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## Alley paving/reconstruction process

Below is the process for requesting an alley to be paved/reconstructed.

- 1. Request** – Complete a petition form asking the City to pave or reconstruct the alley. Petition forms can be obtained from Valley City Public Works, 254 2<sup>nd</sup> Ave NE or [www.valleycity.us](http://www.valleycity.us).
- 2. Support** – 55% or more of the property owners (percentages are calculated on a per lot square footage basis) abutting the alley will need to sign the petition for it to be considered. Only property owners' signatures will be counted. The petition can then be submitted to: Valley City, City Hall 254 2<sup>nd</sup> Ave NE.
- 3. Evaluation** – The petition should be turned in to the City Administrator. Petitions will be reviewed by Public Works Superintendent, Portfolio Holder & City Engineers.
- 4. Approval** – If approval is recommended the design process is initiated. City Engineers would begin with topography and develop a grading plan and design. When design is complete, the assessment district is created and approved by the city commission and the project is advertised for bids. The City Commission meets the first and third Tuesday of the month. The projects specific information (estimated cost, unusual design features, legal protest period, etc.) is mailed to each property owner for evaluation, comments and/or protest. (Note: protests to the project at this stage require a written protest by the owner of the property).
- 5. Protest Information** – If over 50% of the property owners (total of lot square footages) protest, the project cannot proceed. If protests are equal to or less than 50%, the results will be presented to the City Commission with a recommendation to proceed with the project. The City Commission will make the final decision as to whether or not to proceed with the project.
- 6. Bid Process** – After the legal protest period has expired, bids will be accepted and the project will be awarded to the lowest qualified bidder.
- 7. Construction** – Once the project has been awarded, the contractor will work with the City Engineers to develop a schedule for construction. Generally, the contractor has an approximate 8-10 week timeline in which to complete the work. The contractor's proposed schedule of work is distributed to the property owners as soon as it is available.
- 8. Cost** – Using frontage foot (linear feet) as a basis with the following consideration for corner lots-use 50% of the frontage feet when doing the long side of a lot and use the actual feet when doing a street on the short side of a lot. Cul-de-sacs, loops, and lots with a curved linear dimension be assessed evenly. Reconstruction projects can be assessed up to 15 years.
- 9. Assistance** – Can be assessed through special assessments.