



DEPARTMENT OF PUBLIC WORKS

Stephanie A. Miner, Mayor

SIDEWALK CONSTRUCTION PERMIT APPLICATION & INSTRUCTIONS

REQUIRED FOR: Replacing or constructing sidewalk in the Right of Way.

THIS APPLICATION PACKET CONTAINS:

- 1) List of Required Submittals
- 2) Submittal Instructions
- 3) Sidewalk Construction Agreement
- 4) Sidewalk Construction Application
- 5) Liability Waiver Application (Sidewalk Construction)
- 6) Sidewalk Depth Standard
- 7) Dig Safe Information Sheet

REQUIRED SUBMITTALS:

- **Sidewalk Construction and Liability Waiver Applications** – pages 3, 4, and 5.
- **Application Fee** – \$25 non-refundable; check or Money Order payable to Commissioner of Finance.
- **Insurance Certificates**
 - If contractor, listing the City of Syracuse as additional insured in the amount of at least \$1 million in General Liability and proof of Workers' Compensation in the amount of at least \$500,000.
 - If homeowner, a copy of your homeowner's insurance certificate.
- **Diagram of Sidewalk Work/Traffic Control With Dimensions On Separate Sheet of Paper**
 - Shall show where sidewalk is on property, dimensions of sidewalk, and whether or not sidewalk runs through driveway. *City standards require concrete sidewalks to continue through driveways.*
 - Shall show all traffic control devices being used (signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
 - Shall show how the applicant plans to route pedestrian/vehicular traffic around the work.
 - Shall show dimensions of street/sidewalk left open to pedestrian/vehicular traffic.
 - Shall be in accordance with the 2009 Federal MUTCD (Manual of Uniform Traffic Control Devices).
 - Shall be on separate sheet of paper from the application

SUBMITTAL INSTRUCTIONS:

- 1) Application must be completed in its entirety. Incomplete or partial applications will not be processed.
- 2) AT LEAST 10 DAYS PRIOR TO CONSTRUCTION, Application, Fees, and additional documents must be submitted to the:

Central Permit Office

201 E. Washington St., Room 101

Syracuse, NY 13202

(P) 315-448-4715

CentralPermitOffice@SyrGov.net

www.syr.gov.net/Central_Permit_Home.aspx



Sidewalk Construction Agreement

I, the applicant, understand and agree that as part of my sidewalk construction, I:

(Initial next to each item)

_____ Have read and am familiar with the "Sidewalk Construction Standards" as provided to me under the "Documents and Forms" section of the City's website (<http://syrgov.net>) and/or made available to me at the Central Permit Office.

_____ Shall contact the City Arborist (315-473-4330) if there is a tree adjacent to the walk.

_____ Shall call Dig Safely New York (811) 2 to 10 days prior to any construction.

_____ Shall install the sidewalk at at least 5' wide.

_____ Shall install a concrete sidewalk according to the "Sidewalk Construction Standards."

_____ Shall install the sidewalk through all driveways on the property.

_____ Shall install the sidewalk 5" thick and 7" thick when running through a driveway (see attached depth standard).

_____ Shall install the sidewalk through a two-pour process (4" of concrete with a 1" topping and 6" with a 1" topping through a driveway) if the walk installed is greater than 325 sq ft (see attached depth standard). I understand that the City of Syracuse always strongly recommends installing sidewalk through a two-pour process.

_____ Shall contact the sidewalk inspector (315-448-8548) after the work is completed in order to consent to an inspection by the same.

_____ I understand that failure to comply with any or all construction specifications may result in a "condemnation" by the City, wherein the abutting property owner will be responsible for all costs associated with replacement according to such specifications.

Signature: _____

Date: _____

Print Name: _____

John M. "Pete" O'Connor III
Commissioner

Martin E. Davis, L.S.
Deputy Commissioner



Thomas Simone
Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS

Stephanie A. Miner, Mayor

SIDEWALK CONSTRUCTION PERMIT APPLICATION

\$25 Non-Refundable Application Fee

Date of Application: ____/____/____

Applicant Name: _____

Applicant Address: _____

Applicant Contact
Phone Number: _____

Property Owner
Name: _____

Property Owner
Phone Number: _____

Location of Sidewalk: _____

Dimensions of Sidewalk: _____

Reason for Sidewalk
Construction: _____

Additional Information: _____



DEPARTMENT OF PUBLIC WORKS
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LIABILITY WAIVER APPLICATION
(Sidewalk Construction)

Company Name: _____

Address: _____

Contact Name: _____

Telephone: _____ Facsimile: _____

Cellular: _____ 24-Hour: _____

E-Mail Address: _____

The Waste Hauler must be licensed to operate in the City of Syracuse pursuant to Article 2, Chapter 14, of the City of Syracuse Revised General Ordinance's, Solid Waste Ordinance.

Please provide business name of Waste Hauler:

OBSTRUCTED METERED LOCATIONS

- The City of Syracuse shall be compensated for any parking revenue lost as a result of this project.
- Rates are \$11.25 per parking space per day.
 - Example: 2 spaces @\$11.25 = \$22.50 per day x 10 days (length of project) = \$225.00).
- Rates are charged Monday through Saturday, except for Holidays.
- Fees are due when the application is submitted.



LIABILITY WAIVER APPLICATION
(Sidewalk Construction)

Location: _____

Task to Perform: Sidewalk Replacement

Start Date: ____/____/____

End Date: ____/____/____

Start Time/Day: _____

End Time/Day _____

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Insurance Certificate Attached: \_\_\_\_ Yes \_\_\_\_ No Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Worker's Compensation Included? \_\_\_\_ Yes \_\_\_\_ No Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

TTC Plan Attached: \_\_\_\_ Yes \_\_\_\_ No

Date TTC to DOT for Review: \_\_\_\_/\_\_\_\_/\_\_\_\_

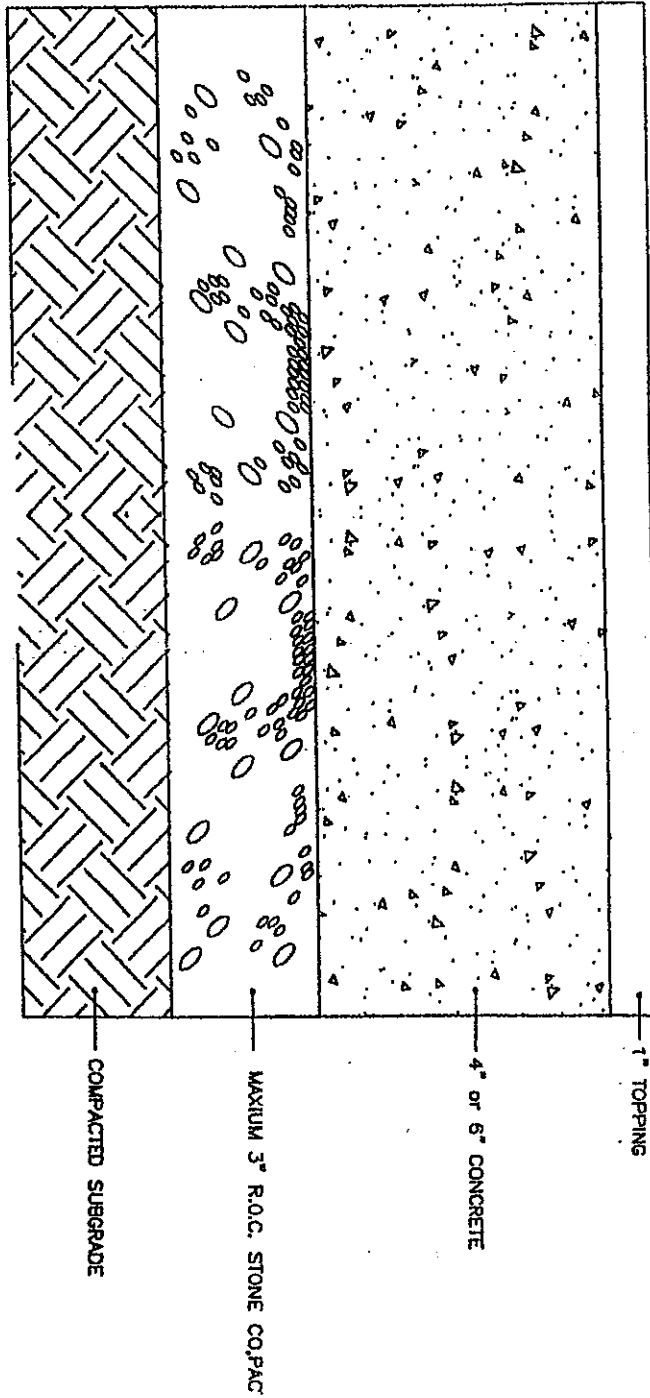
Date TTC back from DOT: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Waste Hauler Information: \_\_\_\_\_

Waiver #: \_\_\_\_\_

PAY LIMIT - ITEM(S) 52 & 53



# SIDEWALK AND DRIVEWAY SIDEWALK DETAIL

## PAY ITEM 52 AND 53

(NOT TO SCALE)



## Synopsis

### **Call the One-Call Center (811)**

Call 2 to 10 days in advance of start date, not counting date of call. Make note of ticket reference number and names of operators notice will be transmitted to.

### **Wait the Required Time**

Do not start before your stated commencement date, unless you have been notified by EVERY operator that they have NO FACILITIES in your work area.

### **Confirm Utility Response**

Check that each notified operator has either marked your work site or given an "all clear".

### **Respect the Marks**

Preserve the paint/flags until no longer needed for safe excavation. It is recommended that you remove them to the best of your ability once your excavation work is complete.

### **Dig with Care**

See "Verifying Locations/Tolerance Zone" below. Maintain minimum 4" clearance from utilities after verifying locations. Support long spans of exposed facilities to prevent collapse or sagging. Backfill carefully to prevent damage to facilities and their coatings, and to provide support beneath exposed facilities.

### **Verify locations/Tolerance Zone (See 753-1.2 (k) & (i), 753-3.6 and 753-3.7)**

Before using powered equipment within the tolerance zone, the locations of gas and liquid petroleum lines **MUST** be verified by means of hand-dug test holes. Locations of other utilities may be verified in this manner, or by other means mutually agreed to with the operator. Powered equipment may be used for removal of pavement, **ONLY** to the depth of pavement. If the facility cannot be located after diligent search at a reasonable depth, notify the operator.

### **Pre-marking with White Paint (See 753-3.2(b))**

The use of White Paint to delineate a work area is encouraged. It is required when necessary to adequately identify the work site (i.e. the exact location, dimensions, etc. cannot be verbalized). This practice helps locators avoid marking where not necessary while assuring the excavation site does get marked properly. White is the industry standard for this purpose and is used to avoid confusion with other underground facility designations. Chalk based paint is advised since it will dissipate quicker with rain, etc. Take care that the white marks will not be confused with traffic or pedestrian control marks. For a small or single (ex: tree planting) excavation of known dimensions, delineate the exact area with dots, dashes, a continuous line, or white stake(s). For larger excavations, use intervals whereby each mark can be seen from the previous one.

As a courtesy and where practical, alerting the property owner to the reason for the white marks can save calls to the utilities and One-Call Center asking: "Who put this paint here and why?"

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