

\*\*\* 2023 \*\*\*

# DRIVEWAY ASSISTANCE PROGRAM (DAP)

PARTIAL REIMBURSEMENT TO PROPERTY OWNERS FOR REPAIRS TO DRIVEWAY APPROACH,  
SIDEWALK AND CURB AND GUTTER LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY



ENGINEERING DIVISION  
(630) 256-3200

1. This program allows property owners to request PARTIAL REIMBURSEMENT for the cost to replace existing driveway approaches, sidewalks, curbs and gutters that are badly deteriorated, broken and/or hazardous as determined by the Engineering Division. The City of Aurora may require the replacement of the curb & gutter (or a "curb cut") and/or sidewalk when the drive approach is being replaced.
2. Partial reimbursements will only be considered for projects that have been approved by the Engineering Division prior to the start of work. The contractor should not start work prior to approval. Any construction that occurs without a pre-pour inspection sign-off will not be eligible for reimbursement.
3. Partial reimbursement shall not exceed 50% in either unit prices or total amount paid by property owners to the contractor. Partial reimbursement shall not exceed \$1,650.00 total per application.
4. If the sidewalk through the driveway meets the City SIDEWALK REPLACEMENT CRITERIA and is replaced by the property owner as part of the permitted DAP project, it will be reimbursed at 100% City cost (up to the unit price listed). This amount does not count towards the \$1,650.00 application maximum.
5. This is an assistance program for residential, and approved commercial, property owners to replace existing asphalt or concrete driveways. New construction, driveway widening, driveway relocation, private sidewalks, private driveways and property redevelopment projects are not eligible for this program. The Engineering Division will inspect each location to determine the limits of repairs that will qualify for this program.
6. The property owner shall secure at least one bid proposal for the repairs to be completed. Bids should include a sketch showing the existing items to be repaired, details and dimensions of the proposed work.
7. Work shall begin only after the permit has been approved, issued and displayed in the homeowner's window.
8. Upon completion, the property owner shall obtain a receipt stating "Paid in Full" from the contractor. This receipt shall be submitted to the Engineering Division for processing. The property owner should receive the partial reimbursement payment within 4 to 6 weeks of submittal.
9. The City of Aurora shall assume no liability for the work completed by the property owner's contractor.

### **Program Procedure:**

1. Apply for a DRV2 Permit at Development Services, 77 S. Broadway, Aurora, IL 60505. Required information includes a drawing of driveway, approach, sidewalk and curb & gutter, showing scope of work and contractor information. Contractors must be licensed to work in the Public Right-of-Way, by obtaining a **Public Works License**.
2. The DRV2 application is initiated and completed by the Division of Building and Permits, during their process, they obtain sign-offs from the Divisions of Zoning and Engineering, who review the Permit Application information.
3. No work may begin until the DRV2 application is approved. This process may take up to seven (7) working days.
4. To participate in the Driveway Reimbursement Program, the property owner should also complete the Driveway Assistance Program (DAP) application with name, address, contact info and the name of the licensed Contractor.
5. The completed DAP application may be delivered to the Division of Engineering, 77 S. Broadway, Aurora, IL 60505, via email (to [EngGenMail@aurora.il.us](mailto:EngGenMail@aurora.il.us)), fax (at 630-256-3229), US mail or hand delivered.
6. Required – Contractor will contact Engineering 24 Hours prior to start of construction.
7. Required – Engineering Division will complete a pre-pour inspection and document the Inspection.
8. Required – Engineering Division will complete a final inspection and measure the completed work and document the Inspection and measurements.
9. The property owner shall complete payment to the contractor and receive a receipt stating “Paid in Full”, and submit the receipt to the Division of Engineering, 77 S. Broadway, Aurora, IL 60505, via email (to [EngGenMail@aurora.il.us](mailto:EngGenMail@aurora.il.us)), fax (at 630-256-3229), US mail or hand delivered.
10. The Engineering Division will assemble the approved permit, DAP application, pre-pour inspection and final inspection information for review and then process the partial reimbursement.

### **Contractor Notes:**

1. Contractor shall not begin work prior to permit approval.
2. Contractor shall contact Engineering Division, at 630-256-3200 to schedule a pre-pour inspection. A minimum of 24 hours is required, however time slots are subject to inspector scheduling. No installation is permitted without an approved pre-pour inspection sign-off.
3. DAP applications will not be accepted from contractors.
4. The City of Aurora will not accept damaged or vandalized concrete work.
5. Contractor shall warranty all work for a period of one (1) year from the date of placement.
6. Contractors shall familiarize themselves with the work site and submit a detailed proposal with unit prices that include all saw cutting, removal, disposal, restoration, and traffic/pedestrian control devices.
7. The proposal and final invoice shall include separate prices for each item of work (driveway approach, curb & gutter and sidewalk) that are within the Public Right-of Way.
8. No extra charges will be accepted including root removal or cartage charges.
9. Curb & gutter that is not depressed may be sawcut or replaced to be reimbursed.
10. Contractor’s failure to follow these rules will result in removal from the list of licensed contractors.

### **Construction Notes:**

1. All work shall be done according to the IDOT Standard Specifications for Road & Bridge Construction, latest edition, and City of Aurora Standard Specifications.
2. Portland cement concrete drives and sidewalk in driveways shall be 6” thick placed on a 4” granular subbase (min.)
3. Sidewalk outside of driveways shall be 5” thick placed on 4” granular subbase (min.).
4. Hot-mix asphalt driveways shall be 2” thick placed on 6” subbase (min.).
5. Curb & gutter shall be type B-6.12 with 8” thick gutter placed on a 4” granular subbase (min.).
6. All concrete shall be class SI and properly cured & sealed and protected from the elements.
7. Subbase material shall be crushed stone, gradation CA-6 or approved equal.
8. All work areas shall be signed according to IDOT Traffic Control Standards.
9. Work shall not begin prior to the 1st Monday in April and be completed no later than the 3rd Friday in October (weather permitting).

# CITY OF AURORA – 2023 APPLICATION FOR PARTIAL REIMBURSEMENT

Name of Property Owner

Address of Property Owner

Zip Code

Project Site (if different from above)

Phone Number

Proposed Work in the Public Right-of-Way (check all boxes that apply):

- Remove Existing Drive Approach and Install New Hot-Mix Asphalt Drive Approach.
- Remove Existing Drive Approach and Install New Portland Cement Concrete Drive Approach.
- Sidewalk Removal and Replacement, 6" – in Driveway.
- Sidewalk Removal and Replacement, 5".
- Curb & Gutter Removal and Replacement
- Curb Cut (roll-curb in good condition)

Licensed Contractor's Name

| <b>City of Aurora Use Only</b>                                                        |                   |           | <b>Maximum Reimbursement</b>                      |              |
|---------------------------------------------------------------------------------------|-------------------|-----------|---------------------------------------------------|--------------|
| Work Item Completed in Public Right-of-Way                                            | Measured Quantity | Units     | Unit Price (not to exceed 50% of paid unit price) | Total Amount |
| Hot-Mix Asphalt Drive Approach Removal & Replacement                                  |                   | SQ FT     | \$2.75/Square Foot                                | \$           |
| P.C. Concrete Drive Approach Removal & Replacement (includes 6" sidewalk in driveway) |                   | SQ FT     | \$4.00/Square Foot                                | \$           |
| Curb & Gutter Removal & Replacement or Curb Cut                                       |                   | FOOT      | \$15.00/Foot                                      | \$           |
| Sidewalk Removal & Replacement, 5"                                                    |                   | SQ FT     | \$3.25/Square Foot                                | \$           |
| Misc.                                                                                 |                   |           |                                                   | \$           |
|                                                                                       |                   |           | Sub-Total<br>(maximum \$1,650)                    | \$           |
| Sidewalk Removal & Replacement, 6" through driveway meeting City replacement criteria |                   | SQ FT     | \$8.00/Square Foot                                | \$           |
|                                                                                       |                   |           | <b>TOTAL REIMBURSEMENT</b>                        | \$           |
| Final Inspection Completed Signed                                                     |                   |           |                                                   |              |
| City of Aurora Representative                                                         |                   | Signature |                                                   | Date         |