

Example Notification Letter of Needed Sidewalk Repair

Joe Smith
123 South College Avenue
Bloomington, Indiana 47401

Re: Request for Required Sidewalk Repairs

Dear Mr. Smith:

Our City streets and sidewalks receive a great deal of use, and that, coupled with time and weather, can lead to damage. While the City takes care of road maintenance our residents are asked to take care of sidewalk repairs. Sidewalks in disrepair can lead to injury, detract from the value of properties and prevent their use as a transportation option.

A recent inspection indicated that the sidewalk adjacent to your property located at 123 South College Avenue is in need of repair. In accordance with the Bloomington Municipal code § 12.04.010, property owners are responsible for keeping the sidewalks adjacent to their properties in good repair.

Enclosed with this letter are photographs and/or a report showing or describing the portions of your sidewalk that are in need of repair. If you wish, the City of Bloomington has also provided for your convenience on the back of this letter, a list of approved concrete contractors who can assist you with these repairs.

As part of this program and our effort to improve the condition of sidewalks in the community, the normal excavation permit fee will be waived. We request that the sidewalk repairs take place within ninety (90) days from the date this letter was postmarked.

If you need assistance and/or require further direction on this matter, please feel free to contact me at 812-349-3448 or arthurro@bloomington.in.gov. I would be happy to assist you with any questions on finding a solution to your damaged sidewalk.

Many thanks for helping make Bloomington an accessible city.

Sincerely,

Ron Arthur
Assistant Director of Street Operations

cc: Public Works