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**ZONING OFFICE
WEST EARL TOWNSHIP
157 West Metzler Road - PO Box 787
Brownstown, PA 17508-0787**

Why am I receiving this letter?

After inspection, the sidewalk that abuts your property has been deemed defective and/or in need of replacement, resurfacing, or repair. You as the property owner are financially responsible for sidewalk maintenance and repairs.

Is a sidewalk permit required before I proceed?

Yes. It is unlawful to tear up, destroy, remove, deface, excavate, install, repair, or resurface any sidewalk along the public highway or streets of the Township without a permit. Please fill out the enclosed sidewalk permit and submit it to the township.

What steps do I take next?

- 1) Submit a sidewalk permit application. You will need to include:
 - The sidewalk permit application.
 - Design specifications for sidewalk/curb/driveway apron (will be provided by Township).
 - A sketch of the sidewalk with dimensions to be repaired.
- 2) Once the permit is approved (you will receive a phone call) work can begin on the sidewalk. It is your responsibility to find and hire a sidewalk repair contractor.
- 3) Contact the Zoning Officer and state that the sidewalk has been completed.

What is the timeframe?

All resurfacing or repairs required must be completed within 6 months of the date of this notice.

Are there certain sidewalk design specifications that must be followed?

Yes. These specifications will be provided to you by the Township. You can download sidewalk/curb/driveway apron specifications from the Township's website at www.westearltwp.org/pages/sidewalks.

I do not agree with the decision of the Zoning Officer, how do I file an appeal?

If you want to contest the determination of the Zoning Officer that the sidewalk is defective, you have a right within 5 days to appeal such determination to the Township Manager. All appeals must be in writing and contain the reason for the appeal. The township Manager will then inspect the sidewalk and will make a determination of approval or disapproval of the finding of the Zoning Officer within 7 days. The Township Manager will note the determination by endorsement on a copy of the initial notice with notification to the owner by mail.

What happens if I don't comply?

Failure to comply within 6 months is considered a violation of the Sidewalk Ordinance and the Township has the right to have the repairs and/or resurfacing done at the cost of the owner and will collect the cost with a 10% penalty.