

BOROUGH OF SAYRE SIDEWALK ASSISTANCE PROGRAM APPLICATION

PRINT CLEARLY. PROVIDE ALL INFORMATION. DO NOT LEAVE BLANKS. RETURN THE COMPLETED APPLICATION TO:
SAYRE BOROUGH ADMIN OFFICE, 110 W. PACKER AVE., SAYRE, PA.

1. Applicant Name: _____
2. Street Address: _____
3. **REQUIRED Contact Phone #** _____
Day _____ Evening _____
4. Type of sidewalk: New: _____ Replacement: _____
Length _____ Length _____
Width _____ Width _____
(Give above measurements in feet and inches)
5. Construction performed by: (please check ✓ one): Self _____ *Contractor _____
6. *Contractor Information: Contractor Name: _____
Contractor State License Number: _____

*Applications listing a contractor **who does not possess** a valid Sayre Code Enforcement Agency Documentation Verification card will not be approved. Contact the Code Agency at 570.888.4410 for documentation verification information.

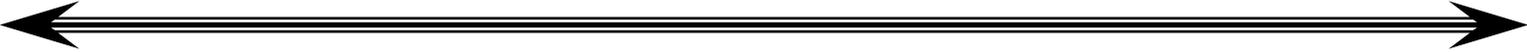
Cost Estimate Per Square Foot: _____

Contractor's Warranty From Date of Installation: _____

7. WE THE UNDERSIGNED, OWNER AND CONTRACTOR, ACKNOWLEDGE THAT WE HAVE READ AND UNDERSTOOD THE REGULATIONS AND SPECIFICATIONS FOR THE CONSTRUCTION OF SIDEWALKS WITHIN THE BOROUGH OF SAYRE. WE ARE AWARE THAT NO REIMBURSEMENTS AILL BE MADE BY THE BOROUGH TOWARD THE CONSTRUCTION COSTS UNLESS SUCH REGULATIONS AND SPECIFICATIONS ARE FULLY COMPLIED WITH BY THE OWNER AND CONTRACTOR. REIMBURSEMENTS ARE MADE FOR **OWNER-OCCUPIED RESIDENTIAL PROPERTIES ONLY**. SIDEWALKS SHALL BE INSTALLED BY OCTOBER 31.
8. WITH APPROVAL OF THE CODE ENFORCEMENT OFFICER. A SIDEWALK CONSTRUCTION BUILDING PERMIT MUST BE OBTAINED BY THE PROPERTY OWNER OR CONTRACTOR FROM THE CODE ENFORCEMENT OFFICER **PRIOR** TO CONSTRUCTION.

Property Owner Signature: _____ Date: _____

Contractor Signature: _____ Date: _____



BOROUGH USE ONLY

1. Application complete, forward to CEO--Approved _____ Disapproved _____ Date _____ Initial _____
2. Site Review by Code Officer-- Approved _____ Disapproved _____ Date _____ Initial _____
3. Post construction:
 - a. Number of square feet completed and accepted: _____
 - b. Total cost from materials invoice: _____
 - c. Total Borough reimbursement share: _____

Inspected by: _____ Date _____
Code Enforcement Officer

Job Completed Satisfactorily and recommended for reimbursement: \$ _____

BOROUGH OF SAYRE

SIDEWALK ASSISTANCE PROGRAM

GENERAL INSTRUCTIONS

1. Read these forms thoroughly. Follow the regulations and specifications.
2. Decide if you are going to construct the sidewalk yourself or hire a contractor. If you are going to hire a contractor, make sure he/she has an updated Contractor's Verification Documentation Card. (See Section 9, Miscellaneous Specifications & Notes – F, for this information)
3. Complete the entire application and return it to the Sayre Borough Administration Office.
4. *The applications are approved on a first-come, first-serve basis. Once funds are allocated, the program will close.*
5. *If approved by the Borough and measurements confirmed by the Code Officer, a letter will be sent to the property owner to continue the process. A **Building Permit must be obtained** from the Code Enforcement Officer by calling 888.4410. The property owner or contractor may obtain this permit.*

NO CONSTRUCTION CAN BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.

6. *If approved through the Code Enforcement Office, you have until October 31st to complete sidewalk construction. If the sidewalk can not be constructed by that time, contact the Borough Administration Office for instructions to apply for a waiver to remain eligible for reimbursement funds.*
7. **IMPORTANT!** TO REMAIN ELIGIBLE FOR REIMBURSEMENT FUNDS, THE FOLLOWING CONDITIONS MUST BE MET:
 - a. **THE JOINT CODE ENFORCEMENT OFFICER (570) 888-4410 MUST INSPECT THE WORK PRIOR TO THE BACK-FILLING OF THE SIDEWALK.** Once the sidewalk has been poured and the forms are ready to be removed, the property owner or contractor must contact the Joint Code Enforcement Officer to arrange for a final inspection before you back fill the area along the sidewalk. This is necessary to insure the sidewalk has been constructed according to Code specifications.
 - b. **HAVE THE MATERIAL AND LABOR INVOICES AVAILABLE FOR THIS INSPECTION. WITHOUT THESE INVOICES, THE INSPECTOR CANNOT DETERMINE THE BOROUGH'S REIMBURSEMENT SHARE, AND HE WILL NOT RECOMMEND REIMBURSEMENT TO THE BOROUGH COUNCIL. THE BOROUGH COUNCIL MUST ULTIMATELY APPROVE REIMBURSEMENTS.** Copies of paid receipts from your contractor must be mailed or turned in to the Sayre Borough Hall.
8. The maximum reimbursement per resident home owner is calculated at ONE DOLLAR (\$1.00) PER SQUARE FOOT OF SIDEWALK CONSTRUCTED, UP TO A MAXIMUM OF FIVE HUNDRED (500) SQUARE FEET OR FIVE HUNDRED DOLLARS (\$500). **THIS ONLY COVERS THE SIDEWALK IN THE RIGHT-OF-WAY.**

**BOROUGH OF SAYRE
SIDEWALK ASSISTANCE PROGRAM**

APPLICANT CHECK LIST:

Have you:



	Reviewed the instructions and application thoroughly?
	Determined you may be eligible and both the property owner and, if required, contractor has signed and dated the application?
	Verified the Contractor's State License number and Documentation Verification by contacting the Sayre Code Enforcement Office?
	Received your initial approval letter from the Borough of Sayre with the next steps of the process to be followed?
	Completed and received the building permit application?
	Displayed the building permit properly?
	Contacted the Code Enforcement Officer at 888.4410 to schedule an inspection before the backfilling is complete?
	Provided the materials and labor invoices at the time of inspection?
	Forwarded a copy of your paid receipt to the Sayre Borough Hall?

BOROUGH OF SAYRE REGULATIONS & SPECIFICATIONS

SIDEWALK CONSTRUCTION

GENERAL

1. All sidewalks shall be constructed by October 31st. Construction beyond this date will be approved, weather-permitting, upon the discretion of the Code Enforcement Officer.
2. All sidewalks shall be constructed of cement concrete with the width of four (4) feet and a minimum depth of four (4) inches. Panels of four (4) feet width, five (5) feet in length, and four (4) inches' thickness shall be considered standard. The sidewalk must have re-wire, re-rod or be made of fiberglass reinforced concrete. In areas where existing sidewalks are of a different size, permission may be granted to deviate from these dimensions to match the existing adjoining walks. Slate or Pennsylvania Blue Stone is acceptable.
3. Paving of driveways across the sidewalk area with materials other than cement concrete shall not be permitted. Depth of panels crossing driveways shall increase to six (6) inches thickness and be reinforced with welded wire mesh.
4. Construction of new or replacement sidewalks shall not commence until the application submitted has been reviewed and approved by the Borough and a permit has been issued.
5. All sidewalks hereafter constructed in the Borough whether new or replacement shall conform to the specifications set forth below. The Borough of Sayre reserves the right to reject any or all work, if it is determined through job site inspections that required specifications have not been fully complied with.

SPECIFICATIONS

6. CONCRETE FORMS
 - A. Concrete forms may be constructed of wood or metal. Forms will be true and in good condition. Forms must be placed so the full four (4) inch thickness of concrete for a standard panel or six (6) inch thickness of concrete for a driveway-crossing panel is uniformly maintained across the full panel.
 - B. Forms will be braced to prevent bulging or separation.
 - C. Forms will be clean and treated on the inside surfaces to prevent adhesion to the concrete.

- D. All forms will be to the proper line and grade. Property lines and proper grade lines should be determined by the contractor before commencing construction.

7. EXPANSION JOINTS

- A. Expansion joints will be clean and set true to line and grade between each twenty (20) feet of sidewalk length (every third standard panel). Where less than three (3) standard panels are to be replaced, expansion joints will be placed at the beginning and end of the new panels. Tooled joints will be installed between each five (5) foot long standard panel.
- B. The expansion joint spacing will be one-half ($\frac{1}{2}$) inch. Only an approved expansion joint material such as asphalt impregnated building board will be acceptable. (Plywood or other wood is not an acceptable material.)
- C. Expansion joints and joint material will be to the full depth of the concrete panel.
- D. Transverse joints will be sealed with an approved pliable water-resistant compound after the forms are removed.
- E. An alternate to an expansion joint is a cut control joint.

8. CONCRETE

- A. The sub-base will be constructed with a clean and suitable material that is of a fine grade and compacted. It should be # 1 or # 2 crushed stone or modified. Cinders, ash, sod and soil are not acceptable.
- B. Concrete will be a minimum of five and one-half ($5 \frac{1}{2}$) bag mix with the properly proportioned mixture of clean fine aggregate: No. 1 and No. 2 crushed stone and gravel. If using commercially delivered ready mix, the minimum composition is 3500-PSI air entrained (minimum 5%, maximum 7%)
- C. Concrete will be placed in properly set forms to obtain a transverse grade pitch of one-half ($\frac{1}{2}$) inch from the inner edge to the outer edge.
- D. Concrete will be spaded after placement to obtain uniform and smooth side surfaces.
- E. The concrete will be worked and floated to produce a uniform and proper surface.
- F. When the concrete surface has set up to the degree where it is still workable, the surface will be scored transversely with a rough textured broom to produce a skid resistant finish.
- G. Sidewalk joints and edges will be finished with an edging tool of one-fourth ($\frac{1}{4}$) inch radius.
- H. Forms will remain in place until the concrete has properly set up. Broken or cracked green concrete panels will be replaced.

- I. All exposed surfaces are to be sealed with a concrete sealing compound that meets or exceeds PENNDOT or FED DOT specifications and applied according to manufacturers' directions.

9. MISCELLANEOUS SPECIFICATIONS & NOTES

- A. **IMPORTANT!** After removal of the concrete forms and **BEFORE BACK FILLING AROUND THE SIDEWALK EDGES, THE CODE ENFORCEMENT OFFICER MUST INSPECT THE SIDEWALK.** Sidewalks not inspected before back filling will not be eligible for reimbursement funds.
- B. Property where sidewalks have been constructed or replaced within the last five (5) years is not eligible for the Sidewalk Assistance Program.
- C. Inspection and approval by the Borough shall not constitute a guarantee or warranty of the work done, but shall only mean the work was done according to the specifications of the Borough.
- D. Because Sayre Borough is exempt, no portion of any sales tax will be reimbursed to an applicant.
- E. The Borough reserves the right to postpone or reject any application received pursuant to Section 140 of the Borough Code provided just cause can be shown.
- F. If you are going to hire a contractor, the contractor must have a valid Pennsylvania Contractor License and have completed the requirements for the Sayre Borough Contractor Documentation Verification. To determine a valid permit, ask to see the contractor's State License and their Borough Issued Documentation Verification card.

The best way to determine if the contractor has a valid State Contractor License and Borough Issued Documentation Verification card is to call and ask the Code Enforcement Agency at 888.4410. The Joint Code Agency personnel are there to assist you.

- G. The Borough wishes to advise the owners of sidewalks constructed with concrete that the use of salt on the sidewalk within the first few years of construction may severely damage the sidewalk.