

CITY OF FARGO ALLEY PAVING PROCESS

Below is the process to follow for requesting an alley to be paved.

1. **Request** – Complete a petition form asking the City to pave the alley. Petition forms can be obtained from the Resources section of the following website: [Fargo Alley Paving Process](#)
2. **Support** – 55% or more of the property owners (percentages are calculated on a per lot square footage basis) abutting the alley will need to sign the petition for it to be considered. Only property owners' signatures will be counted. The petition can then be submitted to the Engineering Department, Attn. Brenda Derrig, City Engineer, 225 4th Street North, Fargo, ND 58102.
3. **Evaluation** – The request will go to the Public Works Project Evaluation Committee (PWPEC) with a recommendation from staff verifying ownership. This Committee meets every other week.
4. **Approval** – If PWPEC recommends approval, the design process is initiated, survey crews obtain topography information and a grading plan is developed. When design is complete, the assessment district is created and approved by the City Commission and the project is advertised for bids. The City Commission meets every other Monday. The project specific information (estimated cost, unusual design features, legal protest period, etc.) is mailed to each property owner for evaluation, comments and/or protest. (Note: protests to the project at this stage require a written protest by the owner of the property).
5. **Protest Information** – If **over 50%** of the property owners (total of lot square footages) protest, the project cannot proceed. If protests are **equal to** or **less than 50%**, the results will be presented to the City Commission with a recommendation to proceed with the project. The City Commission will make the final decision as to whether or not to proceed with the project.
6. **Bid Process** – After the legal protest period has expired, bids will be accepted and the project will be awarded to the lowest qualified bidder.
7. **Construction** – Once the project has been awarded, the contractor will work with the Engineering Department to develop a schedule for construction. Generally, the contractor has an approximate 8-10 week window in which to complete the work. The contractor's proposed schedule of work is distributed to the property owners as soon as it is available.
8. **Cost** – The estimated cost of an alley paving project not requiring storm sewer is approximately \$7,500 to \$8,500 for a 50' lot. The estimated cost of an alley paving project requiring storm sewer is approximately \$8,500 to \$9,500 for a 50' lot. The annual costs are calculated assuming a 4.0% interest rate and would be spread over a 25 year period. The need for storm sewer will be determined by the engineer after evaluating the data collected by the survey crew.
9. **Assistance** – Funds may be available to help low-moderate income homeowners pay the special assessments for the alley paving under the City's [Special Assessment Assistance Program](#). Contact the Planning Department at (701) 241-1474 for more information on the availability of such funds. Assistance under the program is pro-rated based on income and household size.