

CITY OF NEWBURGH

2013

SIDEWALK REPLACEMENT PROGRAM

GUIDELINES & APPLICATION

Sponsored by: City of Newburgh

Administered by: Office of Planning & Development

City of Newburgh
2013
****SIDEWALK REPLACEMENT****
PROGRAM

The 2013 City of Newburgh Sidewalk Replacement Program is a City-wide voluntary program, the goal of encouraging qualified City Property Owners to actively participate in improving the aesthetics and/or safety of City properties which will, in turn, impact on the community as funds are limited. Participants in the program will be selected on a first-come, first-served basis through the City's Office of Planning & Development.

The Sidewalk Replacement program is available to all City residential and commercial property owners. It is the City's intention to encourage replacement of those sidewalks that pose a blighting influence on the surrounding property and/or contribute to inadequate sidewalk surfaces. The City has instituted the following guidelines for participation in the program:

1. A sidewalk replacement stipend is available from the City to all residential and commercial properties located within the City of Newburgh. Concrete sidewalks and concrete aprons must be located in the City's right-of-way. The City will not pay for walkways from the sidewalk to the dwelling/structure nor will it pay for curb replacement.
2. The City will pay 50% of the sidewalk replacement up to \$1,500. This applies to all property owners regardless of income.
3. Potential applicants are instructed to complete the enclosed Application for Sidewalk Replacement in its entirety, which includes getting 3 estimates from qualified sidewalk contractors and returning the Application to the City with their preferred contractor's name indicated. Please bare in mind that the City makes the final selection. Property owners are cautioned not to begin any sidewalk work until an award notice is received. In the event that there are more applicants than there are funds available, participants will be selected on a first come, first served basis (with priority to those located in Census Tract's 4 & 5).
4. Property Owners will engage in the services of a qualified Sidewalk Contractor. The City has enclosed a list of contractors who have worked with the program in the past and have submitted updated insurance certificates to the City. If you wish to have your work done by a contractor not on the list, they must submit an insurance certificate before any work begins as indicated in #5 below. Applying for a sidewalk subsidy for the same property for more than one year will not be allowed.

The City of Newburgh will require that the Contractor (not the Property Owner) obtain a permit from the City of Newburgh before beginning the work. The Contractor will be required to show proof of both accident and protection of work and property insurance. The policy must protect the City and the contractor with limits and coverage as required by the City.

5. **Property Owners are advised not to let work begin without a permit.** Under no circumstances will the City pay for any work that was performed without a permit. The City will not make a payment to any property owner that is not a participant in the 2013 Sidewalk Replacement Program. No compensation will be given to work done prior to the start of this program.
6. Upon completion of the sidewalk replacement services, the Property Owner will telephone the Department of Planning & Development at 569-9400, 8:30 a.m. to 4 p.m., Monday through Friday. At this time, arrangements will be made for the required inspections of the premises. Only upon satisfactory completion of the work, in the judgment of the City of Newburgh, will the Property Owner be eligible for a stipend from the City.
7. Property Owners must send or bring the ORIGINAL bill showing the contractor has been paid to:

City of Newburgh
Department of Planning & Development
83 Broadway
Newburgh NY 12550
8. Property owners are encouraged to retain a copy of the bill for their own records. It is anticipated that payment will be made within one month of receipt of the bill. The payment will be in the name of the property owner.
9. Property owners who wish to do the sidewalk replacement on their own property may do so once their application is approved. Those persons are required to obtain a permit and check with the City's insurance carrier. Payment will be made for one-half of the cost of materials to complete the sidewalk replacement. **No payment will be made for the labor.** The City will not compensate for any contracting firm that works in conjunction with the property owner on sidewalk replacement including removal of debris. The property owner will be required to submit the ORIGINAL bill for all materials to the Office of Planning and Development (See Number 10) for payment. Property owners doing their own work will be required to have an inspection of the premises.

10. Prior to beginning any sidewalk replacement services, the City of Newburgh reserves the right to exclude any property that would be physically too difficult to address and/or would not meet the goals of the program.
11. All sidewalk replacement work is to be completed by no later than October 1, 2013, and all bills submitted for payment by no later than November 1, 2013.
12. An income property owner may participate in the sidewalk program for up to three properties in any one given year.
13. All City taxes must be current on the selected property. The person signing the application for sidewalk replacement must be listed as the property owner on the City tax rolls. (A copy of the most recent tax bill should be included on the application).

APPLICATION FOR SIDEWALK REPLACEMENT

To be placed on the City's list for Sidewalk Replacement, please complete this form and return it to Department of Planning & Development 83 Broadway, Newburgh NY 12550. (Please copy for additional properties). **PLEASE ATTACH A COPY OF YOUR CONTRACTOR'S QUOTE.** Questions may be addressed to Courtney Kain, Community Development Director, at (845) 569-9400 or by email at ckain@cityofnewburgh-ny.gov

Name: _____

Mailing Address: _____

Property location (if different from above): _____

Telephone Number (required): _____

**Name of my preferred contractor: _____

Contractor Address: _____

**The cost to replace _____ sidewalk blocks (or _____ linear feet) on my property is \$_____ (This must be completed).

Would you be interested in a street tree being planted in front of your property?

Yes _____

No _____

Please attach proof that monies are or will be readily available upon commencement of the sidewalk replacement.

By signing below I make known my understanding of the Sidewalk Replacement rules and guidelines that were provided to me by the City of Newburgh and I make known my intention to participate in this program. I will not have my contractor start this program until I receive a Notice to Proceed from the City and until my contractor shows me proof of a City permit.

Signed: _____ Date: _____

***** DO NOT WRITE BELOW THIS LINE *****

Application Approved: _____

Date: _____ Remarks: _____

Additional sidewalk work on premises: _____ Yes _____ No