

# CITY OF CORTLAND

2018  
BEAUTIFICATION PROGRAM

## SIDEWALK PROGRAM GUIDELINES

Sponsored by: City of Cortland  
Brian Tobin, Mayor

Administered by: Office of Community Development

**City of Cortland**  
**2018 BEAUTIFICATION PROGRAM**  
**\*\*SIDEWALK REPLACEMENT\*\***

The 2018 City of Cortland Beautification Program is a City-wide voluntary program, the goal of which is to encourage qualifying 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 a whole. **Participants in the program will be selected on a first-come, first-served basis through the City's Office of Community Development. Priority for program consideration will be given to applicants who have returned the attached Application with a Contractor's Estimate and it is completed satisfactorily.**

**The Sidewalk Replacement program is available to all City residential (owner-occupied and renter-occupied) 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 situations. 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 properties located within the City of Cortland. 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 \$1,600 (maximum City participation is \$800). This applies to all property owners regardless of income.
3. Corner Properties: Owners of corner properties are eligible for two subsidies. Each side of the property will be eligible for 50% of the sidewalk replacement with a maximum of up to \$800 as indicated in #2 above. These owners are also eligible for a 100% subsidy for the handicapped curb cut if this needs replacement or installation. Owners of corner properties need to provide a quote for each side separately and the handicapped curb cut separately. Previous participants who only completed one side of their property can re-apply. No other previous work is retroactive for payment.
4. Potential applicants are instructed to complete the enclosed Application for Sidewalk Replacement in its entirety, which includes getting an estimate from a qualified sidewalk contractor and returning the Application with the contractor's estimate to the City's Office of Community Development, c/o Thoma Development Consultants, 34 Tompkins Street, Cortland. Once this application is reviewed for completeness and an estimate is made of the dollars remaining in the Sidewalk Replacement budget by the City, a Notice to Proceed will be issued. **Property owners are cautioned not to begin any sidewalk work until this**

**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.**

5. Property Owners will engage in the services of a qualified Sidewalk Contractor. The City has enclosed a list of sidewalk contractors who have worked with the program in the past. 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 #6 below. For your reference, in previous years the per sidewalk block cost averaged approximately \$200+ for a 5 foot square block. Sidewalk blocks running through a driveway are thicker and are usually more expensive. The estimates provided to the City will be reviewed to insure that they are reasonable. It is expected that property owners will replace all damaged sidewalk blocks. **Applying for a sidewalk subsidy for the same property for more than one year will not be allowed.** Property owners may not change the contractor listed on their application unless and until an approval for change is received from the Office of Community Development.
6. The City of Cortland will require that the Contractor (not the Property Owner) obtain a permit from the **City of Cortland's Zoning Office** before beginning the work. There is no charge for this permit. The Contractor will be required by the Zoning Office to show proof of both accident and protection of work and property insurance protecting City and Contractor for such purpose by securing a policy with limits and coverage's as required by the City. The City's Zoning Office is located at 25 Court Street. The telephone number is 758-8322.
7. The Contractor will be given the grade and line of the sidewalk for the property. The Contractor will be given a copy of the City's sidewalk specifications. It is anticipated that the permit will be issued within a maximum of five (5) working days or less.
8. 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 payment to any property owner that is not a known participant in the Beautification Program. No compensation will be given to work done prior to the start of this program.
9. The **City of Cortland's Zoning Office** will inspect the sidewalk forms prior to the pouring of the concrete. The contractor will be responsible for contacting the Zoning Office. The Zoning Office is located at 25 Court Street, Cortland. The telephone number is 758-8322.
10. Upon completion of the sidewalk replacement services, the Property Owner will telephone the City's Zoning Office, 758-8322. At this time, arrangements will be made for a final inspection of the premises. Upon satisfactory completion of the work in the judgment of the Zoning Office, or their representative, the Property Owner will be eligible for a stipend from the City.

11. Property Owners must send or bring the ORIGINAL bill showing the contractor has been paid to:

Thoma Development Consultants  
Attn: Annette Huskins  
34 Tompkins Street  
Cortland, NY 13045  
Telephone: 753-1433  
Email: annette@thomadevelopment.com

12. Property owners are encouraged to retain a copy of the bill for their own records. It is anticipated that payment will be made within two weeks of receipt of the bill. The payment will be in the name of the property owner.
13. 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 from the **City's Zoning Office** 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 Community Development (See Number 11) for payment. Property owners doing their own work will be required to have an inspection of the premises by the City's Zoning Office (See Numbers 9 and 10 above).
14. Prior to beginning any sidewalk replacement services, the City of Cortland 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.
15. All sidewalk replacement work is to be completed by no later than October 1, 2018, and all bills submitted for payment by no later than November 1, 2018.
- 16. An income property owner may participate in the sidewalk program for only one property in any one given year.**
17. 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 City rolls.
18. The City attempts to maintain accurate lists of future street/sidewalk reconstruction projects. Available funding and priorities cause this list to fluctuate from year to year. The City will not be responsible for reimbursing any property owner for sidewalk work funded through the Beautification Program that may eventually be replaced in conjunction with a future City project.

**2018 SIDEWALK CONTRACTORS LIST  
CITY OF CORTLAND BEAUTIFICATION PROGRAM**

NOTE: This is not a recommendation, just a listing of Contractors that have worked with the program in the past. Contractors listed have/will have current insurance certificates on file with the City. This list can be updated at any time.

Kash and Sons Joseph A. Kash, Jr. 20 Grove Street Homer, NY 13077 749-6064; Cell: 423-8260	Empire Construction of CNY, LLC Glenn Anderson 2495 Route 215 Cortland, NY 13045 Cell: 221-4932
First Choice Asphalt Daryl Andersen 2197 Greenwood Road Cortland, NY 13045 Cell: 345-7248	

**APPLICATION FOR SIDEWALK REPLACEMENT - PAGE 1 OF 2**

To be placed on the City's list for Sidewalk Replacement, please complete these **TWO** forms and return them to Thoma Development Consultants, Attn: Annette Huskins, 34 Tompkins Street, Cortland, New York 13045. (Limited to one application per property owner). **PLEASE ATTACH A COPY OF YOUR CONTRACTOR'S QUOTE.** Questions may be addressed to Annette Huskins, Program Manager, at 753-1433 or by email at [annette@thomadevelopment.com](mailto:annette@thomadevelopment.com).

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

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

Email Address (if you wish to communicate in this manner): \_\_\_\_\_

\_\_\_\_\_

Property location (if different from above): \_\_\_\_\_

Day Time Telephone Number (required): \_\_\_\_\_

\*\*The Name of my contractor is: \_\_\_\_\_

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

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

**\*\*Note: After you submit the application, you must inform the City of any changes.**

By signing below, I make known my understanding of the Sidewalk Replacement rules and guidelines that were provided to me by the City of Cortland 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: \_\_\_\_\_

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

City Zoning Office Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Remarks: \_\_\_\_\_

Additional sidewalk work on premises: \_\_\_\_ Yes \_\_\_\_ No

**APPLICATION FOR SIDEWALK REPLACEMENT – PAGE 2 OF 2**

**CONFLICT OF INTEREST DISCLOSURE (REQUIRED FORM)**

Under certain circumstances, an applicant for the City of Cortland Sidewalk Program may have what is known as a “conflict of interest”. For example, a Conflict of Interest may be present if the applicant is an employee, officer, or elected official of the City of Cortland.

**\*DISCLOSURE\***

Please circle YES or NO to the questions listed below so that we may make a determination of whether any conflicts may be applicable to your project. Answer for all property owners.

YES NO 1. Are you now, or have you ever been an employee, agent, consultant, an officer, or or an elected or appointed official of the City? If so, please explain below:

\_\_\_\_\_

YES NO 2. Are you related to an employee of the City, an agent of the City, a consultant working for the City, an officer of the City, or an elected or appointed official of the City? (i.e., are you related to the Mayor, or the City Clerk, or any Department Head, or someone that works in the Department of Public Works/Highway Department, etc.) If so please indicate to whom you are related and explain the relationship below:

\_\_\_\_\_

\_\_\_\_\_

**I/we, the undersigned, certify that the above information is true to the best of my/our knowledge:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

For office use only

\_\_\_\_\_ There is no conflict of interest

\_\_\_\_\_ A potential conflict of interest is disclosed