

CITY OF NEWBURGH

2015

SIDEWALK REPLACEMENT

PROGRAM

GUIDELINES & APPLICATION

Sponsored by: City of Newburgh
Administered by: Department of Planning & Development
Funded by: Community Development Block Grant

City of Newburgh

2015 SIDEWALK REPLACEMENT PROGRAM

The 2015 City of Newburgh Sidewalk Replacement Program is open to all qualified City residential and commercial property owners. The City encourages replacement of sidewalks that are a blight to the surrounding property and/or contribute to deficient sidewalk surfaces. The Sidewalk Replacement Program offers qualified property owners the opportunity to improve the aesthetics and/or safety of their City properties. Participants will be selected by the City's Department of Planning & Development on a first-come, first-served basis with a priority given to properties located within census tracts 4 & 5. **Funds are limited!**

PROGRAM GUIDELINES

1. The City will pay 50% of the sidewalk replacement up to \$2,000. This applies to all property owners regardless of income. An income property owner may apply for up to three separate properties in the 2015 program.
2. This sidewalk replacement stipend is available for all residential and commercial properties located within the City of Newburgh. Sidewalks and 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.
3. **Application.** Complete the attached **Application for Sidewalk Replacement** in its entirety. This includes: a) providing three estimates from qualified sidewalk contractors and indicating the preferred contractor's name, b) attaching the most recent property tax bill, c) attaching a photograph of the sidewalk. **Please note:** the City makes the final contractor selection. Property owners are cautioned not to begin any sidewalk work until an award notice is received. Participants will be selected on a first come, first served basis (with priority to those located in Census Tracts 4 & 5).
4. **Qualified Contractor.** Property owners must use the services of a qualified Sidewalk Contractor. The City of Newburgh requires that the Contractor (not the property owner) obtain a sidewalk 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. **NEW FOR 2015 - Green Infrastructure Incentive!** The City is committed to improving its green infrastructure through planting trees and using permeable materials. Each sidewalk replacement location will be reviewed by the Conservation Advisory Commission ("CAC"). Wherever appropriate, the CAC may recommend planting a tree in the City's right-of-way. If a tree is recommended, the CAC can assist the applicant or contractor with tree selection and tree pit design. The Sidewalk Permit will also include information on street trees and permeable materials. *Permeable materials may affect the project cost; it is suggested that the contractor contact the CAC*

6. *prior to completing the Sidewalk Permit Application. **There is no cost to the property owner for the purchase of the tree.***
7. **Property Owners Must Obtain A Sidewalk Permit Before Work Begins.** Under no circumstances will the City pay for any work that was performed without a sidewalk permit. The City will only make a payment to a property owner who is participating in the 2015 Sidewalk Replacement Program. No compensation will be given to work done prior to the start of this program.
8. **Inspection Upon Completion.** Upon completion of the sidewalk replacement, the property owner must contact the Department of Planning & Development (569-9400, 8:30am-4pm, Monday-Friday) to arrange for the required inspection of the site. Upon satisfactory completion of the work, in the judgment of the City of Newburgh Code Compliance Department, the property owner will be eligible for a 50% reimbursement from the City.
9. **Original Bills.** Property owners must provide the City with the ORIGINAL bill showing the contractor has been paid. Mail or deliver to:

City of Newburgh
Department of Planning & Development
83 Broadway – 3rd Floor
Newburgh NY 12550
10. **50% Reimbursement.** Property owners should retain a copy of the bill for their own records. It is anticipated that payment will be made within 30 days of receipt of the original bill. The payment will be in the name of the property owner.
11. Property owners who wish to perform the sidewalk replacement themselves may do so once their application is approved. Owners are required to obtain a sidewalk permit. Payment will be made for **50% of the cost of materials only** 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 must submit the ORIGINAL bill for all materials to the Office of Planning and Development for payment. Property owners doing their own work will be required to have an inspection of the premises.
12. The City of Newburgh reserves the right to exclude any property from the 2015 Sidewalk Replacement Program that would be physically too difficult to address and/or would not meet the goals of the program.
13. All sidewalk replacement work is to be completed by September 4, 2015. Original bills must be submitted for payment by October 2, 2015.
14. All City taxes must be current on the selected property. Applications must be signed by the property owner as listed on the City tax rolls. (A copy of the most recent tax bill must be included on the application).

2015 APPLICATION FOR SIDEWALK REPLACEMENT

Please complete this form and return it to Department of Planning & Development, 83 Broadway, Newburgh NY 12550. (One Application per property, up to three properties) **ATTACH A COPY OF THREE CONTRACTOR QUOTES FOR EACH PROPERTY.**

Name: _____

Mailing Address: _____

Property location (if different from above): _____

Telephone Number (required): _____ e-mail: _____

****Name of my preferred contractor:** _____

Contractor Address: _____

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

Please attach proof that monies are or will be readily available upon commencement of the sidewalk replacement as well as a picture of your sidewalks current condition.

NEW FOR 2015 - Green Infrastructure Incentive! The City is committed to increasing its green infrastructure through planting trees and using permeable materials. Each location will be reviewed by the Conservation Advisory Commission ("CAC"). If the CAC recommends a tree in the right-of-way your plan must be amended. The CAC can assist with tree selection, tree pit sizing and use of CU Structural Soil. The Sidewalk Permit includes information on street trees and permeable materials. *Permeable materials may affect the project cost; it is suggested that the contractor contact the CAC prior to completing the Sidewalk Permit Application.* **There is no cost to the property owner for purchase, delivery or planting of the tree.**

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

Signed: _____ Date: _____

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

Application Approved: _____ Date: _____

Remarks: _____ Additional sidewalk work: _____ Yes _____ No

CAC Site Visit Date: _____ Tree Recommended: _____ Yes _____ No