

**CITY OF ALPENA**  
**COUNCIL POLICY STATEMENT**

GENERAL SUBJECT:	Driveway Apron Paving	Policy No.	<u>39</u>
SPECIFIC SUBJECT:	Policy for requiring the installation of hard surfaced drive aprons and financing of their construction.	Date Issued	<u>2/7/00</u>
		Effective Date	<u>2/8/00</u>

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Copies to: City Council, City Manager, City Attorney, Department Heads, ETOS, DDA, File

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**I. PURPOSE:**

To provide guidelines for the requirement of individuals to install hard surfaced drive aprons on newly constructed streets, newly resurfaced streets, and new drive installations on existing hard surfaced streets, and a fair method for property owners to pay for drive apron installation.

**II. STATEMENT OF POLICY:**

This policy is established to provide for the consistent application of authority as provided in chapter 28 of the Code of Ordinances and in section 13.19 of the City Charter.

**Requirement for Installation:**

The City of Alpena, to preserve the condition of and extend the useful life of newly constructed streets and existing paved streets, shall require the installation of hard surfaced drive aprons, being the driveway portion between the street and sidewalk. This shall be required per ordinance 00-299 which amends chapter 28 (Streets and Sidewalks) reflecting the process for hard surfaced drive aprons. This shall be applicable to both new drive aprons on existing paved streets and existing drive aprons on streets under municipal improvement. Installation of hard surfaced drive aprons shall be within the timeline as established in ordinance 00-299.

The City will also require the issuance of a right-of-way permit prior to the installation of the drive apron to ensure compliance with City standards. Drive aprons shall be installed per the current City standard.

**Cost:**

Property owners shall pay for the installation of hard surfaced drive aprons where a hard surfaced drive apron did not previously exist. The property owner shall have the option of hiring the work done by their own private contractor with a permit issued by the City, or by requesting in writing that the City perform the work of installing the drive apron.

If the City installs the drive apron, per the written request of the property owner, the property owner shall be billed the total actual cost of installation. The cost shall be based on the contractors cost to the City for performing the work plus ten percent of the contractor cost for engineering services, plus the current permit fee as established by City Council.

**Method of Payment:**

1. If the cost to the property owner is \$300 or less, the property owner shall pay the entire amount within 90 days of the billing date. If not paid within 90 days, the City shall charge an interest penalty of one-half of one percent per month on the unpaid balance until paid in full.
2. If the cost to the property owner exceeds \$300, the property owner shall choose one of the following payment options:
  - a) The property owner may pay the entire amount within 90 days of the billing date.
  - b) The property owner may have the billing spread over three years as follows. The property owner shall pay one-third of the amount within 90 days off the billing date. During the following two years, the property owner will be billed for one-third of the original amount each year plus six percent interest on the unpaid balance.

**Nonpayment for Apron Installation:**

If a drive apron payment is delinquent, the process as set forth in ordinance 00-299 shall apply for payment to the City of Alpena.