



City of Napoleon, Ohio

Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Chad E. Luffs, P.E., P.S., Director of Public Works

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April 8, 2022

303 Sheffield Avenue
Napoleon, Ohio 43545

Attn: Carrie Borton

Re: Park Street Area Improvement Projects
303 Sheffield Avenue, Napoleon, Ohio
Sidewalk Notification

Dear Ms. Borton,

With the completion of the above referenced project, the City of Napoleon requires the installation of concrete walks where none previously existed by all property owners located along the Park Street Area Improvement Projects. This letter shall serve as notice that all concrete walks must be completed by October 31, 2022. Per Section 913.02 (b) of the Codified Ordinances of the City of Napoleon, Ohio:

“The property owner shall bear the entire cost of sidewalks that have never been constructed, except where otherwise prohibited by law; moreover, the property owner shall bear the entire costs for any extensions of sidewalks, driveway aprons, abutting improvements.”

Per Section 913.03:

“Design, plans and specifications shall be in compliance with the City’s standards for the construction, reconstruction, repair and replacement of all sidewalks, driveways and abutting improvements thereto as found in the Engineering Department Rules and Regulations No. CNER98-1, as amended from time to time, or as otherwise approved in writing by the City Engineer.”

If work is not completed by the above referenced date, per Section 913.99:

“Whoever violates Sections 913.03 or 913.04, or causes the same to be violated, is guilty of a minor misdemeanor. Each day that a violation exists or continues to exist shall constitute a separate offense and shall be punishable accordingly.

Please contact the City of Napoleon’s Engineering Department prior to the installation of the concrete walks to obtain all proper permits and specifications, as well as exact location of the required walks. Although we cannot recommend a contractor, we do have a list of qualified

contractors. If you would like this information or have any other questions, please contact the City of Napoleon's Engineering Department at your convenience.

Yours truly,



Chad E. Lulfs, P.E., P.S.
Director of Public Works
City of Napoleon, Ohio

cc: Joel L. Mazur, City Manager
Billy Harmon, Law Director