



# CITY OF UTICA

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

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.



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## **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.) “Affidavit of Owner of Record” must be signed and notarized by the **property owner**.
    - 2.) “Affidavit of Contractor or Person in Charge” must be signed and notarized by the **contractor or person that completed the work**.
    - 3.) “Affidavit” 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 met a rebate check is mailed to the property owner.



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### 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. **Gravel:** The area for sidewalk shall be cleared and grubbed and brought to finish sub-grade 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. **Forms:** 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. **Reinforcement:** 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. **Expansion Joints:** 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

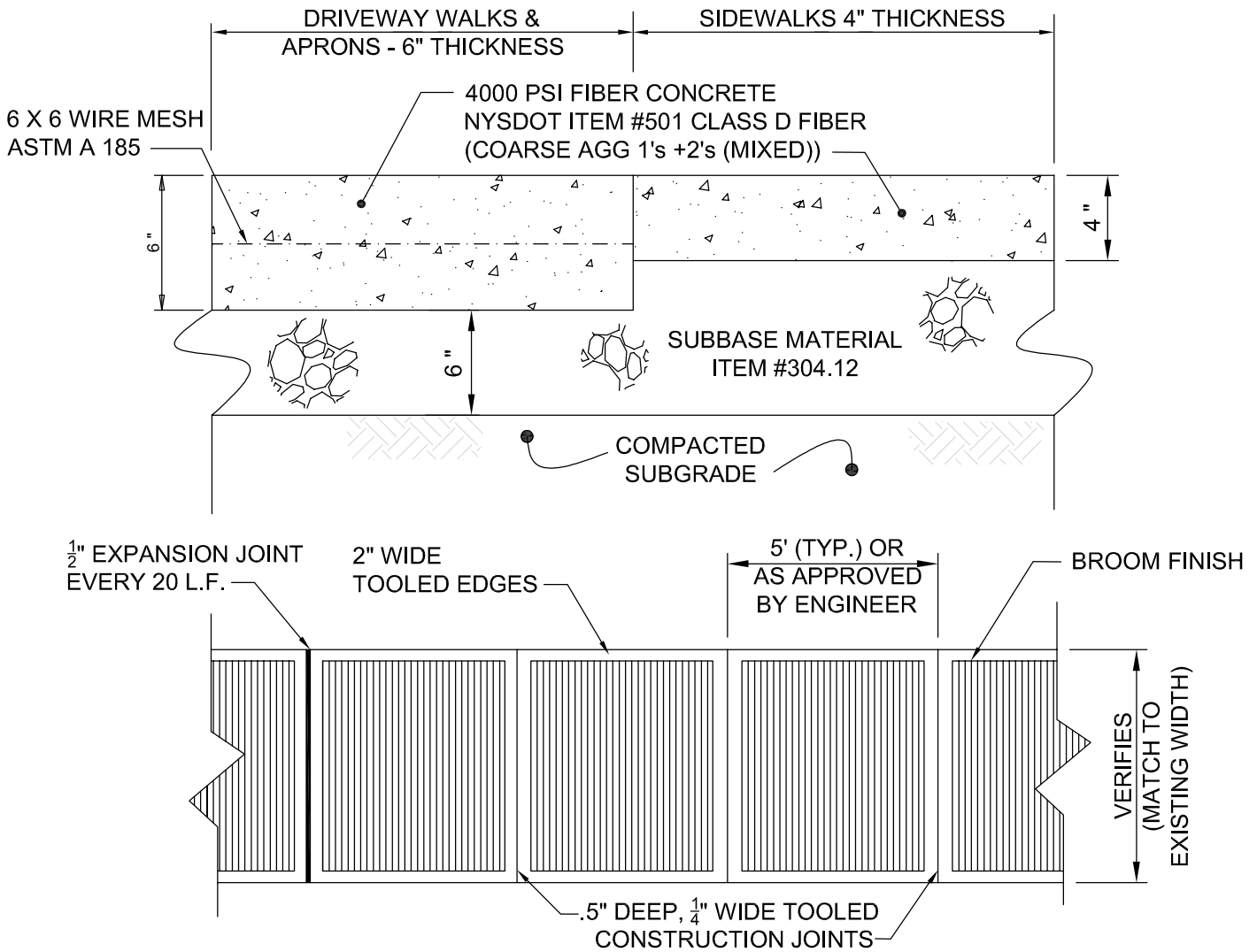
6. **Class D = Concrete:** Shall conform to New York State Specifications Section 501 Portland cement concrete with fiber.
7. **Finish:** The concrete shall be spaded against the forms, struck off and tamped with template and shall be floated first with a wood float until the surface has a true contour. 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. **Measurement and Payment:** 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

# CITY OF UTICA

## STANDARD CONCRETE SIDEWALKS



**NOT TO SCALE**

MAXIMUM SIDEWALK SLAB SIZE SHALL BE - 5 FT. X 20 FT. WITH .5" DEEP, 1/4" WIDE TOOLED CONSTRUCTION JOINTS EVERY 5 FEET, OR AS APPROVED BY ENGINEER

USE 1/2 INCH PREMOULDED EXPANSION JOINT MATERIAL BETWEEN ALL SLABS AND WHERE NEW WALK ABUTS EXISTING CONCRETE SIDEWALKS, BUILDINGS, LIGHT POLE BASES, CURBS, ETC.

"TOOL" ALL SIDEWALK EDGES

SIDEWALK SURFACES TO HAVE A NON SLIP BROOM FINISH

MATCH EXISTING SIDEWALK SLAB SIZES.

CONTRACTOR MUST FOLLOW THE NYS DOT WORK ZONE TRAFFIC CONTROL GUIDE.

ALL SIDEWALK SLOPES TO CONFORM WITH NYS DOT ADA 608-01 STANDARDS.

THE CITY ENGINEER RESERVES THE RIGHT TO ALTER SPECIFICATIONS AS REQUIRED

CALL BEFORE YOU DIG:

NYS CODE RULE 753  
REQUIRES THAT YOU CALL  
BEFORE YOU DIG



CALL DIG SAFELY NEW YORK AT 811 OR 1-800-962-7962

**CITY ENGINEER TO INSPECT WORK SITE, ( 24-HOUR MIN. INSPECTION REQUEST REQUIRED, PHONE #315-792-0152) PRIOR TO CONCRETE POUR. FAILURE TO SCHEDULE INSPECTION WILL VOID THE REBATE**

DATE: 4/2/2019

REVISION 1 DATE: 4/19/21

REVISION 2 DATE:

REVISION 2 DATE:

**VOUCHER**

Vendor Instructions

1. Enter your invoice number.
2. Complete quantity, description, unit price, amount and total.
3. Complete and sign claimant's certification, attach invoice and return to:  
**COMPTROLLER – CITY HALL, ONE KENNEDY PLAZA, UTICA, NY 13502**

Purchase Order	
<b>PO</b>	
Number	

Department	Bureau	Requisition No.	Requisition Date	Purchase Order Date
Engineering				

Vendor No.

To:

FOR CITY USE ONLY	
Voucher No.	Check No.
Amount of Check	Date Paid

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
	<b>SIDEWALK REIMBURSEMENT PROGRAM</b>  ft. X                  ft. =                  sq. ft.  sq. ft. X \$8.00/sq. ft. =		\$
		<b>TOTAL</b>	

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.

\_\_\_\_\_

Claimant's Signature

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

NOTICE TO CLAIMANT

Complete and return this form within thirty days of delivery of materials or rendering of services to:

\_\_\_\_\_ Department  
 COMPTROLLER – City Hall, Utica, NY

FOR CITY USE ONLY	
Department Head	
Secretary Board of Contract and Supply	
This claim is approved and ordered paid from the appropriation indicated above.	
Comptroller – Approval for Payment	Date







# Sidewalk Permit Application

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

## Property Information:

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(if different from above)

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Type

\_\_\_\_\_ Residential, \_\_\_\_\_ # of dwelling units

\_\_\_\_\_ Commercial / Not-for-Profit

## Existing Sidewalk Information

**Material**    \_\_\_\_\_ Concrete    \_\_\_\_\_ Asphalt    \_\_\_\_\_ Slate    \_\_\_\_\_ non-existent (grass)

## Contractor Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **ENGINEERING DEPARTMENT USE:**

Property in CDBG Zone \_\_\_\_\_

\_\_\_\_\_ Street Re-pavement Year

\_\_\_\_\_ Property purchased from Utica Urban Renewal Agency

\_\_\_\_\_ Property is located in the "Central City" where exterior home improvements were done by Utica Neighborhood Housing Services