

POLICIES AND PROCEDURES
2025 NEIGHBORHOOD SIDEWALK PROGRAM

General Program Guidelines

1. Residential property owners will be reimbursed for **70%** of the **actual cost of materials & labor** only to a **maximum of \$3,000**.
2. Non-residential commercial property owners or tenants will be reimbursed for **70%** of the **actual cost of materials & labor** only to a **maximum of \$3,500**.
3. When **three (3)** or more adjoining or abutting property owners have their sidewalks replaced, the City will reimburse **90%** of the **actual cost of materials & labor** only up to a **maximum of \$3,000**. The applicant who is applying for **90%** reimbursement must provide the name and address of the other abutting property owners and each must make a separate application.
4. Property owners or tenant will be responsible for paying the **cost of materials and contract labor up front**.
5. Completion of both sides of a corner lot or completion of a sidewalk for multiple lots will receive **70%** of **actual costs of materials and labor** up to a **maximum of \$3,000**.
6. Residential, non-residential commercial property owners or tenants are only allowed **one (1)** sidewalk application for the **2025 program year**. Property owners or tenants may file a new application for other properties during the application period for the **2026 program**. Any residential or non-residential commercial property owners or tenants whom own or control two adjacent or abutting lots or parcels of land within the City, such person shall be permitted to submit an application for all such abutting or adjacent properties. (Resolution No. 11-R7 Passed by the Council of the City of Clarksburg, this 17th day of March 2011.)

Application and Approval Process

1. The open application period for the 2025 program is **May 2, 2025**, through **July 3, 2025**.
2. Applications will be considered on a first-come first-served basis as the applications are received by the Code Enforcement office.
3. A property owner may submit only **one** application for the **2025 program**.
4. An application of any residential or commercial property owner or tenant **will not** be considered for appraisal if the applicant is **not current** in the payment of City fire service protection fees and/or business & occupation taxes. If the taxes and fees are paid in full, the application can be considered.

Building Permits

1. Property owners will be required to obtain a building permit on or after **May 16, 2025**.
2. All projects must be **completed** by **October 31, 2025**.
3. Property owner must provide the Code Enforcement Office the name of the contractor and advise if the contractor will be paid only for labor or for both material and labor. The permit will be issued for the total project cost and the permit fee will be based on this cost.
4. Property owners providing their own labor must sign the attached affidavit certifying that they will provide their own labor and will not employ the services of a contractor.

5. Building permits issued by the Code Enforcement Office will be for a maximum of **60 days**, but not past **October 31, 2025**.
6. Request for reimbursement must be made to the Code Enforcement Office by **October 31, 2025**.
7. Property owners will be notified in writing from the Code Enforcement Office that their project approval and reimbursement has been rescinded should their projects **not be** completed by **October 31, 2025**.

Project Inspection

1. All sidewalk projects are subject to **initial, routine** and **final inspections** by the Department of Public Works and Code Enforcement Office.
2. Code Enforcement may issue a **stop work order** and **rescind** project approval if the project is not completed in accordance with City specifications, project application or the building permit.
3. **To schedule the initial, routine and final inspections, please contact Code Enforcement** by calling (304)624-1633 Failure to comply with the inspection guidelines will result in a non-reimbursable project.

Payment to Property Owners

1. Property owners must submit to the Code Enforcement Office copies of **original invoices, checks, and receipts for material and labor** expended for the project. Also, a copy of any written contract between the property owner and contractor must be provided. Payment will be made for the cost of materials and labor up to the maximum established under the program. Property owners must certify and provide proof of the amount paid to the contractor.
2. The Code Enforcement Office under the signature of the Supervisor will submit payment voucher and copies of materials invoices to the Finance Department for payment to property owner.
3. Payments will be issued **only to the property owner** usually within **15 days**, but not later than **30 days** after submission to the Code Enforcement Office. **No payments will be made to a contractor.**
4. No work commenced after October 31, 2025, is eligible for reimbursement.
5. **No payments** will be made prior to **July 1, 2025**.

Program Year

1. All projects must be completed and submitted for payment by October 31, 2025.
2. **Applications that are not approved due to lack of funding or approved projects that were rescinded will not be eligible for funding in that fiscal year. Property owners must file A new application during the application period for the 2026 program.**
3. Property owners whose applications were not approved due to lack of funding will be notified in writing by Code Enforcement that they must reapply the following year.
4. Any exceptions to the administrative policies and procedures for the program may only be authorized by the City Manager.

**CITY OF CLARKSBURG
2025 SIDEWALK IMPROVEMENT PROGRAM
APPLICATION FOR FINANCIAL ASSISTANCE**

PROPERTY OWNER (APPLICANT) NAME: _____

RESIDENCE ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____ EMAIL: _____

ADDRESS WHERE SIDEWALK IMPROVEMENT WILL BE MADE: _____

ANTICIPATED STARTING DATE FOR WORK: _____

DATE WORK WILL BE COMPLETED: _____

WILL THE WORK BE COMPLETED BY YOURSELF? ___ FILE ATTACHED AFFIDAVIT
WILL THE WORK BE COMPLETED BY A CONTRACTOR? ___ PROVIDE INFORMATION BELOW

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____

TOTAL COST FOR MATERIALS & LABOR: _____

LENGTH OF SIDEWALK TO BE REPAIRED: _____ FEET
WIDTH OF SIDEWALK TO BE REPAIRED: _____ FEET

CURB TO BE REPAIRED: YES ___ NO ___
LENGTH OF CURB TO BE REPAIRED: _____ FEET

CORNER LOT _____ MULTIPAL LOTS (address of abutting property owner) _____ COMMERCIAL
PROPERTY _____

SIDEWALKS MUST BE REPLACED IN ACCORDANCE WITH ATTACHED CITY SPECIFICATIONS
OTHER INFORMATION: _____

The undersigned property owner agrees to obtain a building permit for the sidewalk project on or after May 16, 2025, and complete work on the project on or before October 31, 2025. The building permit will be issued for a period of 60 days.

Name of contractor and total cost of materials and labor must be provided when submitting application. **NO CHANGE OF CONTRACTOR UNLESS AUTHORIZED BY THE CITY OF CLARKSBURG.**

The property owner must provide to the Code Enforcement Office copies of checks, original invoices for materials and labor, and a copy of the signed agreement with contractor, in order to receive payment.

Requests for payment must be submitted on or before October 31, 2025.

The undersigned certifies that all information included in this application is true and correct and further agrees to abide by all the policies and provisions of the 2024 Sidewalk Program. Questions call (304) 624-1633

Date: _____

Signature of Applicant

Print Name of Applicant (You Must Print Name)

**AFFIDAVIT OF PROPERTY OWNER
SIDEWLAK PROGRAM
NONEMPLOYMENT OF CONTRACTOR**

I, the undersigned, hereby certify and attest that I or my family and friends will provide all labor for completion of the sidewalk approved under the City's Sidewalk Program and will not employ or use the services of a licensed contractor to complete the work. I will request reimbursement for materials only.

I further understand that if it is later determined by the City that a private contractor was used for my sidewalk project, I will forfeit my right to reimbursement of material costs under the program.

Date Signed

Signature of Property Owner/Applicant

Print Name (**Must Print Name**)

**STATE OF WEST VIRGINIA
COUNTY OF HARRISON**

TO WIT:

The foregoing instrument was acknowledged before me this ___ day of ____ 2025, by

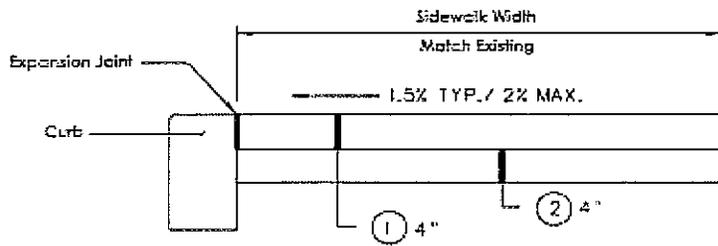
_____.

Notary Public

My commission expires: _____

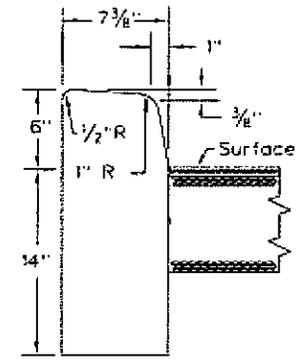
CITY OF CLARKSBURG CODE ENFORCEMENT OFFICE
SIDEWALK SPECIFICATIONS

1. In all cases where the sidewalk is to be replaced, the damaged portion shall be saw-cut from the undamaged portion. The saw-cut shall be the full depth of the sidewalk, leaving no rough or cracked edges.
2. Where the existing curb height is six inches above the established street grade and the curb is undamaged, the Code Enforcement Office may allow replacement of only the sidewalk slab, leaving the existing curb in place. Where the existing sidewalk surface is six inches above the established street grade and the sidewalk is undamaged, the Code Enforcement Office may allow replacement of only the curb, leaving the existing sidewalk in place. In either case the damaged slab or curb shall be saw-cut from the curb, and the created joint between the sidewalk slab and curbing shall have 1/2-inch bituminous expansion material installed to the full depth of the sidewalk or curb.
3. Sidewalks shall be a minimum of four feet wide with a six-inch curb width for a total minimum width of four and one-half feet. Narrower sidewalks may be permitted, and wider sidewalks may be required, subject to the written approval of the Code Enforcement Office.
4. Curb height shall be six inches above the street grade.
5. All organic material (plants, roots, paper, wood, etc.) shall be removed from the area of the sidewalk prior to the placement of the aggregate base.
6. The aggregate base shall consist of 1 1/2" crusher run limestone fully compacted prior to placing any concrete.
7. The minimum concrete strength shall be 3500 psi @ 28 days. All concrete shall be fully consolidated to eliminate honeycombs.
8. All utility access fixtures (manholes, valve covers, meter covers, etc.) shall be installed flushed with the final sidewalk grade. Form out a square area around all fixtures at least 6" wider than the widest fixture dimension. Place concrete after affixing 1/4" expansion material on all sides of formed square.
9. The Code Enforcement Office shall be notified at least twenty-four hours prior to the time of concrete placement so that inspection of the base, wire mesh, and forms can be made. Failure to notify the Code Enforcement Office can lead to delay of your sidewalk construction, or re-excavation and replacement of the selection which was not inspected.
10. When forms are pulled, rub all edges to remove burs, and remove excess cement that may have leaked beneath the forms.
11. Forms can be re-used if cleaned and oiled. Forms with defects shall not be Used.

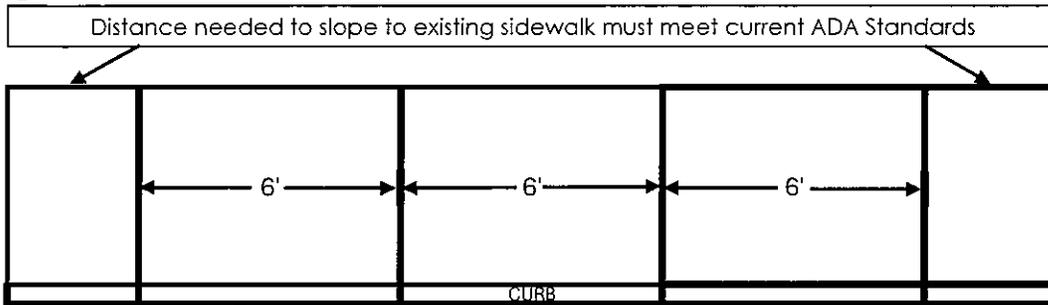


SIDEWALK TYPICAL

- ① 4" Class B Concrete, no testing required when purchased from WVDOH Approved Source
- ② 4" Compacted lift of Crusher Run Stone

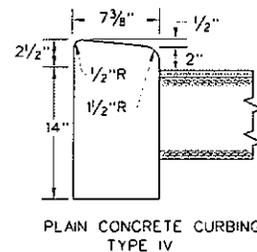
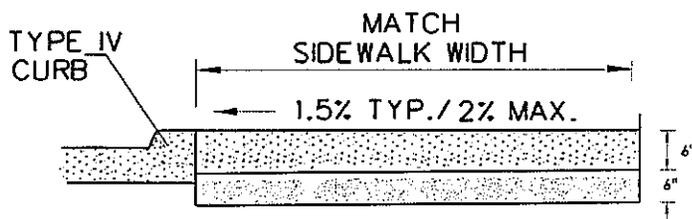
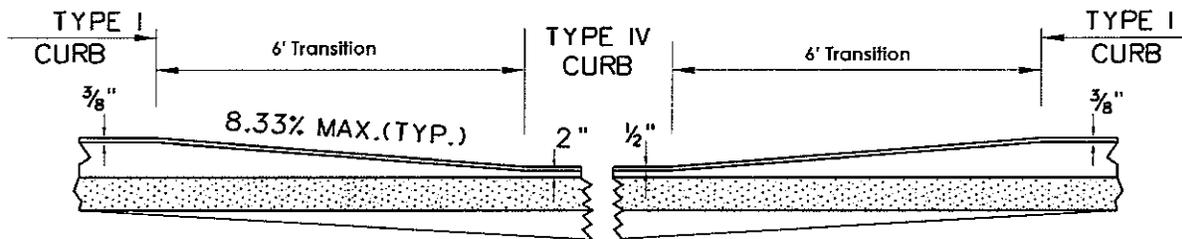


PLAIN CONCRETE CURBING
TYPE I



***Saw cut, tooled, or manufactured joints at 6' intervals.

Sidewalk Typical at Driveways



PLAIN CONCRETE CURBING
TYPE IV

Sidewalk Program: Invoice for Payment to Property Owners

Owners Names: _____
Home Address: _____ Phone Number: _____
Contractor: _____
Name of company and name of owner(s)

Date Work Completed: _____

Address Where Sidewalk will be Completed: _____

Standard Lot:
Corner Lot:
Multiple Lots:
Commercial Lot:

Project Cost Breakdown

Concrete:
Sidewalk= $[(L \times W \times t)/27] + \text{Curb } [(1.03 \times L)/27] = \text{Cu Yd}$ Qty = _____

Cost = \$ _____

Materials: Wire
Stone
Expansion Material

Cost = \$ _____

Total=(Concrete & Material) = \$ _____

Labor = \$ _____

Total Cost = \$ _____

Category or Payment 70% 90% (3 or more property owners)

Reimbursement Total Due to Property Owner: \$ _____

I hereby certify that the above sidewalk has been completed and is acceptable. I understand that I will receive payment for the amount shown within a reasonable time period.

Signature of Contractor

Property Owner Signature

(Please attach material receipts and contractor invoice or contract)