

- After the hearing, the Town Council will approve, reject, or modify the project.

Construction

- The Town will proceed with sidewalk construction per Town procedures.