

City of Salisbury



MARYLAND

THE PROCESS LISTED BELOW IS ONLY FOR THE REQUESTED OR REQUIRED MAINTENANCE OF CURB, GUTTER AND SIDEWALK WITHIN THE CITY OF SALISBURY CORPORATE LIMITS.

If the property owner intends to perform the work on their own with a City Approved Private Contractor; the following process shall be performed:

- 1) Contact Salisbury Public Works (SPW) and request a Break Permit.
- 2) Fill out the Break Permit and return it to Room 202 of the Government Office Building (GOB) located at 125 North Division Street. It should take approximately 24-48 hours for the permit to be processed.
- 3) SPW will notify you via the provided phone number when the permit has been processed.
- 4) There will be a \$25.00 fee when you return for the Break Permit.
- 5) After the Break permit is approved, picked up and the fee is paid; the property owner's contractor may proceed with the proposed work only after providing SPW 24 hours prior notice to starting work at this phone number: (410) 548-3170
- 6) All work by the contractor must adhere to the latest version of the City of Salisbury Standards and Specifications. The contractor shall have a copy of the City of Salisbury Standards and Specifications on-site while performing the approved work.

If the property owner chooses to utilize the Citywide Contractor; the following process will be performed:

- 1) Notify Salisbury Public Works (SPW) of the damage.
- 2) SPW will evaluate the damage.
- 3) Using THE POLICY FOR CURB, GUTTER AND SIDEWALK REPLACEMENT, the evaluated damage will be compared to the cases specified in this policy and the responsible party will be determined. If the property owner is responsible wholly or in part, an estimate will be provided to the property owner for review. If the property owner chooses to or is required to proceed with the repairs, the estimate will need to be signed and returned to SPW. There is one caveat to this. If the damage is a safety hazard as determined by the City, the City will require the work to be performed and those responsible will be billed for the work as per City policy.
- 4) After the work is approved by the property owner or required by the City, the work will typically be performed on a first come first serve basis.
- 5) The actual work will be scheduled when budgeted funds are available to perform the proposed work.

Note:

The property owner must contact Salisbury Public Works (SPW) prior to breaking any structure within the roadway. This includes the cutting, removal and/or excavation of any soil, concrete and / or asphalt within a City of Salisbury right-of-way or easement within the City of Salisbury Corporate Limits. All provisions of the Break Permit must be adhered to by the Property Owner and their contractor. A contractor on the approved contractor's list must be used. If there is a contractor that the property owner would like to use that is not on this list; that contractor would need to fill out and submit the Experience Questionnaire for "Approved Contractor" for approval.