

Jeffrey M. Lanigan  
Mayor



Joseph G. Guiliano  
Commissioner of Public Works

**DEPARTMENT OF PUBLIC WORKS**  
**Sidewalk Rebate Application**

198 North Washington Street  
Rome, New York 13440  
Phone: (315) 339-7635  
www.RomeNewYork.com

Dear Property Owner:

Mayor Lanigan and the Common Council are pleased to help offer financial assistance for the replacement of pedestrian sidewalk adjoining your property. The program is designed to financially partner with property owners to correct deteriorated sidewalk conditions. Completed applications are to be returned to the Public Works Department located on the third floor of City Hall. They may also be mailed to the address listed below.

Attached are the following documents listed below:  
Please read all information carefully.

- Sidewalk Rebate Program Guidelines Page 2
- City of Rome Sidewalk Specification Page 3
- Sidewalk Rebate Program Information Page 4
- Sidewalk Rebate Program Claim for Rebate Page 5
- Affidavit of Owner of Record Page 6
- Sidewalk Rebate Program Application Page 7
- Sidewalk Permit Page 8

Should you have any questions please contact:

Patrick D. Surace, P.E.  
Engineering Department  
C: (315) 335-2653  
PSurace@RomeCityGov.com

Please return the completed application to the following:

Engineering Department  
Rome City Hall, Suite 3C  
198 North Washington Street  
Rome, New York 13440

Sincerely,

Joseph G. Guiliano  
Commissioner of Public Work

## **SIDEWALK REBATE PROGRAM GUIDELINES**

Listed below are requirements that must be met to qualify and receive a rebate for the City of Rome's Sidewalk Rebate Program:

- The rebate is contingent on funding of the program in the annual budget. Nothing contained herein shall obligate the City of Rome for a rebate in the event that the "Sidewalk Rebate Program" is not funded.
- Replacement of existing pedestrian sidewalks within the city's right-of-ways. No new or entrance sidewalks will be eligible.
- Classification as determined by the City Assessor's office:  
Residential classified as either class code 210 (single family residence), 220 (two family residence), or 230 (three family residence). Commercial Property classified as 410, 420, 430, 440, 450, 460, 470, or 480.
- Vacant Property must be classified on the city assessment rolls in accordance with the New York State Real Property Classification Codes in the 300-classification code and the property shall have no delinquent city, county or school taxes, water rents, sanitary sewer rents solid waste user fees, special ad valorem levy or special assessments.
- All taxes including fees for water, sanitary sewer and trash must be current on the property prior to rebate of city funds.
- Upon approval of the "Sidewalk Rebate Program" application, a Sidewalk Permit will be issued.
- Once the concrete forms have been set and the subbase material has been properly graded and compacted, the Engineering Department will inspect the forms for the 6-inch depth. The Engineering Department must be notified 24 hours prior to placing concrete. The rebate form on page 5 will only be signed by the Engineering Department when the forms are properly placed.
- All work, including restoration, must be completed within 75 calendar days of application approval. The property owner must agree to replace all deficient pedestrian sidewalk.
- Once complete the property owner will submit the Claim for Rebate form to the Commissioner of Public Works. The Commissioner or his designee will verify that the work has been completed to city standards.
- The rebate will be made only to the property owner. All work and payment requests must be processed by 12/1/2024.
  
- Upon verification the Commissioner will request that the City Treasurer's office rebate the property owner at the rate of:

**\$8.00 Per Square Foot of Repaired Qualified Sidewalk**

**Maximum Rebate of:   \$2,800 Per Eligible Residential Property  
                                  \$4,000 Per Eligible Commercial Property**

**Corner Lot Maximum:   \$4,000 Per Eligible Residential Property  
                                  \$5,500 Per Eligible Commercial Property**

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City of Rome, NY  
**SIDEWALK SPECIFICATIONS**

***This information should be provided to your contractor:***

**NEW CONCRETE SIDEWALK** Six (6) inches depth of NYSDOT Class D or F concrete sidewalk is required for all sidewalk within the City of Rome Right-of-Way. Steel reinforcement is optional.

**SUBBASE** shall be a well-compacted crusher run material at a minimum depth of 2 inches. All foreign matter such as roots, gravel, etc shall be removed to a depth of 6 inches.

**MATERIALS** shall meet the specifications of NYSDOT Standard Specifications 1990 section 700. Sidewalk will be Class D or F ready mix concrete including air entrainment.

**FORMS** shall be of lumber 1 ½ inches thick or steel of equal rigidity and strength with a true 6 inches in depth. Flexible strips may be used on curves. They shall be properly staked and braced.

**CONSTRUCTION** The general details for placing concrete shall meet the requirements of the City of Rome General Specifications for Portland Cement Concrete. It is required that appropriate curing compound be applied to newly placed concrete. Placement shall be done in a professional manner. Individuals experienced in this type of work shall place concrete. The concrete shall be placed in one course to the full depth specified in the details.

Control joints spaced every ten feet shall traverse the slab and be cut to a minimum of 2 inches in depth. Dummy joints shall be evenly spaced at five-foot intervals between the control joints and cut to a depth of ¼ inch.

The concrete shall be finished to produce a smooth surface and then broomed lightly to a uniform texture. The edges of all sidewalk slabs shall be tooled to produce a picture frame finish.

**Rigid Foam or asphalt isolation material** shall be installed the full 6-inch depth at all joints between sidewalk and curb, pavement, buildings, or as directed by the Engineering Department. Where sidewalks meet curbing dowels will be used. Dowels will be placed 3 foot on center. A minimum of 2 each 3/8" steel reinforcing bar, cut to 12 inches in length, will be used.

## SIDEWALK REBATE PROGRAM INFORMATION

By signing this application, you understand that your inclusion in the city's "Sidewalk Rebate Program" will be based upon your acknowledging, agreeing and attesting to the following:

- The sidewalk borders the applicant's property and is located within the city right-of-way.
- Portions of the sidewalk are in a deteriorated condition.
- Classification as determined by the City Assessor's Office:  
Residential property is classified as either class code 210 (single family residence), 220 (two family residence), or 230 (three family residence).  
Commercial Property classified as 410, 420, 430, 440, 450, 460, 470, or 480.
- You are the property owners(s).
- The property has no delinquent city, county or school taxes, water rents, sanitary sewer rents, solid waste user fees, special ad valorem levy or special assessment.
- The sidewalk will be reconstructed, removed and/or repaired pursuant to the minimum specifications set forth in the Rome Code of Ordinances Section 58-149 and any further specifications of the Commissioner of Public Works as established in accordance with Rome Code of Ordinances Section 58-148.
- You agree to indemnify, defend and hold the City harmless from and against all liability, damages, expenses, costs, causes of actions, suits, claims or judgments arising from property damage, personal injury or death to persons arising out of the work undertaken pursuant to this application being approved for participation in the Program, as well as the completed repair work. Said indemnification shall begin to run upon the date the application is submitted and shall survive the expiration of this Application.
- In the event the City undertakes a public works project that results in all or a portion of the sidewalk repaired pursuant to the Program being removed within a one (1) year time-frame from the date the sidewalk repairs were completed, you understand that, pursuant to Rome Code of Ordinances §58-167(e), the City of Rome may grant you additional reimbursement in an amount not to exceed the reimbursement originally obtained pursuant to the program, or such portion thereof deemed adequate to compensate you for the portion of sidewalk subsequently removed by the City. The City shall have the sole discretion to determine the amount of additional reimbursement received.



**AFFIDAVIT OF OWNER OF RECORD**

STATE OF NEW YORK     )  
  ) ss.  
COUNTY OF ONEIDA     )

\_\_\_\_\_ being duly sworn that he is the owner of record of the property adjoining on sidewalks above described in the City of Rome, New York. That he caused to be constructed sidewalks as stated in this claim, pursuant to the permit granted by the Commissioner of Public Works, and that the cost thereof has been paid in full.  
Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Property Owner

**AFFIDAVIT OF CONTRACTOR**

STATE OF NEW YORK     )  
  ) ss.  
COUNTY OF ONEIDA     )

\_\_\_\_\_ being duly sworn that he is the contractor or person in charge of work performed in constructing sidewalks as shown in this claim in the City of Rome, New York. That said work was performed in accordance with the permit and specifications issued by the Commissioner of Public Works and that the cost thereof has been paid in full.  
Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Contractor

I hereby certify that the sidewalks described above have been constructed true to line and grade and that the measurements and calculations upon which the above claim is based are correct. That the permit was issued by me in conformity with the Rome Code of Ordinances; that the conditions of the permit have been complied with and that the share of expense that the City shall assume is shown above.

Final Inspection By: \_\_\_\_\_

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

\_\_\_\_\_  
Joseph G. Guiliano  
Commissioner of Public Works

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

Jeffrey M. Lanigan  
Mayor



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**DEPARTMENT OF PUBLIC WORKS  
Sidewalk Rebate Application**

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Phone: (315) 339-7635  
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**SIDEWALK REBATE PROGRAM APPLICATION**

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

Tax Parcel ID#: \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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**For Office Use Only**

Property Classification: \_\_\_\_\_ Property Frontage: \_\_\_\_\_

Required Length of Sidewalk: \_\_\_\_\_ Required Width of Sidewalk: \_\_\_\_\_

Approved Square Footage of Sidewalk: \_\_\_\_\_

Current Tax Status: City: \_\_\_\_\_ Trash: \_\_\_\_\_

School: \_\_\_\_\_ Water: \_\_\_\_\_

County: \_\_\_\_\_ Sewer: \_\_\_\_\_



**DEPARTMENT OF PUBLIC WORKS  
Sidewalk Permit**

198 North Washington Street  
Rome, New York 13440  
Phone: (315) 339-7635  
www.RomeNewYork.com

To: Department of Engineering - City of Rome, NY

I, the undersigned, hereby ask permission to replace concrete sidewalk according to the City of Rome Sidewalk Specifications that are attached.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SQUARE FOOTAGE  
OF SIDEWALK: \_\_\_\_\_

LOCATION INSPECTED BY: \_\_\_\_\_

PERMISSION GRANTED: \_\_\_\_\_

(Subject to Contingencies on Approval Letter)

PERMISSION DENIED: \_\_\_\_\_