

VILLAGE OF HAMILTON  
PO Box 119  
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Hamilton, NY 13346  
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**SIDEWALK APPLICATION PROCEDURES**

Attached to this page you will find a simple application for sidewalk funding, a form to be submitted for reimbursement and a copy of specifications for construction of the sidewalk.

Some things to keep in mind:

1. Applications for funding are approved on a first-come, first served basis.
2. Be sure you have accurately measured before you submit your application. Once approval is given, you may not amend your application.
3. Do not begin construction prior to being approved for funding. If there is not enough money to approve your application, and you cannot fund the entire project yourself, a serious hardship could result.
4. It is important that you or your contractor **coordinate carefully with the Code Enforcement Officer**. The cost of a sidewalk that is not built according to specifications will not be reimbursed-even if an application for funding has been approved.
5. The dimensions of the completed project, as determined by the Code Enforcement Officer will be the dimensions that determine actual reimbursement. Reimbursement will be \$5.00 per square foot and will not exceed a total of \$600.00.
6. The request for reimbursement must be completely filled out and accompanied by your **contractor's itemized invoice** (copies acceptable). The Village will reimburse the property owner, not the contractor. Reimbursement checks will be issued once a month after the Village Board approves the payment, usually about the 15<sup>th</sup> of the month. If a property owner does the work instead of hiring a contractor, the property owner must submit a complete list of materials and costs associated with the project.
7. Tax exempt entities are not eligible for funding.
8. The Village prefers not to recommend contractors.
9. All work must be completed within 90 days of approval. Funding will lapse after that time.

**APPLICATION FOR SIDEWALK FUNDING**

In accordance with the requirements of Section 140-17(R) of the Code of the Village of Hamilton, the undersigned hereby applies for permission to construct at \_\_\_\_\_, approximately \_\_\_\_\_ square feet of cement sidewalk. Work will start about \_\_\_\_\_

I have received a copy of the instructions and specifications for sidewalk construction and agree to adhere to those specifications.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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(for office use only)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR SIDEWALK REIMBURSEMENT

I have recently completed at \_\_\_\_\_ new concrete sidewalk in the amount of \_\_\_\_\_ square feet for which I ask the allowed rebate of not more than \$5.00 per square foot.

Owner's signature: \_\_\_\_\_, Date: \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that I built the above sidewalk consisting of \_\_\_\_\_ square feet and the same was constructed in accordance with the required specifications.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_