Department of Public Works

**PROJECT CONTACTS**

* **Project Manager:** [project manager] [phone number] [email]

## Engineering Division

# Fact and Details Sheet: [Project Name]

## Project Details – Proposed Work

**Sanitary Sewer:** The existing sanitary main will be replaced along [street name]. Sanitary laterals will be replaced from the new main to the property line *(sanitary laterals assessable)*. In limited cases where the existing lateral is cast iron, appears to be in good condition upon inspection, and runs under a tree, the lateral will only be replaced to the back of curb. In those cases, the owner will not be assessed for the additional footage of replacement that is not completed. If you would like a full lateral replacement to the property line in cases such as this, please contact the Project Manager listed to the right.

**Water Main:** The City will replace water main in poor condition and reconnect water services to the new main within the project limits.

**Storm Sewer:** discuss project scope, Example: *The existing storm sewer will be replaced as needed and new storm sewer will be installed as necessary to adequately drain the street. If you are aware of any existing private storm sewer or private connections (either to the curb or to a structure) from your property, please contact the project manager listed to the right (private storm connections assessable).*

**Rain Gardens:** Property owners may be eligible for a terrace rain garden installation as part of this street project if the site meets certain criteria. The terrace must have a minimum area of 10 ft. X 15 ft. in a relatively flat, open space away from trees and utilities. Rain gardens are partially assessable up to $100.  Rain garden maintenance would be the homeowner’s responsibility if installed.  If you are interested, please contact Phil Gaebler of City Engineering at (608) 266-4059, PGaebler@cityofmadison.com. More information on the terrace rain garden program is available at [www.cityofmadison.com/engineering/stormwater/raingardens/terraceraingardens.cfm](http://www.cityofmadison.com/engineering/stormwater/raingardens/terraceraingardens.cfm)

**Street:** discuss project scope, Example:*The City will replace the existing asphalt pavement (pavement assessable), gravel base, install new curb & gutter, driveways (driveways assessable), terrace walks and sidewalk will be replaced as needed.*

**Bridge/Retaining Walls:** If there is a structure work, discuss here

**Driveway Aprons:** Driveway aprons constructed with the project will be replaced with concrete. Driveway widths will be replaced per the City of Madison standard detail (*driveway aprons assessable)*.

**Bus pads:** No new bus pads will be installed within the project limits. Or if there are new bus pads, discuss locations

**Metro Transit Operations:** If there plans to change routes, discuss here

**Streetlights**: Street lighting on existing MG&E wood poles will remain.

| **Item** | **Property Owner Share** | **City Share** |
| --- | --- | --- |
| 10’ Pavement Replacement\* | 100% | 0% |
| 10’ Pavement Resurfacing\* | 100% | 0% |
| Driveway Apron Replacement | 50% | 50% |
| Remove & Replace Terrace Walk | 50% | 50% |
| Curb & Gutter Replacement | 0% | 100% |
| Sidewalk Replacement | 0% | 100% |
| Intersection Curb & Pavement | 0% | 100% |
| Sanitary Sewer Main | 0% | 100% |
| Sanitary Laterals to Property Line | 25% | 75% |
| Water Main | 0% | 100% |
| Water Main Services  | 0% | 100% |
| Storm Sewer Main | 0% | 100% |
| Private Storm Connections (if any) | 100% | 0% |
| \*Pavement assessed per linear ft. of frontage. 50% discount for single or two-family corner lots fronting two streets. |

**Assessments:** The project will have special assessments for the street construction. The assessments are a special charge for work being done that has a direct benefit to the property. The preliminary assessments are mailed during the design phase and will give the property owner an estimated cost due after construction is complete. The final assessment bill will be mailed in [20xx] to adjacent property owners. The bill is calculated based on measured quantities for driveway aprons removed and replaced during construction. The bill is calculated based on measured quantities for driveway aprons, pavement, and terrace walks are based on on [20xx] street improvement rates and will carry over from the preliminary assessment. The sanitary sewer laterals and private storm sewer connections will also be billed based on bid prices and measured quantities during construction. The property payment options include payment by lump sum or over 8 years with [x] percent interest.

**Trees:** Terrace trees may be pruned prior to construction to provide required clearance for construction equipment. Efforts are being made in the street design to save as many of the existing trees as possible. For example, keeping the street narrow, matching the existing elevations of the street, and setting up tree protection to keep construction equipment away from the root zone. There are x trees (([address] xx-[tree species]), ([address] xx-[tree species]), ([address] xx-[tree species])) because street geometrics? poor condition?. If, during construction, it is determined that any additional trees must be removed, adjacent property owners will be notified, prior to removal of the tree. The trees within the project limits that remain may have the roots trimmed during construction.

Tree pruning in advance of the project is required to reduce the risk of damage to the trees during construction. The City of Madison Forestry Section will perform the necessary work. For certain species, especially oak and elm trees, the pruning must be completed by June 1st to reduce the chance of disease. If additional trees need to be removed, City Engineering will notify the adjacent property owner prior to removal.

Street trees provide many benefits to our city and are considered an important part of the city’s infrastructure. Forestry Section staff will evaluate the terrace for new planting sites and potential replacement sites when the project is complete. There is no additional cost to the adjacent property owner for a tree planting. Street trees are typically planted in the spring of the year following the completion of the construction project. Per Madison General Ordinance 10.10, City Forestry determines tree species and planting locations. Residents cannot choose or plant their own tree in the terrace.

For any questions regarding street tree maintenance or planting, please contact the general forestry line at 266-4816.

**Real Estate:** If there is real estate work, discuss here

**Project Website:** Please visit the project website for the latest information and to fill-out a second questionnaire.Sign-up for project email updates on the website. [add website link]

## Construction Schedule & Impacts

**Tentative Schedule:** Discuss schedule, Example: *July 2025 – October 2025. Allowed work hours are 7am to 7pm Mon-Sat and 10am to 7pm Sun.*

**Traffic Impacts:** [street name] will be closed to thru traffic within the project limits until the project is complete. Per City’s standard specs, residential driveways may be closed for a cumulative of 20 days during the project, primarily when concrete driveway aprons, curb & gutter, and sidewalks are being installed. No parking is allowed within the construction zone during working hours (7AM to 7PM), so when your driveway is not accessible, you will need to park on the adjacent streets outside the project limits. The contractor will notify impacted residents prior to the driveway access being closed for an extended period, but there likely be several short-duration closures during utility work and asphalt paving that may not have much advance notice. During these shorter disruptions, the Contractor will work with residents to provide access as quickly as possible. Contact the project manager if you have accessibility concerns and need to request special accommodations.

**Water Shut-offs:** There are no planned water shut-offs. While unlikely, emergency shut offs are possible if the existing main is damaged during construction. Affected properties are notified as soon as possible.

An average of two water shut-offs are expected for each property within the project limits. A minimum of 48 hours of notice will be provided prior to the shutoffs. Each shutoff may last up to 8 hours, but typically last about 4 hours. The water will be shutoff when the new water main is connected to the existing main and connecting the services to the new main. At the start of construction, the existing main will remain in service until the new main is installed and connected to; emergency shutoffs may occur if the old, brittle main is damaged during construction. If this happens, crews will work to notify affected properties as quickly as possible.

**Refuse Collection & Mail Delivery:** It will be the contractor’s responsibility to allow for refuse collection and mail delivery to continue during construction. Please mark your address on your cart to make sure it is returned if moved. We ask that you place your carts at the street the evening prior to or at the very latest 6:00 a.m. the morning of your scheduled refuse/recycling day.

**Landscaping:** Existing concrete terrace walkways (area between sidewalk and curb) will be replaced as needed with the project (terrace walkways assessable), unless the property owner requests that they are removed. Existing landscaping plantings, raised planting beds, stone or brick pavers, and wood retaining walls, etc. within the terrace (between curb & sidewalk) will be impacted. If you wish to save any landscaping, it should be removed prior to the start of work in 20[xx] and reinstalled by you after construction is complete. If left in place, these items will be removed by the contractor. The contractor will not replace or reinstall these items following completion of the project. Please contact the project manager to request the removal of an existing concrete terrace walkway or to evaluate the impacts of construction in the right-of-way.