



November 2, 2018

Re: **Sidewalk Petition #2018-11 – Stewarts Glen Circle**

Dear Property Owner:

The City of Raleigh has received a request to petition for sidewalk along **Stewarts Glen Circle** from **Stoney Run Drive** to **beginning of cul-de-sac on Stewarts Glen Circle**. In order for this request to be considered, City policy requires a returned response in the sufficiency of fifty percent plus one vote (50%+1) of the abutting property owners. **Our staff Engineers have reviewed the street and are recommending installation of a 5 foot wide sidewalk on a 3.5 foot typical setback from the curb on the North side of the street.** Adjustments to the sidewalk width and setback may be included in the final design to avoid major impacts in certain areas as needed and determined by our Engineering staff.

**Please complete and sign the enclosed petition form and return it using the enclosed return envelope by December 17, 2018.** 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 may be returned to us via email at [PetitionSpecialist@raleighnc.gov](mailto:PetitionSpecialist@raleighnc.gov), or fax to 919-996-7167. We also offer the option of online voting for those that wish to complete the voting process without returning a hardcopy of the petition form. To access the online voting portal go to [www.publicinput.com/2018-11](http://www.publicinput.com/2018-11) to enter your unique vote code for the Stewarts Glen Circle Sidewalk Petition and your responses. Your vote code is on the petition response form.

Property owners will not be assessed for sidewalk improvements however there may be impacts to abutting properties where they border the street right of way. In some cases, additional easements may 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 surveys are completed and the sidewalk has been designed. Once the petition expires a follow up letter will be mailed to all property owners included in the petition indicating the official petition 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 and scheduling.

City Staff will be available at the November 20<sup>th</sup> 7:00 pm meeting at the North CAC at the Abbott Creek Community Center located at 9950 Durant Road if you have specific questions or comments regarding the sidewalk petition. You may also contact an Engineering Specialist by calling (919) 996-4054 or by e-mailing [PetitionSpecialist@raleighnc.gov](mailto:PetitionSpecialist@raleighnc.gov). Information is also available at [www.raleighnc.gov](http://www.raleighnc.gov), search: “sidewalk petition program.” then Sidewalk Petitions and Stewarts Glen Circle. Again, **please submit your vote online or return the enclosed form by December 17, 2018.**

Sincerely,

Donetta Powell

Engineering Petition & Assessment Specialist

City of Raleigh | Engineering Services | Roadway Design/Construction

**One Exchange Plaza**  
1 Exchange Plaza, Suite 1020  
Raleigh, North Carolina 27601

**City of Raleigh**  
Post Office Box 590 • Raleigh  
North Carolina 27602-0590  
**(Mailing Address)**

**Municipal Building**  
222 West Hargett Street  
Raleigh, North Carolina 27601



City of Raleigh Engineering Services Department  
**Petition for Sidewalk Improvements**

**Sidewalk Petition # 2018-11- Stewarts Glen Circle from Stoney Run Drive to beginning of cul-de-sac on Stewarts Glen Circle**

Property Location/Online Vote Code: \_\_\_\_\_ / Vote Code \_\_\_\_\_

Listed Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

• **Please check one option and SIGN APPROPRIATELY**

*(signatures of all property owners is required. If you are signing for a company, corporation, LLC, etc. you must clearly print and sign your name and indicate your capacity or authority to sign on behalf of)*

\_\_\_\_ 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: \_\_\_\_\_

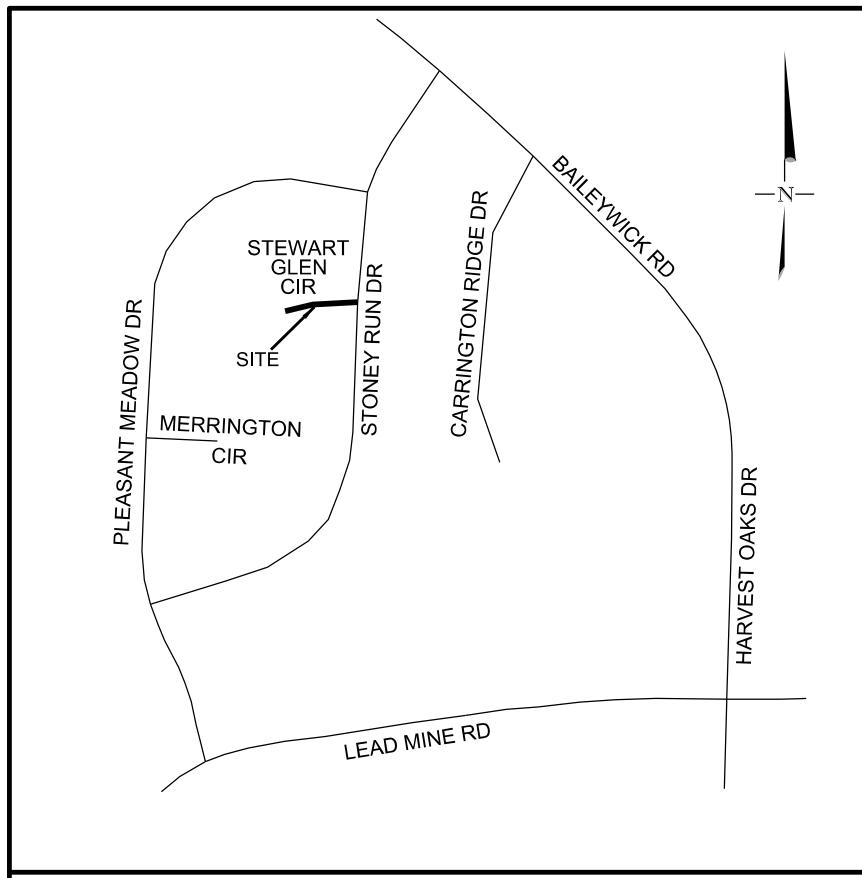
\_\_\_\_\_

\_\_\_\_\_

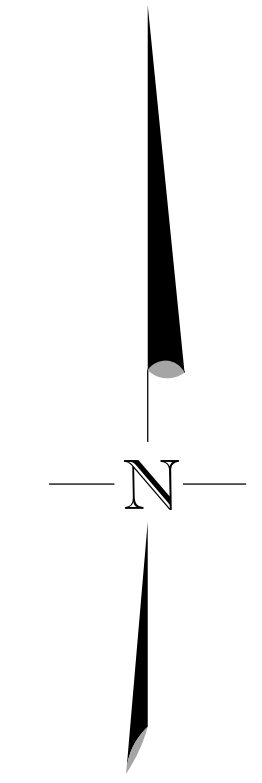
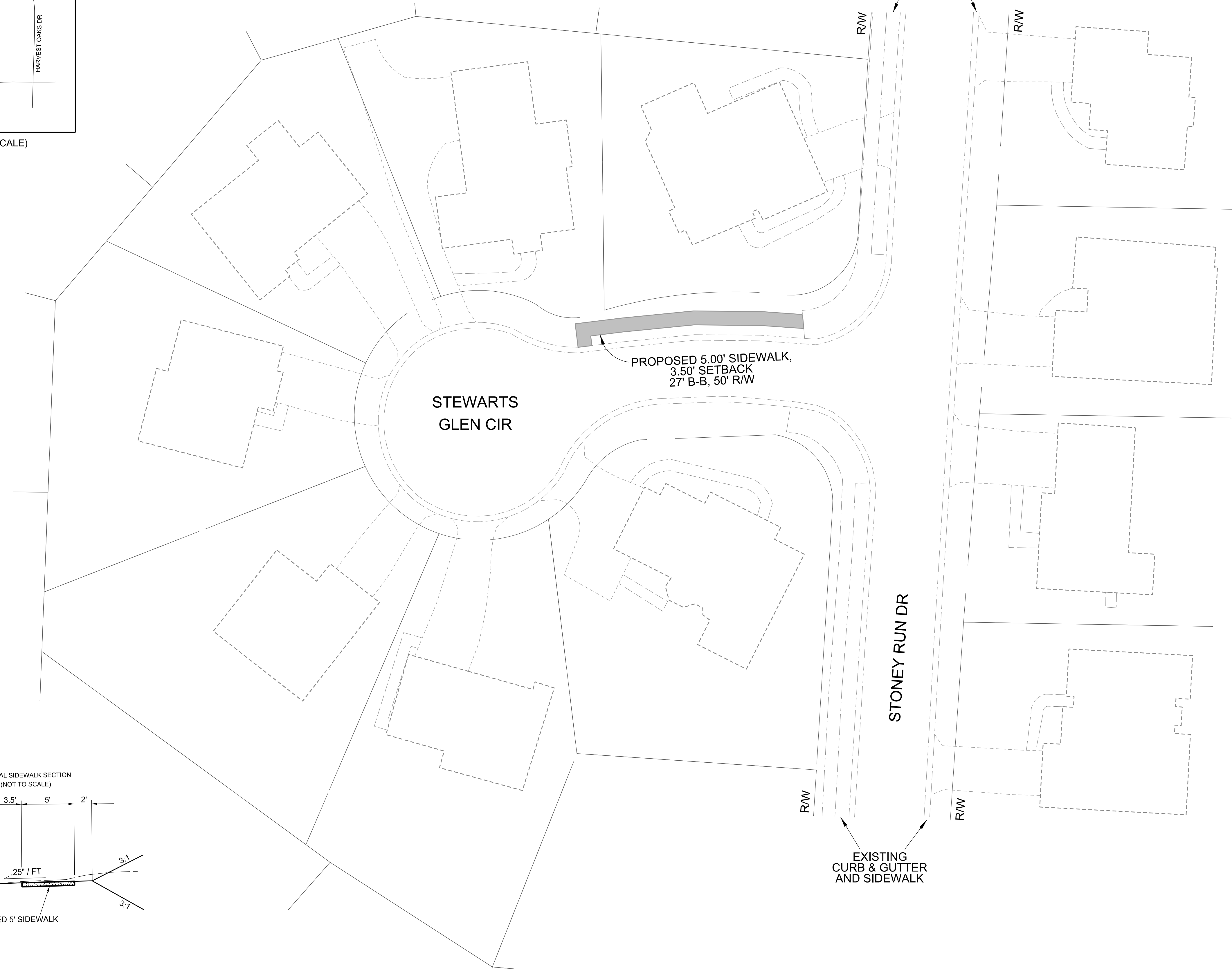
\_\_\_\_\_

\_\_\_\_\_

**Please vote online at [www.publicinput.com/2018-11](http://www.publicinput.com/2018-11) or return this form by December 17, 2018, using the enclosed return envelope, via email at [PetitionSpecialist@raleighnc.gov](mailto:PetitionSpecialist@raleighnc.gov) or fax to 919-996-7167.**



VICINITY MAP (NOT TO SCALE)



CITY OF RALEIGH  
ENGINEERING SERVICES  
DEPARTMENT



SIDEWALK  
PETITION SW 2018-11

STEWART GLEN CIR  
FROM EXISTING ON STONEY RUN DR  
TO BEGINNING OF CUL-DE-SAC

DATE: OCTOBER, 2018

CADD TECH: WDP

CHECKED BY:

REVISIONS

NO.	DATE

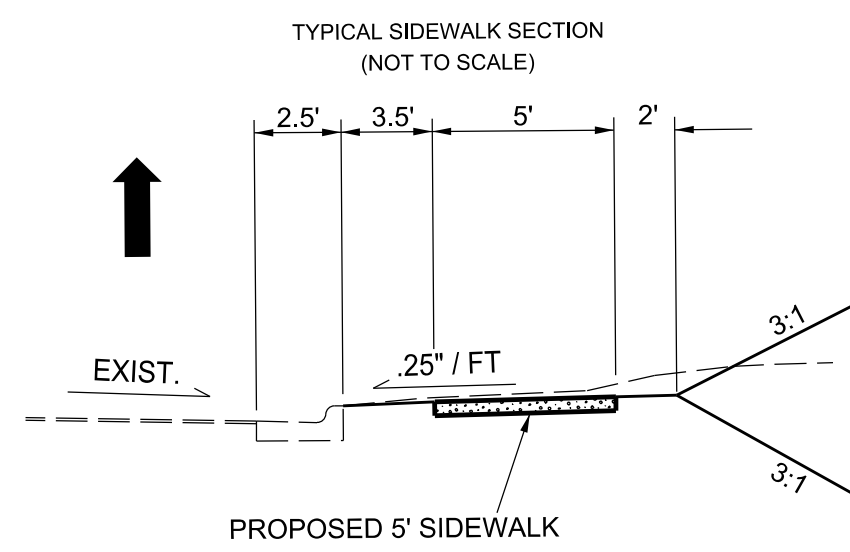
SCALES

HSCALE 1" = 20'

VSCALE N/A

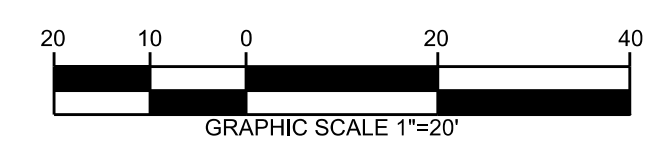
SHEET NO.

**PET1**



TYPICAL SIDEWALK SECTION  
(NOT TO SCALE)

1. THIS MAP IS AN APPROXIMATION OF PROPOSED IMPROVEMENTS.
2. THIS MAP IS NOT INTENDED TO BE USED FOR DESIGN.
3. ADDITIONAL EASEMENTS MAY BE NEEDED IN ORDER TO INSTALL THE IMPROVEMENTS AS PROPOSED.
4. PLANIMETRICS ARE PER WAKE COUNTY GIS INFORMATION, NOT EXACT AND NOT FIELD VERIFIED.



LEGEND

PROPOSED IMPROVEMENTS	
EXISTING CURB & GUTTER	
EXISTING SIDEWALK	
EXISTING PROPERTY	
EXISTING RIGHT OF WAY	



City Of Raleigh  
Engineering Services ~ Roadway Design/Construction Division  
222 W Hargett St ~ PO Box 590 ~ Raleigh, NC 27602  
Office (919) 996-5575  
PetitionSpecialist@raleighnc.gov

Revised 3/7/2018

## Sidewalk Petition Policy

### Requesting Sidewalks

Residents/Citizens may contact City Staff about any street that is missing sidewalks. Staff will review the existing conditions of the street where sidewalk is being requested to determine eligibility of the sidewalk request.

Requests for sidewalk on streets that are classified as “non-residential” streets do not require a petition. To have a non-residential street, with existing curb and gutter, considered for sidewalk, a verbal or written request is sufficient for placing that street on a priority list. The request will be received by the Office of Transportation Planning then evaluated and ranked against other requests for inclusion in the CIP Sidewalk Program.

Requests for sidewalks on streets that are classified as “residential/neighborhood” streets require a petition for consideration, with the exception of small missing gaps between existing sidewalks which may be considered without petition. These requests will be received by the Assessment Staff in the Engineering Services Department Roadway Design/Construction Division.

In order for the street to be considered for a petition project, the request must meet the following criteria:

- The street must be a publicly maintained residential neighborhood street.
- The street right-of-way must be completely within the City limits.
- The sidewalk project can not be already included in the sidewalk prioritization list. (No duplication of effort)
- The street must have curb and gutters, otherwise, the request must go through the normal street improvement petition process and will include sidewalk. Under certain circumstances, an alternative asphalt sidewalk may be desirable. This would not require the inclusion of a curb and gutter street. City Staff will determine if this is an option.
- The street must have a minimum one block length missing sidewalk or complete missing sections of sidewalk for consideration

City Staff and Engineers will provide a recommendation for placement of the proposed sidewalk in compliance with the City’s Unified Development Ordinance (UDO) and other Federal and State guidelines as indicated in the petition letters. Staff will research current ownership with the Wake County Register of Deeds and Tax Office records. The petition letters will be mailed accordingly. In order to be counted in the petition sufficiency, the signatures must be provided on the petition response forms and as identified according to ownership records on file with the Wake County Tax Office. The City of Raleigh’s current standard for new construction of sidewalk is to construct a six foot wide sidewalk on a six foot wide setback from the curb. Existing conditions of the street and factors such as utilities and topography are taken into consideration to avoid major impacts. Adjustments to the sidewalk width and setback may be included in the sidewalk petition recommendation. Prior to the issuance of a sidewalk petition abutting property owners will be invited to attend a Community Involvement Meeting held by Engineering Services Roadway Design/Construction Staff to discuss the potential sidewalk improvements and receive additional input.

In a situation where there is no single-family ownership such as an estate, trust, or business, a representative may sign the form as long as they clearly indicate their association and provide a phone number so that the signature can be verified. A copy of the petition letter and a list of the property owners included in the petition will be provided to the Petitioner/Requestor for their use in contacting the property owners and encouraging support for the requested sidewalk project.

## **Validity Of A Sidewalk Petition**

After determining the requested street meets the requirements for a sidewalk petition, Staff will prepare and mail a petition letter and response form along with a return postage-paid envelope to all abutting property owners along both sides of the street requesting their signature(s) should they be in favor of or opposed to the proposed sidewalk improvements to their street. **In order for the petition to be valid for submission to the City Council for authorization to construct, we must receive signatures in favor from a majority of the abutting property owners from both sides of the street representing 50% + 1 additional vote from the responses received by the petition expiration date.** The petition will remain open for a period of 45 days from the date of mailing. Once the petition has been closed, staff will validate the responses received for sufficiency. If the petition meets the 50% + 1 sufficiency requirement it is considered successful or valid and the petition will be submitted to the City Council for authorization to construct through the “public hearing” process.

The petition information will be posted to the City’s website for viewing. While the petition is open/active periodic updates of the petition status will be provided to the Petitioner/Requestor. Following the close of the petition period, the Petitioner and all property owners included in the petition will be notified by letter of the results of the petition. A petition resulting in an unsuccessful status will not be allowed to be re-petitioned for a minimum period of one year from the date of the closed petition.

## **Timeline/Construction**

Once approved by City Council and funding has been appropriated, the Engineering Services Roadway Design/Construction staff will begin the design process. During this process, property owners will be invited to a design public meeting at which time they will be given the opportunity to view impacts to their property frontage and provide input on the sidewalk's design. In some cases, construction of the sidewalk may require that right-of-way and/or easements be acquired from abutting property owners. Other property impacts that could affect abutting property owners are personal items placed in the right-of-way. 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 design has been completed and approved and necessary right-of-way/easements have been acquired, the project(s) will be bid for construction.

**All requests for petitions should be made through the Engineering Services Petition Staff in the Roadway Design/Construction Division of the Engineering Services Department.** If you are interested in additional information pertaining to the City’s petition process for street and sidewalk improvements, **please contact the Engineering Services Department at (919) 996-5575 to speak with an Engineering Services Petition Staff member.**