



## ENGINEERING DEPARTMENT

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July 26, 2023

Souane Vachakone  
308 N Monroe Street  
Watertown, WI 53098

TAX PARCEL NUMBER: 291-0915-3333-134

Re: Sidewalk at 308 N MONROE STREET, Watertown, WI

Dear PROPERTY OWNER:

Our department has received a complaint concerning the condition of the sidewalk abutting your property at **308 N MONROE STREET**. Your property has been inspected and the marked sections of sidewalk **along Monroe Street** have been found to be a tripping hazard and are in need of replacement.

According to City Code 457-3(A), the maintenance of the sidewalk is the responsibility of the abutting property owner.

By order of the Watertown Public Works Commission and affirmed by the Watertown Common Council, you are hereby notified to replace all marked sections of sidewalk according to City specifications.

You, as property owner, may:

- 1) Replace the sidewalk yourself, according to City specifications.
- 2) Hire your own sidewalk contractor to replace the sidewalk.
- 3) Have the City contractor complete the work for you at the prices listed on the enclosed estimate.

A permit is required for this sidewalk replacement. It can be taken out at the Engineering Department in the Municipal Building. There is no charge for this permit.

You have until **August 28, 2023** to repair this sidewalk. If, after this date the sidewalk is not replaced, a contractor hired by the City, shall repair the sidewalk and you will be invoiced for the cost. Any costs less than \$300.00 shall be paid in full sixty (60) days from billing date. Costs between \$300.00 and \$1,000.00 are due in full one (1) year after billing date. Costs greater than \$1,000.00 are due in two (2) equal annual payments; the first of which is due one (1) year from billing date and the second is due two (2) years from billing date. Unless previously paid, the costs will be collected as a special tax against the property.

Your sidewalk repair may need a Tree Protection Permit during Construction if adjacent to a city tree. Those permits are issued at the Watertown Park, Recreation and Forestry Department office, 515 S. First Street.

Please advise us before **August 18, 2023** of which method you plan to repair this sidewalk.

Thank you for your cooperation in this matter.

Sincerely,

*Ritchie Piltz*

Ritchie Piltz  
Engineering Project Manager

Enclosure

Via Certified Mail

**CITY CONTRACT PRICES**  
(Estimated Quantities Only)

Estimate for: 308 N MONROE STREET

Remove existing concrete sidewalk: (4"):	20.00	Sq. ft. @	\$3.00/ Sq. ft. =	\$60.00
Remove existing concrete sidewalk (6"):		Sq. ft. @	\$3.00/ Sq. ft. =	
Construct miscellaneous concrete sidewalk (4"):	20.00	Sq. ft. @	\$14.00/ Sq. ft. =	\$280.00
Construct miscellaneous concrete sidewalk: (6"):		Sq. ft. @	\$14.00/ Sq. ft. =	
<b>REPLACEMENT ESTIMATED TOTAL AMOUNT</b>				<b>\$340.00</b>

**NOTE: THIS IS ONLY A NOTICE. THIS IS NOT A BILL.**

**IMPORTANT: THIS NOTICE SHALL ACCOMPANY TRANSFER OF PROPERTY**

