



MADISON TOWNSHIP

Sidewalk Inspection and Maintenance Policy

Adopted: 5/14/2025

Review Date: 5/1/2026

Responsible Department: Building Official

Approved By: Ryan G Rank, Township Supervisor

1. Policy Statement

Madison Township is committed to providing and maintaining a safe pedestrian infrastructure. This policy establishes a systematic sidewalk inspection and maintenance program designed to mitigate risk, enhance pedestrian safety, and reduce the Township's liability exposure by identifying and addressing sidewalk hazards in a timely and effective manner.

2. Purpose

The purpose of this policy is to:

- Establish a regular inspection schedule for sidewalks throughout Madison Township
 - Define hazard criteria and response timelines
 - Document inspection findings and maintenance activities
 - Comply with applicable standards including the Americans with Disabilities Act (ADA)
 - Provide a defensible framework for managing liability claims related to sidewalk conditions
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3. Scope

This policy applies to all public sidewalks within the jurisdiction of Madison Township, including those in residential, commercial, institutional, and government zones.

4. Definitions

- **Sidewalk:** A public pedestrian pathway, typically located adjacent to a roadway.
 - **Hazard:** Any physical defect in a sidewalk that poses a safety risk to pedestrians.
 - **Major Hazard:** Vertical displacement greater than 1 inch, missing concrete, or other dangerous conditions.
 - **Moderate Hazard:** Displacement between ½ inch and 1 inch, or surface deterioration.
 - **Minor Hazard:** Cracks less than ½ inch, surface wear, or non-critical obstructions.
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5. Inspection Program

5.1 Inspection Frequency

Inspection Type	Frequency
Routine Inspections	Every 12 months
Post-Complaint Inspections	Within 3 business days of notice
Post-Severe Weather Events	As soon as safely possible
Construction Acceptance	Upon project completion

5.2 Inspection Procedure

- Utilize the approved Sidewalk Inspection Checklist and Form
 - Inspect all sidewalk segments systematically
 - Document hazards with written notes and photographs
 - Rate the severity based on the Township's hazard classification system
 - Submit findings to the Public Works Supervisor for review and action
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6. Hazard Classification and Response Timeline

Hazard Level Description		Required Response Time
Major	Vertical displacement > 1 inch, missing slab	Repair within 30 days
Moderate	Displacement 1/2 - 1 inch, surface deterioration	Repair within 90 days
Minor	Cracks < 1/2 inch, mild ponding	Monitor for deterioration

7. Documentation and Records Management

All inspection and maintenance activities must be documented and retained for a minimum of **7 years**. Records to be maintained include:

- Completed inspection forms
 - Photos of defects
 - Public complaints
 - Work orders and completion dates
 - Correspondence related to claims or notices
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8. Maintenance and Repairs

The Township shall:

- Assign Public Works staff for minor sidewalk repairs (e.g., grinding, patching)
 - Contract licensed vendors for slab replacement or significant repairs
 - Prioritize high-risk and high-use pedestrian areas
 - Include sidewalk maintenance in capital improvement planning
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9. ADA Compliance

Sidewalks must comply with ADA accessibility requirements. This includes:

- Installing compliant curb ramps
 - Ensuring cross-slopes and widths meet ADA guidelines
 - Removing obstructions and hazards that impede access
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10. Public Reporting and Communication

Madison Township shall:

- Provide a public sidewalk issue reporting tool via the Township website
 - Publish an annual reminder for residents to report sidewalk hazards
 - Maintain a log of all public complaints and responses
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11. Training

The Township shall provide annual training to relevant staff on:

- Sidewalk hazard identification
 - ADA compliance standards
 - Documentation practices
 - Proper communication with the public
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12. Claims and Liability Management

The Township will maintain a standardized protocol for responding to sidewalk-related claims. All claims will be reviewed in coordination with legal counsel and/or the Township's liability insurance carrier. Inspection records will be used to assist in the defense of claims.

13. Policy Review

This policy shall be reviewed annually by the Township Supervisor and Building Official. Revisions may be proposed based on legal developments, best practices, and operational feedback.

Attachments:

- Appendix A: Sidewalk Inspection Form (PDF)
- Appendix B: Hazard Classification Chart
- Appendix C: ADA Sidewalk Compliance Quick Reference
- Appendix D: Work Order Request Template

Madison Township Sidewalk Inspection Form

Inspector Information

Inspector Name	
Department	
Date of Inspection	
Time	

Weather Conditions

☐ Clear
 ☐ Rain
 ☐ Snow
 ☐ Ice
 ☐ Other

Sidewalk Location

Street Name	
From (cross street/landmark)	
To (cross street/landmark)	
Segment/Block ID	

Side of Street

☐ North
 ☐ South
 ☐ East
 ☐ West

Sidewalk Condition Checklist

Surface Cracks (> 1/2 inch wide)	
Vertical Displacement	
Spalling (surface flaking)	
Ponding/Standing Water	
Vegetation Obstruction	
Tree Root Uplift	
Trip Hazards Present	
ADA Curb Ramps Present	
Detectable Warnings Intact	
Obstructions (utility poles, signs, etc.)	
Sidewalk Width Adequate (>=36 in clear path)	

Hazard Classification

Major	Vertical displacement > 1 inch, missing slab	
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Madison Township Sidewalk Inspection Form

Moderate	Displacement 1/2 - 1 inch, surface deterioration	
Minor	Cracks < 1/2 inch, mild ponding	

Photos Taken

Photos Taken

☐ Yes

☐ No

Photo Numbers/Descriptions

Immediate Actions Taken

Actions

☐ Temporary patching

☐ Warning sign/cone

☐ Barricaded

☐ Urgent repair

☐ No action

Repair Work Order Created?

Work Order Created

☐ Yes

☐ No

Work Order #

Date Created

Inspector Comments

Inspector Signature	
Date	

Appendix B: Hazard Classification Chart

Hazard Level	Description	Example Conditions
Major	Safety risk requiring immediate action	>1 inch displacement, missing sections
Moderate	Moderate concern; repair in reasonable time frame	½ – 1 inch gaps, deep cracks, surface decay
Minor	Minor condition to monitor	< ½ inch cracks, minor surface wear

Appendix C: ADA Sidewalk Compliance Quick Reference

Requirement	Standard
Minimum Sidewalk Width	36 inches (preferably 48 inches)
Maximum Cross Slope	2% (1:48)
Curb Ramp Slope	Max 1:12
Landing Area	Minimum 48"x48" at top/bottom
Vertical Surface Change	≤ ¼ inch without bevel; ≤ ½ inch with bevel

Madison Township Sidewalk Work Order Request Template

Date Submitted: _____

Submitted By: _____

Location of Issue: _____

Type of Work Requested:

- ☐ Grinding/Uplift
- ☐ Panel Replacement
- ☐ Crack Sealing
- ☐ Obstruction Removal
- ☐ Curb Ramp Adjustment
- ☐ Other: _____

Description of Issue:

Priority Level:

- ☐ Emergency
- ☐ High
- ☐ Medium
- ☐ Low

Assigned To: _____

Estimated Completion Date: _____

Date Completed: _____