September 15, 2014

Re: Sidewalk Petition #2014-0007 – Woodburn Road

Dear Property Owner:

The City of Raleigh has received a request to construct a sidewalk along Woodburn Road from Smallwood Drive to Wade Avenue. In order for this request to be considered, city policy requires the approval of fifty-one percent (51%) of the abutting property owners. Our staff engineers have reviewed the street and are recommending installation of a 6 foot wide sidewalk, with a variable set back of 2 ½ feet from the back of curb, on the east side of the street.

Please complete and sign the enclosed petition form and return it using the enclosed return envelope by October 30, 2014. The petition form must be signed by all persons currently claiming ownership of the listed property. A “yes” or in favor vote will not be counted unless all property owner signatures are provided. A Scanned copy of the completed form can also be returned to us via email to AssessmentSpecialist@Raleighnc.gov, or via fax at 919-996-7165.

Property owners will not be required to pay for the sidewalk construction, however there may be impacts to abutting properties where they border the street right of way. In some cases, construction of the sidewalk may require that easements be acquired from abutting property owners. Exact details of what areas may be impacted, and where easements may be needed, will not be known until the sidewalk has been designed.

Once the petition is closed, a follow-up letter will be mailed to all property owners included in the petition with the official results. If the petition is successful, a public hearing will be held before the City Council to give all affected property owners the opportunity to provide comments on the proposed sidewalk. At the close of the hearing the City Council will take action on the petition request. All property owners included in the initial petition will be notified of the scheduled date and time of the public hearing. If the Council authorizes the construction of the sidewalk, the timeline for construction will depend on available funding. During the design phase of the project, property owners will be invited to attend a design meeting at which time they will be given the opportunity to provide input on the sidewalk’s design. The actual placement of the sidewalk will be determined during the design process.

Again, please return the enclosed form by October 30, 2014. If you have any questions regarding this petition or the petition process, please feel free to contact an Assessment Specialist at (919) 996-3030. Information is also available at www.raleighnc.gov, search: “sidewalk petition program.”

Sincerely,

Jimmy Upchurch
Assessment Supervisor
City of Raleigh | Public Works

222 WEST HARGETT STREET, POST OFFICE BOX 590, RALEIGH, NORTH CAROLINA 27602
City of Raleigh Public Works Department

Petition for Sidewalk Improvements

Sidewalk Petition # 2014-0007 - Woodburn Road from Smallwood Drive to Wade Avenue

Property Location/Real Estate ID: ____________________________________________

Listed Property Owner(s): __________________________________________________

Mailing Address: ____________________________________________________________

• Please check one option and SIGN APPROPRIATELY
  (signature of all listed property owners is required)

  [ ] Yes, I am in favor of the construction of a sidewalk along the above mentioned street.

  [ ] No, I am opposed to the construction of a sidewalk along the above mentioned street.

   ____________________________  ____________________________
   Signature                   Signature

• Please provide your contact information and comments below

  Telephone Number: __________________________  Email: ______________________

  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

Please return this form by October 30, 2014, using the enclosed return envelope, via email at AssessmentSpecialist@Raleighnc.gov or via fax at 919-996-7165.
Woodburn Road Sidewalk Petition #2014-0007
From Smallwood Drive to Wade Avenue