



City of Dyersville
Public Works Department

NOTICE OF SIDEWALK DEFICIENCY

Certified Mail — Return Receipt Requested

[Date]

[Property Owner Name]

[Mailing Address]

[City, State, ZIP Code]

RE: Sidewalk Deficiency — [Property Address, Dyersville, Iowa]

Parcel No.: [Parcel Number]

Task No.: [Task Number]

Dear [Property Owner Name]:

The City of Dyersville has completed a sidewalk inspection in your area as part of the City’s Sidewalk Inspection Program in accordance to the Sidewalk Maintenance and Cost-Share Policy (the “Policy”). During this inspection, City staff identified one or more sidewalk deficiencies on the public sidewalk adjacent to your property at the address listed above. This notice is sent to you as the Abutting Property Owner in accordance with Iowa Code §364.12(2)(d) and the Policy.

Description of Deficiency

City staff observed the following condition(s) at the location identified below:

Location on Frontage: [e.g., Two panels beginning approximately 30 feet south of the north property line on the 1st Avenue East frontage]

Type of Deficiency: [e.g., Vertical displacement exceeding one-half inch between adjacent panels; surface spalling creating a tripping hazard]

Number of Panels Affected: [e.g., 2 panels, approximately 50 square feet]

Photographs: [Attached / On file with the Public Works Department]



Required Action and Repair Period

Under Iowa Code §364.12 and Section 4 of the Policy, you are responsible for maintaining the sidewalk adjacent to your property in a safe and passable condition. You are required to complete the necessary repairs within ninety (90) days of the date of this notice. Your repair deadline is [Deadline Date].

All repair work must meet the construction standards in Section 10 of the Policy, including SUDAS and ADA requirements. You or your contractor must contact the Public Works Department at least forty-eight (48) hours before any concrete pour to schedule the required pre-pour inspection. A final inspection by City staff is also required before the repair can be accepted.

Cost-Share Program

The City of Dyersville offers a Cost-Share Program to assist property owners with eligible sidewalk repairs. Under the program, the City reimburses documented material costs for qualifying projects, while the property owner is responsible for labor costs. The program is described in detail in Section 8 of the Policy.

To apply, submit a completed Cost-Share Application to City Hall at 340 1st Avenue East, Dyersville, Iowa 52040, during regular business hours, or download the application from the City's website. Applications are processed on a first-come, first-served basis, subject to available funding. Applying for the Cost-Share Program does not extend the Repair Period unless the City Administrator grants a written extension.

Extension Requests

If you are unable to complete the required repairs within the Repair Period due to adverse weather, documented contractor unavailability, or verified financial hardship, you may request a written extension from the City Administrator before the Repair Period expires. Extension requests must include supporting documentation

Failure to Complete Repairs

If repairs are not completed within the Repair Period (including any approved extension), the City may perform the work or hire a contractor to complete it, as authorized by Iowa Code §364.12(2)(e). The full cost of City-performed work — including materials, labor, engineering review, inspection, and reasonable administrative overhead — will be assessed against your property as a special assessment under Iowa Code §364.12(2)(e) and Iowa Code Chapter 384. Once certified, the assessment becomes a lien on your property and is collected with your annual property tax installments.

Questions and Contact Information

If you have questions about this notice, the deficiency identified, the repair process, or the Cost-Share Program, please contact me at 563.875.7724 or email me at jwandsnider@cityofdyersville.com.

The City's goal is to work with property owners to maintain safe and accessible sidewalks throughout Dyersville. We encourage you to take advantage of the Cost-Share Program and to contact us with any questions.

Sincerely,

John Wandsnider,
City Engineer/Public Works Director

Enclosures:

1. Photograph(s) of Identified Deficiency
2. Cost-Share Program Application