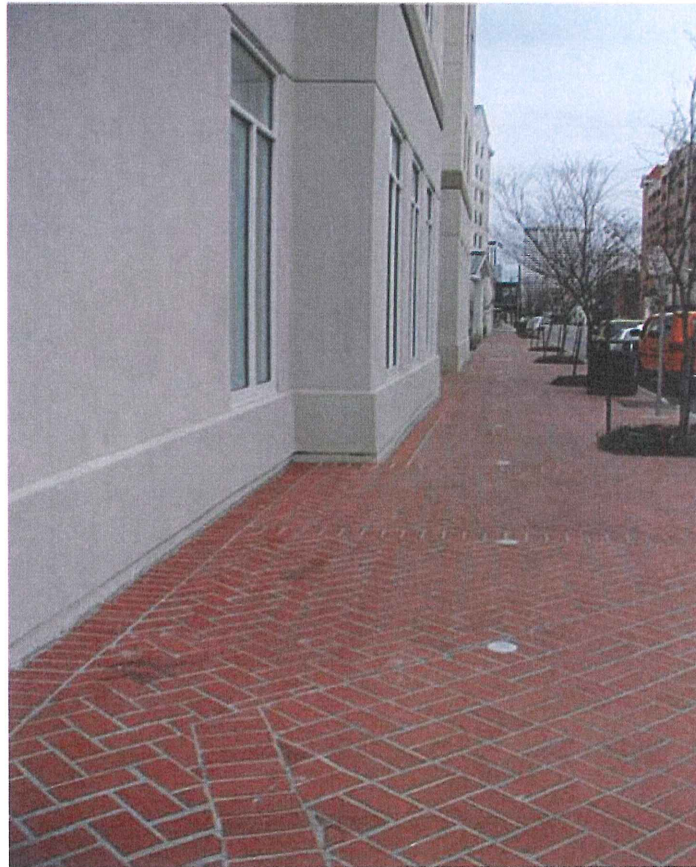


Sidewalk Enhancement Grant Program

as of May, 2012



Downtown Development District

201 St. Charles Ave., Suite 3912
New Orleans, LA 70170-3912

Program & Procedures

INTRODUCTION

Thank you for your interest in the Downtown Development District's Sidewalk Enhancement Program. The program is designed to provide an economic incentive for property owners to improve the quality of sidewalks adjacent to their respective properties. Eligible applicants for the program are property owners and/or tenants currently leasing property within the legal boundaries of the Downtown Development District.

For projects that are designed to replace the existing sidewalks and improve the quality of existing materials, the program will provide a matching grant of 50% of the eligible construction cost up to a maximum of Forty Thousand Dollars (\$40,000). Applicants must be able to provide complete documentation that clearly delineates construction costs associated with the sidewalk replacement project, separate and apart from other construction costs. Documentation of the total cost attributed to the sidewalk enhancement project must be provided before payment of the grant amount is paid. Eligible improvements include the replacement of either brick or concrete sidewalks in disrepair.

For smaller projects aimed at making repairs to existing brick sidewalks, the program will provide a matching grant of 60% up to \$1,000. Applicants for a repair grant must provide at least two estimates from a qualified contractor, photos of the project site, and a DDD approved brick sample proposed for the project prior to beginning construction.

The DDD retains the right to adjust the maximum allowable grant based on the scope of the project and available funding at the time of the request. It is important to note that the amount of reimbursement is based on funding availability and the number of applicants that are submitting requests. Because of budgetary constraints, all applicants are not guaranteed to receive a 50% reimbursement during the course of a fiscal year.

Please note the application forms on the last sheet of the enclosed packet. This form must be completed prior to commencing work on the project. The DDD will not be responsible for payment of any grant request without prior written approval to proceed.

The following items should be included with your application form:

1. Contractor estimates (to support funding request)
2. Total square footage of sidewalk
3. Three 8 1/2 " X 11" copies of your site plans (for replacement projects)
4. Photos of the existing conditions

If you have any questions, please contact the DDD Operations team at (504) 561-8927.

**Downtown Development District
Sidewalk Enhancement Application Process**

1. Obtain an application and copy of the Minimum Sidewalk Requirements (ordinance) from the Downtown Development District.
2. Applicant submits a completed program application along with:
 - a. Photos of existing conditions
 - b. Contractor's Estimates
 - c. Site Plans: 3 Copies – 8 1/2 x 11" (for replacement projects)
3. The DDD will provide a letter of commitment, subject to obtaining the necessary approvals and permits, and satisfactory completion of the project in accordance with the CBD sidewalk ordinance.
4. Obtain a permit from the City of New Orleans – Department of Public Works (Permit granted to real owner of property). Pay necessary deposits to the City of New Orleans. .
5. Submit brick samples to the DDD for approval (project should not begin until the materials have been approved).
6. Complete Sidewalk Enhancement Agreement with the DDD and request a notice to proceed. The applicant must provide evidence of City approval and permits. The DDD will not accept any expenditures made before the date of notice to proceed.
7. Prior to beginning construction, the applicant must contact the utility companies in writing regarding new or existing underground utilities:
 - a. Sewerage & Water board
 - b. Entergy
 - c. BellSouth
 - d. Cox Communications
8. Construction must commence within 45 days of notice to proceed (subject to weather or other unforeseen events).
9. Upon completion of the project, applicant must provide the following items for reimbursement within 90 days:
 - a. Final approval from the Department of Public Works.
 - b. Copy of Contractor's invoice and cancelled check (project accounting must clearly separate cost of sidewalk improvements from other project costs).
 - c. Total amount requested for reimbursement.



To Be Completed by:
Application # _____

Sidewalk Repair Grant Agreement

Please complete the information below. The DDD will pay 60% up to \$1,000 of the cost to repair brick sidewalks. Two estimates must be submitted with this form along with photos of the area planned for repair. Once this form is completed, and approved by the DDD, you will then be notified to proceed with the work. Please note that if this form is not complete, the DDD will notify the applicant of the specific deficiencies, and set a deadline for submission of the missing items.

(Please Print)

Name of Business _____

Property Contact Person _____

Property Address _____

Postal Zip Code _____

Phone Number(s) _____

E-mail Address _____

Fax Number _____

Estimated Start Date _____

Total Cost of Work (Bid 1) _____

Total Cost of Work (Bid 2) _____

W-9 Completed and Attached _____ Before Picture Attached _____ Contractor Bids _____

Signature of Property
Manager/Owner _____

Please Print (Name) _____

Date _____

Approved By (DDD) _____

Name (Please Print) _____

Date Approved _____

Effective May 1, 2012



SIDEWALK ENHANCEMENT PROGRAM APPLICATION FOR REPLACEMENT PROJECTS

Date: _____ Tax I.D. or SSN: _____

Name of applicant: _____

Mailing address: _____

Phone number: Office _____ Cell _____ Home _____

Email address: _____

PROJECT ADDRESS: _____

PROJECT DESCRIPTION:

Amount Requested: _____

TOTAL ESTIMATED COST: _____ **SQUARE FOOTAGE OF PROJECT AREA:** _____

ESTIMATE # 1 LABOR: \$ _____ MATERIALS:\$ _____ TOTAL:\$ _____

ESTIMATE # 2 LABOR: \$ _____ MATERIALS:\$ _____ TOTAL:\$ _____

ESTIMATE # 3 LABOR: \$ _____ MATERIALS:\$ _____ TOTAL:\$ _____

ARCHITECTURAL PLANS ENCLOSED: YES NO

DDD OFFICE USE ONLY

REVIEWED BY: _____ DATE: _____ CITY REVIEW: _____

CONTRACT DATE: _____ COMPLETION DATE _____

FINAL CITY APPROVAL _____ FINAL DDD APPROVAL _____ DATE _____

Effective May 1, 2012

Please complete and sign:

I, _____, certify that the information presented in this application and in all attachments is true and complete to the best of my knowledge.

I authorize the Downtown Development District or its agent to check with City and regulatory agencies to determine compliance with city codes and status of tax collections.

I understand that the proceeds from any grant funds may be used only for sidewalk enhancement projects. All projects must include permits and approvals from the appropriate agency of the City of New Orleans.

I understand that no construction activity may begin until the Downtown Development District provides authorization to proceed.

Signature: _____ Date: _____

ORDINANCE
CITY OF NEW ORLEANS

CITY HALL: March 15, 2012

CALENDER NO. 28,965

NO. 024855 MAYOR COUNCIL SERIES

BY: COUNCILMEMBER HEAD 

AN ORDINANCE to amend and reordain Section 146-193 of the Code of the City of New Orleans, regarding the minimum sidewalk standards within the Downtown Development District, relative to the permissible materials and construction, to provide for consistency in sidewalk treatment for a particular block, to clarify the permitting and plan review process; and to provide otherwise with respect thereto.

1 **SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY**
2 **ORDAINS**, That Section 146-193 of the Code of the City of New Orleans be and the same is
3 hereby amended and reordained to read as follows:

4 **"Sec. 146-193. – Minimum sidewalk treatment within the Downtown Development District.**

5 **(a)** All new sidewalks or banquettes or repaved sidewalks or banquettes immediately adjacent to
6 property located within the downtown development district which is defined as that area
7 bounded by the uptown side of Iberville Street, the river side of South Claiborne Avenue, the
8 downtown side of the Pontchartrain Expressway and the river, shall be paved, repaved or
9 constructed in accordance with all specifications including permitted materials, typical plans and
10 section details, an official sidewalks designation map, and catalogue of streets as set forth herein.

11 The Department of Public Works and the clerk of council shall maintain as a public record,
12 available for public inspection, a map and detailed plans, which delineate the type of treatment

for each sidewalk, located within the Downtown Development District and Vieux Carre. Such details, plans, and map shall be referred to as "on file" for the purposes of this section and section 146-194.

(1) Category "A" streets shall be paved, repaved or constructed with Boral Red brick pavers and Boral Savannah Brown brick pavers as borders, or approved equivalent pattern and construction as per detail series STD #17&18 (attached hereto and incorporated by reference), Sidewalk & Miscellaneous Details for Construction in the Downtown Development District.

(2) Category "B" streets shall be paved, repaved or constructed in concrete, pattern and construction as per detail series STD #17&18, Sidewalk & Miscellaneous Details for Construction in the Downtown Development District.

(3) Canal Street from the Mississippi River to Claiborne Avenue shall be designated as category "C" street. All sidewalks on Canal Street shall be constructed, maintained and restored in accordance with plans and specifications as outlined in the Canal St. Improvement Project (City Project # 01-DD-26840), dated November, 2004, or any subsequent plans and specifications. The Department of Public Works and the clerk of council shall maintain as a public record, available for public inspection, detailed plans and specifications for the type of treatment for Canal Street sidewalks.

(4) Category "D" streets shall be considered specialty thoroughfares including Poydras St. from the River to S. Claiborne Ave, and Tulane Ave. from S. Rampart to S. Claiborne Ave. The Category "D" streets shall be paved, repaved, or constructed in brick, concrete, or other materials that are consistent with the overall site plan for the adjacent building so

35 long as the sidewalk improvements are the same along the entire block face and adjacent
36 building.

37 All streets identified as category A, B, C, D shall be clearly marked on a street map and
38 accompanying catalog of streets herein referred to as the DDD Street Designation Map. Streets
39 not identified as Category A, B, C, or D are exempt from the provisions of this section. Details
40 for the aforementioned sidewalk treatment are to be found in the General Specifications and
41 Standard Plans for Sidewalk Paving and Temporary Surfacing, City of New Orleans, Louisiana,
42 section on minimum sidewalk treatment within the Downtown Development District.

43 **(b) Exceptions:**

44 (1) A category "B" street may be permitted to use materials, plans, and specifications
45 permitted under category "A" under the following conditions:

46 (a) The project site is currently brick and replacement will be in kind.

47 (b) The existing sidewalks are predominantly brick and the project site will increase the
48 total area of brick sidewalk along an existing block face.

49 (c) Sidewalks currently constructed using historic Pennsylvania bluestone may be
50 repaired or replaced in kind so long as the entire block consists of similar materials.

51 (2) In cases where a single block face is treated with at least 50% of a particular material,
52 the property owner or developer must match the most prevalent material on the block.
53 The calculation will be the percentage of the project site to total block face as measured
54 in linear feet.

55 (3) The prevailing determination of permitted materials shall be the effort to establish
56 consistency and uniformity of a single block with regards to material, color, and pattern.

(4) Changes or modifications with regards to permitted materials, plans, and specifications may be authorized by the Director of the Department of Public Works after consultation with the President of the Downtown Development District and the District Councilmember.

(c) All roadway curbs within the Downtown Development District will be either stone curbs or vertical concrete curbs as per details found in the General Specifications and Standard Plans for Street Construction, City of New Orleans, Louisiana. In the warehouse district where granite and slate roadway curbs exist in sections of two linear feet or more, they shall be reset in place.

(d) No person shall remove an existing sidewalk or install a new sidewalk, or make any cut for any purpose whatsoever in any sidewalk pavement, in the Downtown Development District without first having obtained a permit from the Department of Public Works. Application for such a permit shall be made on a printed form, which the Director of the Department of Public Works shall furnish for this purpose. Such form shall include the name, address, phone, and email address of the person desiring to install a sidewalk, the project location, the dimensions and site plans of such sidewalk. The application form, site plan, and sample of materials must be submitted to the Downtown Development District prior to a permit being issued. The permit required by this section shall be granted only to the owner of the real property adjacent to which the proposed sidewalk is to be constructed and maintained upon the application of such owner or his authorized agent. The property owner shall be held liable for construction work performed in the public right of way without the appropriate permit from the Dept. of Public Works. The Director of Public Works is authorized to issue a "stop work" order for sidewalk construction being performed in violation of this section. All existing granite and slate curbs shall be retained by the city for reuse within historic districts.

(e) Any person desiring to obtain a permit to install or modify a sidewalk shall submit an application to the director of public works for approval. A fee of \$40.00 made payable to the city shall accompany the submission of the application to defray costs of application processing and ensure compliance with the provisions of this article. All such fees shall be deposited to the department of public works maintenance account.

(f) Any property owner in the Downtown Development District shall contact in writing the utility companies (Sewerage and Water Board, Entergy., AT&T, and Cox) prior to the demolition of old sidewalks or installation of new sidewalks and adjustment of any manholes, catch basins, metal frames and covers, etc. The purpose is to obtain any information regarding proposed new utilities or revisions to existing utilities. Such notification must be given by the property owner at least 90 days prior to the planned activities to permit coordination of work efforts.

(g) When a city agency, utility company or property owner has to make repairs within a sidewalk or banquette paved in any material other than concrete, then the replacement must be made in kind, that is, the replaced materials shall be the same color, size, pattern, and textures as the materials removed and must match the existing pattern.

(h) When a property owner, city agency or utility company has to make repairs under an existing concrete sidewalk or banquette and 35 percent or more of that concrete area measured by total area square feet within a property owner's portion of sidewalk or banquette has to be removed to perform the utility construction or repair, the property owner, city agency or utility company performing the work is responsible for replacing the entire sidewalk or banquette within the property owner's portion according to the minimum standards set forth in this section. When repairs to an existing concrete sidewalk are less than 35 percent of a property owner's portion of a sidewalk or banquette area, then the replacement shall be made in kind to match the existing

pattern. When the agency, utility company, or property owner must make repairs to a concrete sidewalk then the replacement area must extend to the nearest expansion joint on all four sides of the location of repair.

(i) Streets with sidewalks in excess of 9' wide may be planted with street trees, pattern and construction as per detail series STD# 18, Sidewalk & Miscellaneous Details for Construction in the Downtown Development District. No person shall remove or plant sidewalk street trees within the boundaries of the Downtown Development District without first obtaining a permit from the Department of Parks & Parkways. Such form shall include the name, address, phone, and email address of the person desiring to install trees, the project location, the site plan, and proposed trees species. The application form and site plan must be submitted to the Downtown Development District and Parks and Parkways, prior to a permit being issued. The permit required by this section shall be granted only to the owner of the real property adjacent to which the proposed project location or to his authorized agent.

(1) All trees shall be a minimum of 2 to 2 ½ inch caliper in size taken six inches from the top of the root ball with a minimum tree height of 12 feet.

(2) Street trees shall be planted in a manner suitable for pedestrian traffic including a minimum clear width of 4' of sidewalk. If the walking area is next to a wall, fence or other continuous vertical barrier, there should be 5 ft. clear width, with 6 ft. clear width preferred. The Department of Public Works may direct Parks and Parkways to require a clear width of 6 to 8 feet or more if, in the determination of Department of Public Works, the street has or is expected to have a high volume of pedestrian traffic.

(3) The minimum tree well size is 4 ft. X 4 ft. Regardless of treatment, the tree well may not be included in the required clear width of sidewalk. Ground cover and/or stationary raised planters may be permitted on sidewalks within the Downtown Development District in lieu of tree grates upon written approval of the Department of Public Works in consultation with the Downtown Development District. Deviations relative to the size of the minimum tree well may be granted by the Director of Department of Public Works in consultation with the Downtown Development District.

(4) Street trees will be located and planted as per details DDD STD#18 on file unless the proposed trees conflict with the existing utilities under the sidewalk or banquette where the trees are being proposed. Prior approval of all tree placements must be obtained from the Department of Parks & Parkways, in consultation with the planning advisory committee. See details on street tree planting for location and spacing between trees in the General Specification and Standard Plans for Street Paving and Temporary Surfacing, City of New Orleans, Louisiana, section on minimum sidewalk treatment within the Downtown Development District.

(j) The removal, relocation, destruction, or abuse in any manner of a street tree is prohibited on any parcel of land unless a variance, special exception, or approval has been obtained in writing from both the Department of Parks & Parkways and the Downtown Development District. For any trees affected as a result of pending development, the permit holder must make all efforts to preserve protected trees or provide an appropriate mitigation or replacement plan in advance.

(k) Property owners, or any person, firm or corporation shall have full responsibility for maintaining sidewalks in clean, good and safe condition and free from any defects or hazards

148 within their portion of sidewalk or banquette abutting said property, including the care and
149 maintenance of street trees. It is the responsibility of the property owner to procure, plant,
150 maintain and remove all trees, regardless of who constructed the sidewalk.

151 (l) The sidewalk, all tree grates, manholes, detectable warnings, and all other appurtenances must
152 comply with ADA, AASHTO and Federal Highway Administration requirements. Specifically,
153 a minimum 4 ft. clear pedestrian zone must be maintained. If the walking area is next to a wall,
154 fence or other continuous vertical barrier, there should be 5 ft. clear pedestrian zone, with a 6 ft
155 clear pedestrian zone preferred. Between the face of the curb and any signpost, utility pole, fire
156 hydrant or other vertical obstruction, there should be an 18 inch clear zone. All other grades,
157 cross slopes, transitions, clearances should comply with the published standards. Save ADA,
158 AASHTO, and Federal Highway Administration requirements, deviations relative to this section
159 may be granted by the director of Department of Public Works in consultation with the
160 Downtown Development District.

161 (m) The director of Department of Public Works is authorized at his discretion, to approve the
162 installation of sidewalks constructed with other paving materials on a case-by-case basis, after
163 consultation with the Downtown Development District, the City Planning Commission, and the
164 District Council Member of the area.

165

166 (n) The director of Department of Public Works is authorized, at his discretion, to waive the
167 installation of sidewalks constructed with other paving materials on a case-by-case basis, after
168 consultation with the Downtown Development District, the City Planning Commission, and the
169 District Council Member for the area.”

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS APR 19 2012

JACQUELYN B. CLARKSON

PRESIDENT OF COUNCIL

DELIVERED TO THE MAYOR ON APR 20 2012

APPROVED:

APR 25 2012

MITCHELL J. LANDRIEU

MAYOR

RETURNED BY THE MAYOR ON APR 25 2012 AT 4 20 PM

PEGGY LEWIS

CLERK OF COUNCIL

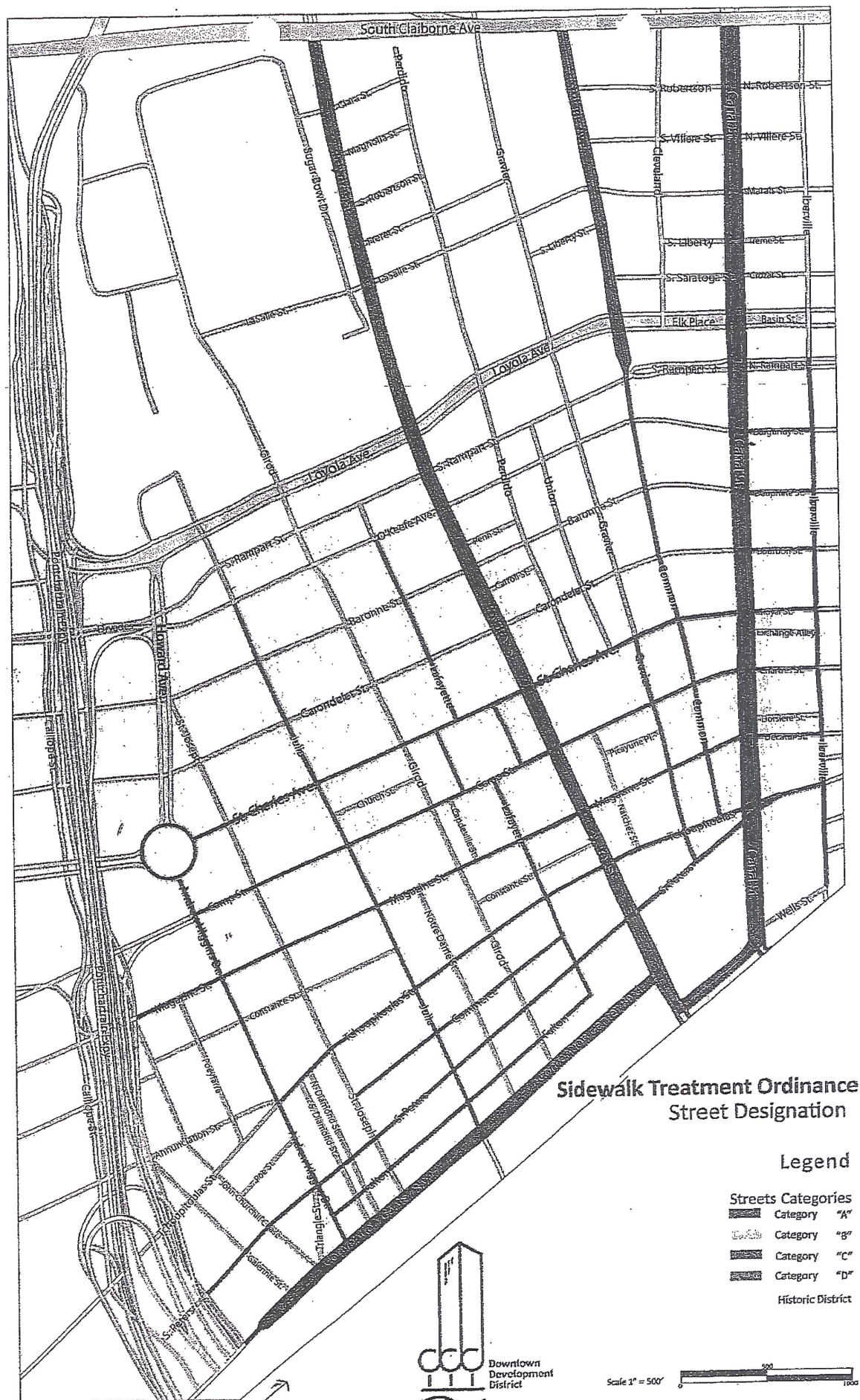
ROLL CALL VOTE:

YEAS: Clarkson, Gisleson Palmer, Granderson, Guidry, Head, Hedge-Morrell,
Johnson - 7

NAYS: 0

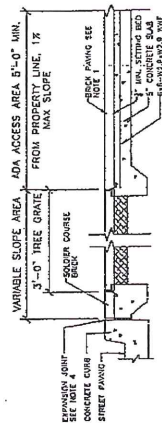
ABSENT: 0

THE FOREGOING IS CERTIFIED
TO BE A TRUE AND CORRECT COPY
Peggy Lewis
CLERK OF COUNCIL

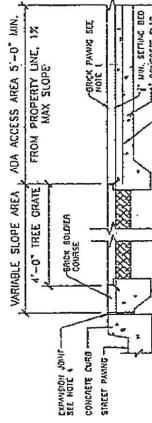


GENERAL NOTES:

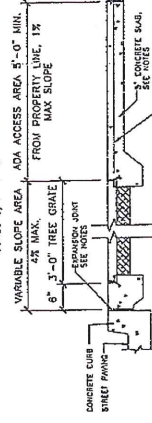
1. BRICK PAVING SHALL BE LAYED IN A HERRINGBONE PATTERN. BRICKS SHALL BE LAYED WITH A NON-SLIP FINISH. BRICKS USED SHALL HAVE A WIDTH THAT IS HALF OF ITS LENGTH AND LAYED WITH MORTARED JOINTS.
2. ALL CONCRETE SIDEWALKS TO BE 5" THICK AND SHALL RECEIVE BROOD FINISH BUT TO DIRECTION OF PROCESSION EXPANSION JOINTS IN BRICK PAVING TO BE FULL DEPTH OF CONCRETE SLAB AND SETTING BED. TOP THICKNESS OF BRICK TO BE CALKED WITH SILICONE FILLER TO MATCH COLOR OF BRICK AT EXPANSION JOINTS.
3. EXPANSION JOINTS IN CONCRETE PAVING TO BE 1" PREQUALIFIED BITUMINOUS COMPOSITION STRIPS. TOP 1" OF JOINT TO BE CALKED WITH SILICONE FILLER. LIGHT OF JOINT TO BE CALKED WITH SILICONE FILLER TO DEPTH OF CONCRETE SLAB.
4. SIDEWALK TO DRAIN AWAY FROM BUILDINGS TOWARDS CURB WITH SUFFICIENT SLOPE TO CREATE POSITIVE DRAINAGE. EITHER OF THE ACCESSIBLE RAMPS (TYPE "A" OR "B") SHOWN MAY BE USED. OUTCROPMENT ON EXISTING SIDEWALKS SHALL BE MAINTAINED. EXPANSION JOINTS IN PAVING AND BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST ADA REQUIREMENTS.
5. DETECTABLE WARNING SHALL BE HARD FIRED CLAY BRICKS WITH TRUNCATED DOMES THAT VISUALLY CONTRAST IN COLOR WITH SURROUNDING AREA AS PER QDD.
6. IF REPAIRS MUST BE MADE CONTRACTOR TO REMOVE CONCRETE WITHIN CONTROL JOINT LINES TO MAINTAIN THE PATTERNING ON THE WALK.
7. STONE PAVING (AS SHOWN ON STD18) SHALL BE LAYED IN CONTINENTAL PAVING PATTERN. A MINIMUM OF THREE WIDTHS OF STONE, VARYING BY 4" IN WIDTH REQUIRED. STONE SHALL BE A MINIMUM OF 1" THICKNESS AND HAVE A NON-SLIP FINISH. MORTAR JOINTS SHALL BE 1/2" TO 5/8" FLUSH WITH SURFACE.



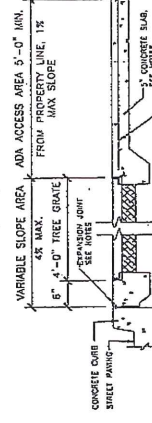
SECTION A-A
SCALE 3/4"=1'-0"



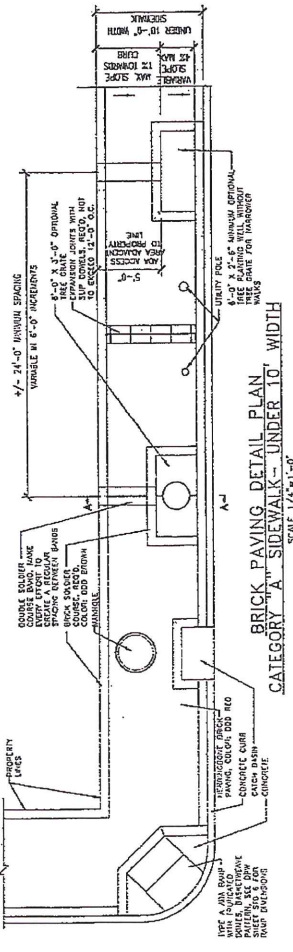
SECTION B-B
SCALE 3/4"=1'-0"



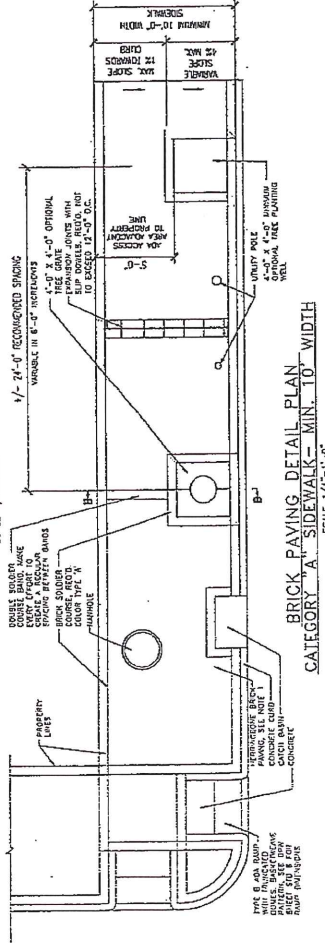
SECTION C-C
SCALE 3/4"=1'-0"



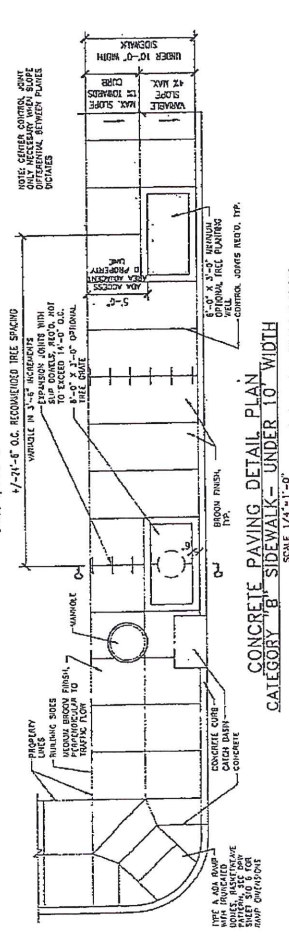
SECTION D-D
SCALE 3/4"=1'-0"



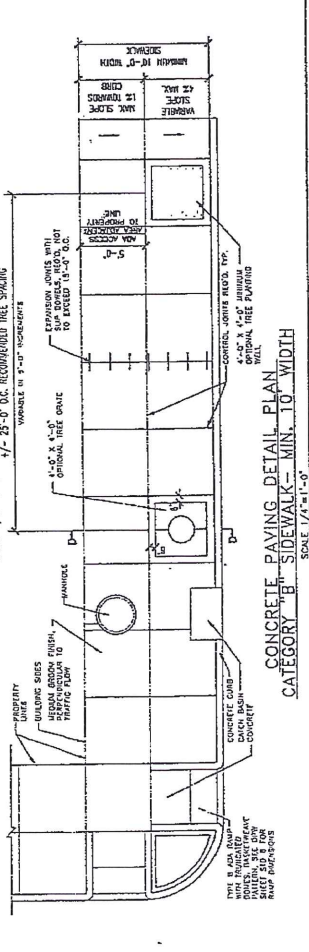
BRICK PAVING DETAIL PLAN
CATEGORY "A" SIDEWALK - UNDER 10' WIDTH
SCALE 1/4"=1'-0"



BRICK PAVING DETAIL PLAN
CATEGORY "B" SIDEWALK - UNDER 10' WIDTH
SCALE 1/4"=1'-0"



CONCRETE PAVING DETAIL PLAN
CATEGORY "A" SIDEWALK - UNDER 10' WIDTH
SCALE 1/4"=1'-0"



CONCRETE PAVING DETAIL PLAN
CATEGORY "B" SIDEWALK - UNDER 10' WIDTH
SCALE 1/4"=1'-0"

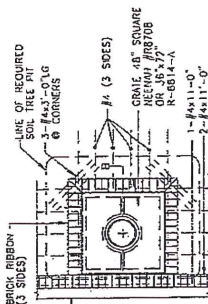
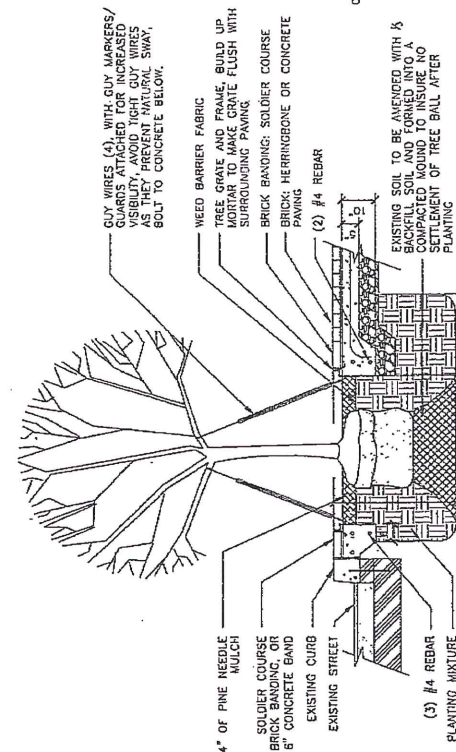


CITY OF NEW ORLEANS
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
BRICK, STONE & CONCRETE
SIDEWALK & MISCELLANEOUS DETAILS
FOR CONSTRUCTION IN THE
DOWNTOWN DEVELOPMENT DISTRICT

DRAWING No.
STD17

DATE: 10-24-2008
BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

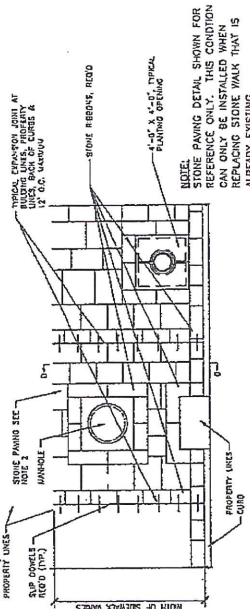
PROVIDE 1/2" PRE-MOLDED
EXPANSION JOINT IF ADJUTING
EXISTING BUILDING FACADE. A



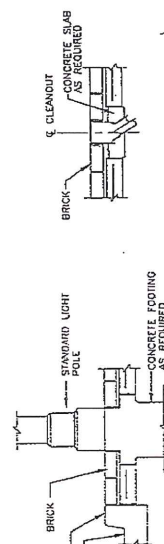
STREET TREE PLANTING DETAIL
SCALE 3/8" = 1'-0"



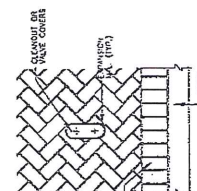
SECTION B--B
SCALE 3/4" = 1'-0"



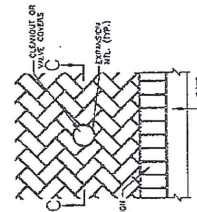
STONE PAVING DETAIL
SCALE 1/4"=1'-0"



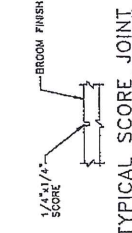
TYPICAL POLE SECTION



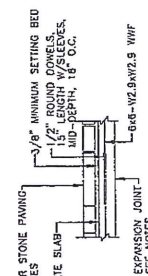
CLEANOUT OR VALVE
TYPICAL PLAN



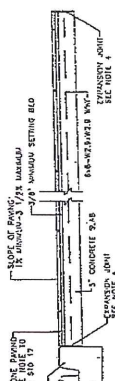
CLEANOUT OR VALVE
TYPICAL PLAN



TYPICAL SCORE JOINT



SEE NOTES
BRICK/STONE SLIP DOWEL DETAIL



SECTION D-D
SCALE 1/4" = 1'-0"