



HARD SURFACE INSPECTION POLICY FOR NEW CONSTRUCTION

Safe pedestrian-friendly neighborhoods are the priority for our community. An important component of this is that the Town of Severance ensures all hard surfaces located on public property (i.e., sidewalks, curbs, drainage pans, rights-of-way, etc.) are installed correctly at the time of new construction.

Per Severance Municipal Code Section 11-1-50: Maintenance of sidewalks, curbs, and gutters:

Prior to the issuance of a certificate of occupancy on any new structure or addition, all sidewalks, curbs, and gutters shall be inspected by the Town and any required repairs shall be made by the builder.

Inspection Frequency

- To schedule an inspection for hard surfaces, please email inspections@townofseverance.org

All inspections must be scheduled at least 24 hours prior to the day requested. The inspection will take place between 8:00 am and 3:00 pm on the day requested. Each new structure or addition is allotted two inspections, and thereafter, **each additional inspection will be assessed a fee of \$100.00 per inspection**. In the event a Developer, Contractor, or Property Owner cancels an inspection request on the day of, it may result in a failed inspection and/or an assessment of a fee at the discretion of the town.

Inspection Criteria

The Town of Severance expects the following criteria to be completed **before** the arrival of the Town Official or Inspector. If the following criteria are **not** completed upon arrival no inspection will be completed and the Developer, Contractor, or Property Owner will be required to reschedule an inspection for the following day. If the criteria are not met before arrival, the inspection may also result in a failed inspection and/or an assessment of a fee at the discretion of the town.

- All hard surfaces on public property (i.e., all sidewalks, curbs, and/or gutters) **must be cleared of debris** (i.e., ice, dirt, mud, objects, etc.)
- No cracks, chips, divots, etc.



Please note that if an inspection fails for any reason, **re-inspections will NOT occur on the same day**. The Developer, Contractor, or Property Owner is responsible for rescheduling by emailing inspections@townofseverance.org.

Repair Process

It shall be the duty of the Developer, Contractor, or Property Owner to repair or reconstruct all hard surfaces on public property deemed defective by the Town Official or Inspector before the issuance of a certificate of occupancy.

DISCLAIMER

To the extent that any previous rule, regulation, policy, or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided, and all personnel shall conduct themselves in conformity with this policy. This Hard Surface Inspection Policy is not intended to create and should not be construed in any manner as creating a guaranty that any hazard associated with sidewalk conditions is eliminated by the Town's efforts to maintain hard surfaces on public property in accordance with this Policy.