



PROCEDURES FOR REQUESTING NEW CURB RAMPS OR MODIFICATIONS TO EXISTING CURB RAMPS WITHIN COUNTY STREETS

APPLICABILITY: These procedures are applicable to only those county streets with existing pedestrian walkways and/or sidewalks. New curb ramps or modifications to existing curb ramps and/or the modification of existing accessible path(s) leading to the curb ramps may be requested at intersections or at marked mid-block cross walks. This procedure is not applicable to driveways. In accordance with Section 22-4.10 of the Hawai'i County Code, pedestrian accessibility across a driveway is the responsibility of adjoining property owner.

1. **REQUESTER:** Any person with a disability who is in need of new curb ramps or who is in need of modifications to existing non-compliant curb ramps. Requests may also be made by a representative of a person with a disability.
2. **REQUESTS:** A person with a disability may submit a request for new curb ramps or modifications to existing curb ramps by completing the "Curb Ramp Request Form" on page three and returning it to:

Engineering Division
Department of Public Works or FAX to: (808)961-8933
101 Aupuni St., Ste. 7
Hilo, Hi 96720

* This form is available in alternate formats. Please request from Engineering.

3. **FOR ASSISTANCE CALL:** (808) 961-8321 or (808) 961-8327
4. **PROCESSING OF REQUESTS:**
 - A. All request forms received by the Engineering Division of the Department of Public Works will be reviewed for applicability and propriety. Within two weeks of the receipt of the request, a staff person will contact the requester to validate the request and/or confirm the information that has been provided and/or to schedule an onsite meeting with the requestor to provide further clarification or information.
 - B. The Director of the Department of Public Works will notify the Requester whether his request has been accepted or rejected. Rejected requests may be appealed to the Equal Opportunity Officer/ADA Coordinator in the Department of Human Resources under the County's Anti-Discrimination and Harassment Policy, as soon as possible after notice of rejection is received.

- C. All “accepted” requests will be scheduled for construction in the order they are received. If an “accepted” request cannot be completed during the fiscal year it was received, it will be carried over and scheduled in the following fiscal year(s). In no case will a request be constructed out of the order it was received.
 - D. The Department of Public Works will make the necessary changes to the public street to provide new curb ramps and/or modifications to existing curb ramps and/or the modification of existing accessible path(s) leading to the curb ramps to the maximum extent feasible in order to meet the requirements of the ADA at the requested location.
 - E. The Department of Public Works reserves the right to consolidate the construction of new curb ramps and/or modifications to existing curb ramps to maximize use of available funding.
5. FUNDING: The County of Hawai‘i will annually budget funds to implement and manage this request process and to pay for all necessary engineering and construction costs to provide new curb ramps and/or modifications to existing curb ramps.
6. ADVERTISING: The County will annually advertise this procedure in the West Hawaii Today and the Hawaii Tribune-Herald once per week for three consecutive weeks, beginning in January.

County of Hawai'i
DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

CURB RAMP REQUEST FORM

This form is to be filled out by or on behalf of a person with a disability who requires the installation of new curb ramps or modifications to existing curb ramps and/or the modification of existing accessible path(s) leading to the curb ramps within the County road right-of-way.

Fill out this form as completely as possible or call 961-8327 (voice) for assistance. Provide a written description and/or indicate on the sketch shown below describing the location(s) where curb ramps and/or modifications are needed.

Within two (2) weeks of receiving this request, a representative from the Department of Public Works, Engineering Division will be contacting the requestor to validate the request and/or confirm the information that has been provided and/or to schedule an onsite meeting with the requestor to validate/confirm the request. The requestor will then be notified whether his request has been accepted or rejected for construction.

Date: _____ Name of Person Requesting Curb Ramp(s)/Modification(s): _____ Contact Person (if different from above): _____ Phone: _____ Address: _____ City: _____ Zip: _____ Enter the location of your request and use sketch to the right. Street Names: _____ _____ Tax Map Key: _____ Address(es): _____ _____	_____ Address/Tax Map Key _____ _____ Street Name _____ Address/Tax Map Key _____ Please mark location of curb ramp(s) with an "X" _____ Address/Tax Map Key _____ _____ Street Name _____ Address/Tax Map Key _____
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Describe the curb ramp work you are requesting.

Provide a brief statement of why you are making this request. This information may be used to prioritize requests.

Return to: Engineering Division or Fax to: (808) 961-8933
 Department of Public Works
 101 Pauahi St., Ste. 7
 Hilo, HI 96720

Date Received: _____ ☐ ACCEPTED ☐ REJECTED BY: _____ REQUEST NO.: _____