



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

Public Works Department Engineering Services Division

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Sidewalk Assessment Procedure – Summary **

1. City Council identifies need for sidewalks within area or areas of concern.
2. City Council takes official action to order in sidewalk.
3. Develop preliminary project cost estimate.
4. Notify Property Owners to construct sidewalk at their own expense and within designated time.
5. a. Create Resolution of Necessity for installation of sidewalk and to assess costs to property owners.
b. Identify funding source(s) and secure funding.
6. Prepare Plans and Specifications for sidewalk construction project.
7. Send proposed Resolution of Necessity to property owners.
8. Advertise for bids.
9. Award bid, provide Notice to Proceed and complete installation of sidewalks.
10. Develop Assessment Roll based on final project costs.
11. File Assessment Roll with City Finance Officer.
12. Finance Department sends assessment bill to property owners.
13. Payment of assessment completed in accordance with repayment options.

** Based on City's previously prepared Sidewalk Assessment Procedure Policy and in accordance with Rapid City Municipal Code Chapter 12.08: Sidewalk Construction and Repair and South Dakota Codified Law Chapter 9-46: Sidewalk Improvements.



EQUAL OPPORTUNITY EMPLOYER