

**CITY OF APPLETON, WI  
POLICY FOR SPECIAL ASSESSMENTS 2014**

**I. STREET CONSTRUCTION AND RECONSTRUCTION**

Draft 7/23/14

**A. General Information**

<b>CONCRETE PAVEMENT (Not including New Subdivisions)</b>		<b>R-1 Zoning</b>		<b>R-2 Zoning</b>		<b>All Other Zoning</b>	
		New	Recon.	New	Recon.	New	Recon.
	Max. Width	33'	<del>33'</del>	33'	<del>33'</del>	49'	<del>49'</del>
	Max. Thickness	7"	<del>7"</del>	7"	<del>7"</del>	9"	<del>9"</del>
	Assessed at (%)	75%	<del>75%</del>	100%	<del>100%</del>	100%	<del>100%</del>
	Multiple Frontage Reduction	Yes*	<del>Yes*</del>	Yes*	<del>Yes*</del>	None	<del>None</del>
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N =Not Assessed)		<b>New Concrete</b>		<b>Concrete Reconstruction</b>		<b>Direct Assessments ( in addition to Base Rate )</b>	
<b>Construction Items</b>							
Administrative Fees		Y		<del>Y</del>		-	
Property Owner Notification		Y		<del>Y</del>		-	
Concrete Pavement		Y		<del>Y</del>		-	
Curb & Gutter (Integral)		Y		<del>Y</del>		-	
Sawcutting		Y		<del>Y</del>		-	
Fine Grading		Y		<del>Y</del>		-	
Seed & Mulch/Sod		Y		<del>Y</del>		-	
Terrace Restoration		Y		<del>Y</del>		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		N		\$0.75 / front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Manhole / Inlet Reconstruction		N		N		-	
Manhole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

\* See Calculation Guidelines

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning			R-2 Zoning			All Other Zoning		
		After G&G	Recon.	Overlay	After G&G	Recon.	Overlay	After G&G	Recon.	Overlay
		Max. Width	33'	<del>33'</del>	<del>33'</del>	33'	<del>33'</del>	<del>33'</del>	49'	<del>49'</del>
Max. Thickness	3"	<del>3"</del>	<del>3"</del>	3"	<del>3"</del>	<del>3"</del>	6"	<del>6"</del>	<del>6"</del>	
Assessed at (%)	25%	<del>85%</del>	<del>85%</del>	25%	<del>100%</del>	<del>100%</del>	25%	<del>100%</del>	<del>100%</del>	
Multiple Frontage Reduction	Yes*	<del>Yes*</del>	<del>Yes*</del>	Yes*	<del>Yes*</del>	<del>Yes*</del>	None	<del>None</del>	<del>None</del>	
Base Assessment Rate	Calculated on an individual street basis using actual bid prices									

(Y=Assessed N =Not Assessed)	Asphalt following G&G	Asphalt Reconstruct.	Asphalt Overlay	Direct Assessments (in addition to Base Rate)
Administrative Fees	Y	<del>Y</del>	<del>Y</del>	-
Property Owner Notification	Y	<del>Y</del>	<del>Y</del>	-
Asphalt Pavement	Y	<del>Y</del>	<del>Y</del>	-
Milling	N	<del>Y</del>	<del>Y</del>	-
Sawcutting	N	<del>Y</del>	<del>Y</del>	-
Curb & Gutter (New/repair)	N	<del>Y</del>	N	-
Fine Grading	Y	<del>Y</del>	N	-
Seed & Mulch/Sod	N	<del>Y</del>	<del>Y</del>	-
Terrace Restoration	N	<del>Y</del>	<del>Y</del>	-
Concrete Driveway Apron	N	N*	N*	per bid price
Asphalt (miscellaneous)	N	N	N	-
Geotextile Fabric	N	N	N	-
Stone Base	N	N	N	-
Trees	N	N	N	-
Unclassified Excavation	N	N	N	-
Erosion Control	N	N	N	-
Adjust MH/Inlet Tops	N	N	N	-
Curb Thimbles	N	N	N	-
Drill-in Tie Bars/Dowels	N	N	N	-
Driveway Closure	N	N	N	-
Inlet Leads	N	N	N	-
Manhole / Inlet Reconstruction	N	N	N	-
Manhole/Inlet Castings	N	N	N	-
MH Chimney Seals	N	N	N	-
Pavement Marking	N	N	N	-
Removal - Asphalt	N	N	N	-
Removal - C&G	N	N	N	-
Removal - Concrete	N	N	N	-
Removal - DW Aprons (Conc. & Asp.)	N	N	N	-
Removal - Sidewalk	N	N	N	-
Repair work from permits	N	N	N	-
Repair work from Utility Projects	N	N	N	-
Traffic Signals	N	N	N	-

\* See Calculation Guidelines

<b>GRADING &amp; GRAVELING (not including New Subdivisions)</b>		<b>R-1 Zoning</b>		<b>R-2 Zoning</b>		<b>All Other Zoning</b>	
		New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion
	Max. Width	35'	35'	35'	35'	51'	51'
	Max. Thickness	-	-	-	-	-	-
	Assessed at (%)	100%	100%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Base assessment Rate	Calculated on an individual street basis based upon bid prices						
(Y=Assessed N=Not Assessed)		<b>New Street</b>		<b>Rural to Urban Conversion</b>		<b>Direct Assessments (in addition to Base Rate)</b>	
<b>Construction Items</b>							
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Erosion Control		Y		Y		-	
Sawcutting		Y		Y		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		Y		-	
Traffic Signals		N		N		-	

\* See Calculation Guidelines

### Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, or county governments, churches and private schools and other exempt properties will be assessed 100% of the “all other zoning” assessment rate regardless of the zoning. (BPW 2/2/94)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. ~~The City will assume the entire cost of permanent pavement for all intersections for reconstruction, partial reconstruction and new construction (areas platted prior to 1-1-04).~~
6. Driveway approaches shall be constructed at property owner's expense when:
  - a. When permanent street surfaces are constructed.
  - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
  - c. When ordered installed by the Common Council.
  - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property.  
(S&S 3/3/93 and MSC 9/3/97)

8. ~~The cost of seeding and mulching of terrace areas for an asphalt partial street reconstruction will be assessed uniformly across that street.~~
9. ~~The cost of replacing defective curb and gutter on an asphalt partial street reconstruction shall be assessed uniformly across that street.~~
10. ~~The assessment rate for the reconstruction of asphalt or concrete streets will be no greater than the rate for new concrete streets.~~
11. ~~When reconstructing streets, credit will be given for the remaining useful life of existing pavements calculated on current costs of construction. For this purpose the useful life of pavements shall be established as follows:~~
  - ~~a. Curb and Gutter – 20 years.~~
  - ~~b. Asphalt Surfacing – no curb and gutter – 1 year~~
  - ~~c. Asphalt Partial Reconstruction or Overlay – 15 years~~
  - ~~d. Asphalt Reconstruction – 20 years~~
  - ~~e. Portland Cement Concrete – 30 years~~
  - ~~f. Concrete Driveway Aprons – 1 year~~
12. ~~Trees removed for street reconstruction will be replaced at city expense.~~
13. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
14. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
15. Assessments for asphalt pavements that are (re)-constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
16. Assessments for trees to be installed on new street paving will be included with paving assessments.

17. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
18. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government. (BPW 1/7/97)
19. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
  - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.
  - b. The first 120 feet will be charged 25% of the rate calculated in "a" above. The balance of the frontage will be assessed at 100% of the rate calculated in "a" above. (BPW 1/21/98)
20. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
21. ~~Additional width at intersection approaches is not assessed unless the entire block is widened. Intersection improvement projects where the entire width of pavement is reconstructed will be assessed.~~
22. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
23. Calculation Guidelines:
  - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
  - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
  - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
  - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
  - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the "bulb" according to the number of originally platted lots.
  - f. On "mouse ear" lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.

- g. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
- h. Definition of "addressed" side: The street with the house number.
- i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.

## II. SIDEWALKS

### A. General Information

SIDEWALKS (Not including New subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning	
		New	Recon.	New	Recon.	New	Recon.
	Max. Width	5'	5'	5'	5'	5'	5'
	Max. Thickness	5"	5"	5"	5"	7"	7"
	Assessed at (%)	100%	125%	100%	125%	100%	125%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.						
(Y=Assessed N =Not Assessed)		New and Reconstruction not meeting replacement criteria		Reconstruction meeting replacement criteria		Individual Rates (if not included in current Rate above)	
<b>Construction Items</b>							
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Concrete Sidewalk		Y		N		-	
Seed & Mulch (max. of 18" on each side of walk)		Y		N		-	
Terrace Restoration		Y		N		-	
Sawcutting		N		N		-	
Fine Grading		N		N		-	
Miscellaneous Asphalt		N		N		-	
Stone Base		N		N		-	
Driveway Aprons - Removal and Replacement		Y		n/a		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Drill-in Tie Bars/Dowels/Rebar		N		N		-	
Removal - Sidewalk		N		N		-	

\* See Calculation Guidelines

### B. Calculation Guidelines - Sidewalks

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
2. Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
3. There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
4. Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request

5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
  - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
  - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
  - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
  - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
  - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
  - f. Definition of "addressed" side: The street with the house number.