



Published on Village of Ridgefield Park NJ Website

www.ridgefieldpark.org

REQUEST FORM

I, _____,

owner of property at _____,

Ridgefield Park, New Jersey, wish to participate in the Sidewalk Repair Program.

My phone number is _____.

Please inspect my property and provide authorization/reimbursement forms and instructions.

Address of property owner if different from above:

_____ Signature of Homeowner

Dated: _____

Source URL: www.ridgefieldpark.org/shade-tree-commission/pages/request-form

Contact Information:

☎ (201) 641-4950 ext. 640

✉ shadetreecomm@ridgefieldpark.org



VILLAGE OF RIDGEFIELD PARK SHADE TREE COMMISSION

SIDEWALK REPAIR PROGRAM

INSTRUCTIONS

1. The Property Owner completes and signs the Sidewalk Repair Program Request Form and delivers it to the Ridgefield Park Shade Tree Commission (RPSTC) at the Village Clerk's Office.
2. A Shade Tree Commission Member will inspect the site and designate what repairs are reimbursable (i.e. caused by Village shade trees).
3. The RPSTC Member will leave the authorization/reimbursement form and instructions with the Homeowner.
4. The Homeowner is responsible for contacting a contractor who has been approved by the Shade Tree Commission to schedule the repairs. Homeowners may use the approved contractor for additional sidewalk repairs at the negotiated rate; however, the Village will reimburse homeowners only for damage to sidewalks caused by Village shade trees. All reimbursable work must be pre-approved by a member of the RPSTC. All additional repairs are the responsibility of the Homeowner.
5. Once the contractor has completed the repairs, the Homeowner is responsible for payment to the contractor. A copy of the paid invoices should be submitted to the RPSTC at the Village Clerk's Office.
6. A RPSTC Member will review and inspect the repairs and submit a payment voucher to the Village Board of Commissioners.
7. The Village Board of Commissioners will approve payment to the Homeowner. Please allow approximately six weeks for payment following submission of invoices.