



ROBERT M. PALMIERI Mayor J. MICHAEL MAHONEY DEPUTY CITY ENGINEER

Sidewalk Rebate Program

The City of Utica offers a rebate program to help offset the cost of replacement of the sidewalk to the owner.

The Rebate Program is as follows:

- Home owners are eligible for a rebate of \$8.00 per square foot of mainline walk.
- Commercial and non-profits are eligible for a \$8.00 per square foot rebate up to \$2,000.00 (if a corner lot the rebate cap is \$2,000.00 per street)

Community Development Block Grants (CDBG) Rebate Program

- CDBG applicants are eligible for a \$10.00 per square foot rebate. See requirements below.
 - See attached map for CDBG area coverage.
 - The street must've been repaved within the last 3 years
 - Property owner is replacing asphalt or slate with new concrete
 - Property is located in "Center City" where Utica Neighborhood Housing Services have improved the home's exterior
 - Property was purchased from the City of Utica Urban Renewal Agency.
- If the Applicant's property meets any of the above conditions, the city will also provide a rebate for the driveway apron and private walks between the curb and the mainline walk.

Obtain the application to see rebate program procedures and confirm eligibility.

Any questions regarding this program can be referred to Andrew Karas (315) 792-0152.



ROBERT M. PALMIERI MAHONEY MAYOR

CITY OF UTICA DEPARTMENT OF ENGINEERING 1 KENNEDY PLAZA, UTICA, NEW YORK 13502 PH.315-792-0152 | FAX. 315-792-0236

J. MICHAEL

DEPUTY CITY ENGINEER

Permits for Sidewalk Construction

The Engineering Department issues permits for the construction or replacement of sidewalks.

The City of Utica does offer a rebate program to help offset the cost of replacement to the owner.

The procedure is as follows:

1. The Property owner obtains, fills out and submits the sidewalk permit application the City Engineering Department office.

2. The Property-owner hires a contractor.

3. Property owner or contractor obtains the permit and the rebate paperwork (voucher, an Affidavit).

4. Contractor will schedule a pre-pour inspection with the engineering department.

5. The contractor or property owner returns the filled out paperwork with a copy of the paid bill or the bills for all materials if self-installed.

6. The Engineering Department will inspect, measure and photograph the sidewalk for the rebate.

7. The paperwork is processed for payment once the final inspection is complete.

Any questions regarding this program can be referred to Andrew Karas (315) 792-0152.

Sidewalk permit and rebate steps to follow

- 1. Property owner obtains, fills out, and submits the sidewalk permit application to the City Engineering Department. Prior to start of work Engineering Department issues the permit/rebate paperwork. Permit is valid for 30 days. Rebate paperwork must be submitted up to 30 days after permit expires.
- 2. Rebate paperwork (voucher, and affidavit).A. Owner responsibility; fill out on the voucher, To: *Name and Address,*

and sign at the X.

- B. Owner/Contractor responsibility; sign and get notarized on affidavit.
 - 1.) <u>"Affidavit of Owner of Record"</u> must be signed and notarized by the **property owner.**
 - 2.) <u>"Affidavit of Contractor or Person in Charge"</u> must be signed and notarized by the **contractor or person that completed the work**.
 - **3.**) <u>"Affidavit"</u> on the second page must also be signed and notarized by the **property owner.**
- 3. Contractor to schedule a pre-pour inspection with the engineering department to ensure work is in accordance with the city detail.
- 4. Upon completion of work, the contractor or property owner is to return the filled out paperwork and a copy of the invoice showing that it has been paid in full, or the bills for all materials if self-installed.
- 5. The Engineering Department will inspect, measure, and photograph the sidewalk once all work and restoration is complete.
- 6. The paperwork is processed for payment if/when the final inspection meets city standards. If all standards are meet a rebate check is mailed to the property owner.



ROBERT M. PALMIERI Mayor



J. MICHAEL MAHONEY DEPUTY CITY ENGINEER

CITY OF UTICA

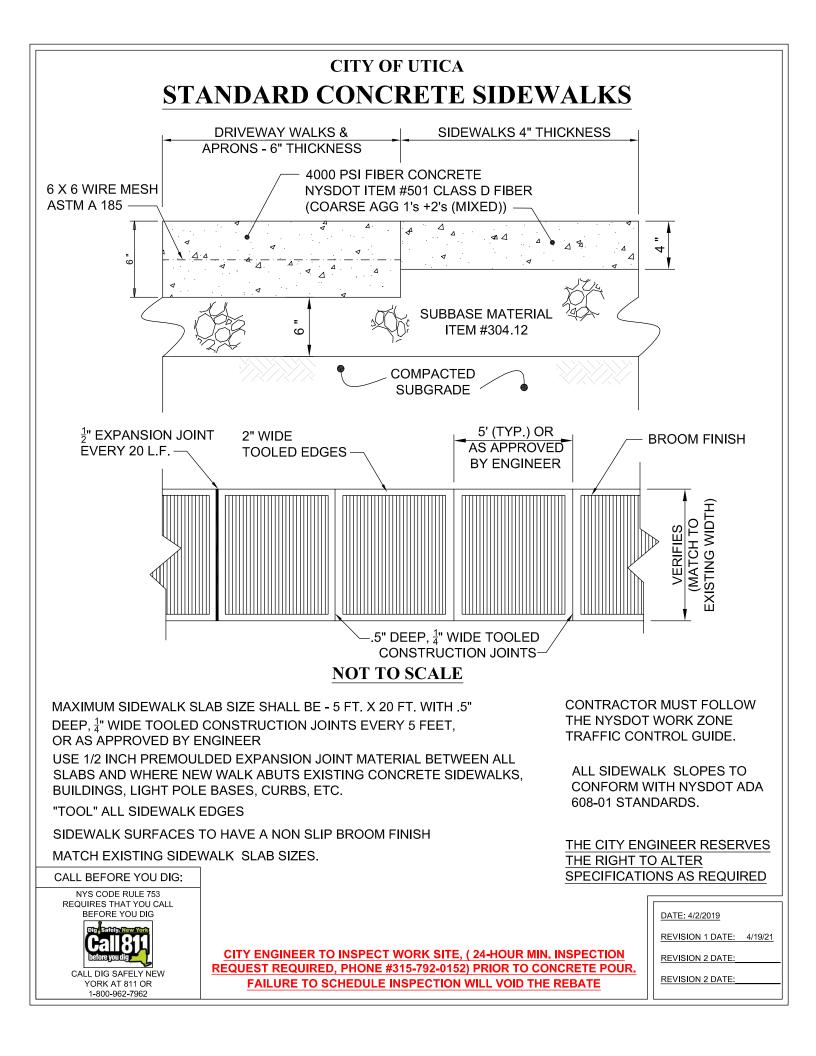
SIDEWALK SPECIFICATIONS

- 1. In the following specifications, the word sidewalk shall be understood to cover both sidewalk and drive walk (walk through driveways), except where otherwise noted. Sidewalks shall have a minimum width of five feet, unless otherwise ordered. Sidewalks shall have a minimum thickness of four inches and drive walk shall have a minimum thickness of six inches and both shall be placed on a foundation of gravel or equally suitable material six inches in depth.
- 2. <u>Gravel:</u> The area for sidewalk shall be cleared and grubbed and brought to finish subgrade by excavation or fill as required and firmly compacted to the satisfaction of the Engineer. The completed sub-grade shall extend six inches in excavation, and 12 inches in embankment beyond the sidelines of the completed work. Slopes of both cut and fill from these outside lines shall not be made steeper than one on one and a half unless otherwise directed. Areas on which fill is to be made shall be cleared of all vegetable matter or unsatisfactory material. All surplus waste, and unsatisfactory materials must be removed from the work and additional material required for fill furnished from an approved source. Such material shall contain no roots, sod, or rubbish.
- 3. <u>Forms:</u> Forms shall be of lumber two inches thick or of steel of equal rigidity and strength. Flexible strips may be used on curves. They shall be rigidly staked and braced with their upper edges conforming to the required pitch and to the established line and grade. All forms shall be properly cleaned before any material is deposited against them.
- 4. <u>Reinforcement:</u> Wire fabric for the concrete reinforcement shall be embedded at the mid-depth in the slab. The wire fabric shall consist of #6-gauge wire at six inch centers transversely and longitudinally and conform to the requirement of ASTM-A185.
- 5. <u>Expansion Joints:</u> Expansion joints shall be of the pre-molded type and shall conform to the required specifications under New York State Item No. 608.43. Pre-molded expansion joint filler for use in sidewalk construction shall, unless otherwise specified, be one-half inch in thickness, four inches in depth for sidewalks, six inches in depth for drive walks and laid in one piece as long as the full width of the slab. Expansion joint material shall extend from the surface to the sub-grade at right angles to the surface and shall be placed at 20' intervals. They shall also be placed at all areas where walks intersect, where the walk intersects a curb line and at all other locations as may be directed

- 6. <u>Class D = Concrete:</u> Shall conform to New York State Specifications Section 501 Portland cement concrete with fiber.
- 7. <u>Finish:</u> The concrete shall be spaded against the forms, struck off and tamped with template and shall be floated first with a wood float until the surface has a true contour. The concrete surface between the transverse construction joints shall be scored at such intervals so that the finished walk will be marked in squares. The concrete shall then be lightly broomed to a uniform texture. Care shall be taken to not bring to the surface an excess of water and fine sand by over finishing
- 8. Protection and Curing: Each section of walk shall be completed by the same day started. Sections when completed shall be protected from traffic by suitable barricades and bridges and shall not be opened for use until the end of the curing period. Curing shall be accomplished by the use of waterproof paper blankets laid directly on the finished work as soon as this can be done without marring the surface. Blankets shall be of a type acceptable to the Engineer and shall be of a width and length so that the work will be completely covered. The edges of the blankets and laps between blankets shall be securely weighted down with windrows of earth or by other acceptable means to prevent movement of air beneath the blankets. Blankets shall be left in place for at least three days during warm weather. During cooler weather the curing period will be lengthened as directed or as called for. In lieu of the above, an approved curing compound may be applied to the concrete surface.
- **9. Backfill:** After completion of the walk, backfill of selected material shall be placed against the sides of the walk to a level with the edge.
- **10.** <u>**Measurement and Payment:**</u> Under the reimbursement program, only main line walks are eligible for payment. In commercial areas maximum payment width is six feet.

Measurements shall be confirmed by the City Engineering Department.

Revised: March 11, 2022



VOUCHER

	endor Instructions				
ation, a	 Enter your invoice number. Complete quantity, description Complete and sign claimant's COMPTROLLER – CITY HA 	ation, attach invoi	ce and return to:	РО	Purchase Order Number
Bur	Department	Bureau	Requisition No.	Requisition Date	Purchase Order Date
	Engineering				
			Γ	FOR CITY	USE ONLY
				Voucher No.	Check No.
	To:				
			-	Amount of Check	Date Paid
			L		

Ship To: City of Utica

VENDOR INVOICE NUMBER

Classification	Bond Ordinance No.	Date	Ordinance No.	Date	Contract No.	Award Date

QUANTITY	DESCRIPTION OF MATERIAL OR SERVICES (OFFICE ONLY)	UNIT PRICE	AMOUNT
	SIDEWALK REIMBURSEMENT PROGRAM		
	ft. X ft. = sq. ft.		
	sq. ft. X \$8.00/sq. ft. =		\$
		TOTAL	

CLAIMANT'S CERTIFICATION

I, _______, certify that the above amount of \$ _______ is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

×		FOR CITY USE ONLY		
Claimant's Signature		- Department Head		
Title	Date	Secretary Board of Contract and Supply		
NOTICE TO CLAIMANT Complete and return this form within thirty days of deliver rendering of services to:		This claim is approved and ordered paid from the appropriation indicated above.		
COMPTROLLER – City Hall, Utica, NY	_ Department	Comptroller – Approval for Payment Date		

This claim for City's share of sidewalks cannot be approved unless the sidewalks have been constructed in accordance with permit issued by the City Engineer in conformity with Sections 26 and 28 of Article 7, Chapter 658 of the Laws of New York, with certain revisions therefor made applicable by the enaction of Local Law No. 1, 1931, adopted by the Common Council on January 21, 1931, which provides that:	en constructed in 7, Chapter 658 of Law No. 1, 1931,
 Claim must be filed within thirty days after sidewalks completed. Claim must be accompanied by affidavit of owner of record and contractor or person in charge of work, setting forth that such work has been performed in accordance with the permit and that the cost thereof has been paid. Claim must be accompanied by certification by the City Engineer that thy sidewalks have been constructed true to line and grade. 	ge of work, setting 1 paid. 11 constructed true
The City of Utica, Utica, N.Y.	., 20
To	Dr.
FOR SHARE OF COST ASSUMED BY THE CITY OF UTICA FOR THE CONSTRUCTION OF SIDEWALKS	E SIDEWALKS
In conformity with permit No Dated 20	50
DESCRIPTION PRICE DOLLARS	LARS CENTS
AFFIDAVIT OF OWNER OF RECORD	
STATE OF NEW YORK County of Oneida, ss. City of Utica.	
being duly sworn says that he is the owner of record of property fronting on sidewalks above described in the City of Utica, New York. That he caused to be constructed sidewalks as stated in this claim, pursuant to a permit granted by the City Engineers, and that the cost thereof has been paid. Subscribed and sworn to before me this	he is
day of, 20	
Notary Public or Commissioner of Deeds AFFIDAVIT OF CONTRACTOR OR PERSON IN CHARGE	
STATE OF NEW YORK County of Oneida, ss. City of Utica.	
being duly sworn says that he is the contractor or person in charge of work performed in constructing sidewalks as shown in this claim in the City of	he is f
Utica, New York. That he caused to be constructed sidewalks as stated in this claim, pursuant to a permit granted by the City Engineers, and that the cost thereof has been paid. Subscribed and sworn to before me this	
day of, 20	
Notary Public or Commissioner of Deeds	
I hereby certify that the sidewalks described above have been constructed true to line and grade and that the measurements and calculations upon which the above claim is based are correct; that a permit has been issued by me in conformity with Section 26 and 28 of Article 7, Chapter 658 of the Laws of New York; that the conditions of the permit have been complied with and that the share of the expense that the city shall assume is as shown above.	und that the ssued by me in is of the permit
Audited , 2018	

Comptroller

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City of Utica.	Name	Address	ss (Title of Signator)
and is duly authorized by claimant if any, was not made, and the work an or corporation; that no city officer or such officer or employee is a director performed and furnished and. the mor the times -and places and in the manu and where there is no contract are the presented for the work, materials or e and that no part thereof has been paid	being duly sworn says; That deponent is the real and by claimant to make this affidavit, and is fully acquainted with the facts herein stated . and the work and materials not performed not funished in the name or for the benefit of any of o city officer or employee, nor the partner or agent of any such officer or employee, or any cor ee is a director or officer, is or has been directly or ,indirectly interested therein; that the labor de and. the moneys expended, as stated in said claim. have been actually performed, furnished and in the manner specified therein, and that the prices charged therefor are the prices specific contract are the reasonable market prices therefor. Deponent further says that no previous clai f has been paid.	ç duly sworn says; illy acquainted w mished in the narr nt of any such off or , indirectly into cor , indirectly into laim. have been a prices charged th or. Deponent furth ntioned in the fore	being duly sworn says; That deponent is the real party of interest ; and is duly authorized by claimant to make this affidavit, and is fully acquainted with the facts herein stated . That the contract if any, was not made, and the work and materials not performed not funished in the name or for the benefit of any other person, firm or corporation; that no city officer or employee, nor the partner or agent of any such officer or employee, or any corporation of which such officer or employee is a director or officer, is or has been directly or , indirectly interested therein; that the labor and materials performed and furnished and. the moneys expended, as stated in said claim. have been actually performed, furnished and expended at the times -and places and in the manner specified therein, and that the prices charged therefor are the prices specified in the contract and where there is no contract are the reasonable market prices therefor. Deponent further says that no previous claim has ever been presented for the work, materials or expenses, or any part thereof, mentioned in the foregoing claim amounting to \$
Sworn to before me this			
day of	20		
Notary Public or Commissioner of Deeds	missioner of Deeds	Person ma	Person making the affidavit should sign here
Claura Mo Presented for \$ By Keeerved by Compuoller	Date of Andu I hereby territy that I have andred the, willuin claim for \$	Approved	Warrant No

AFFIDAVIT:

According to Statute of the State of New York, the following statement must be signed before a notary Public or Commissioner of Deeds. No fee for such verifications is, however, chargeable against the city.

for/of	
	(Title of Signator)
	Address
	Name
×]
STATE OF NEW YORK County of Oneida,	City of Utica.

Sidewalk Permit Application

(Return to Department of Engineering, phone # 315-792-0152)

<u>Property Information:</u>		
Owner:		
Address:		
Mailing Address:		
(if different from above)		
Phone Number:	Date:	
<u>Property Type</u>		
Residential,	_	
Commercial / Not-	-for-Profit	
Existing Sidewalk Info	<u>rmation</u>	
Material	Concrete Asphalt Slate Slate	non-existent (grass)
Contractor Information	n:	
Phone Number:		
ENGINEERING DEPAR		
Property in CDBG Zone _		
Street Re-pa	ivement Year	
Property pu	urchased from Utica Urban Renewal Agency	
1	located in the "Central City" where exterior home improvemen by Utica Neighborhood Housing Services	ts