



City of Portage Building Department

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MEMORANDUM

To: Contractor/Owner
From: Building Department
Date: October 26, 2008
Subject: Grading, Landscaping and Sidewalk Policy During Winter Weather

In an effort to provide alternatives for Contractors/Owners who cannot complete final grading, landscaping, sidewalk placement, or setting and charging air conditioning units in accordance with City ordinance because of winter weather, the Board of Public Works and Safety has instituted a new winter weather policy. Certificates of Occupancy can be issued provided the following condition are met:

1. Completion of rough grading sufficient to convey storm water runoff away from the structure, away from neighboring properties and into appropriate inlets.
2. Erosion control measures are in place and maintained until permanent vegetation occurs.
3. Certified funds in the name of the City of Portage are submitted in an amount equal to the estimated cost of completing the required improvements plus twenty-five percent (25%). This amount will be determined by the Building Department and will be unique to each circumstance.
4. A Right of Entry agreement is provided by the owner that allows the City of Portage or its contractors onto the property for the purpose of completing the improvements if they are not completed on time.
5. A Notice of Required Improvements, and deposit of certified funds, made payment to the City of Portage shall be recorded with the County Recorder, at the expense of the Contractor/Owner.

The Contractor/Owner needs to complete the required improvements by June 15th or earlier. The funds will be returned to the Contractor/Owner when the work has been completed.

This policy only applies to final grading, landscaping, sidewalk placement, and setting and charging air conditioning units. Additionally, it only applies between the months of November 1st through the last Friday of April. Please contact the Building Department with any questions.

Revised 03-19