

Application # _____
(Office Use Only)

CITY OF CLARKSBURG
2026 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) _____

COMMERICAL 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 June 13, 2024, and complete work on the project on or before August 13, 2024. The building permit will be issued for a period of 45 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 August 13, 2026.

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

Print Name of Applicant (You Must Print Name)

Signature of Applicant

Date

**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 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 _____ 2026, by
_____.

Notary Public

My commission expires: _____

POLICES & PROCEDURES

2026 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 contract labor**.
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 **\$3,800**.
6. Residential, non-residential commercial property owners or tenants are **only** allowed **one (1)** sidewalk application for the **2026 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 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 & Approval Process

1. The open application period for the 2026 program is **May 15, 2026**, through **July 31, 2026**.
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 only submit only **one** application for the **2026 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 **June 1, 2026**.
2. All projects must be completed by **August 31, 2026**.
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** must sign the **attached affidavit** if 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 **45 days**, but not past **August 31, 2026**.
6. Request for reimbursement must be made to the **Code Enforcement Office** by **August 31, 2026**.
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 **August 31, 2026**.

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. **Code Enforcement** must do a **final inspection** after the work is completed. **Final inspections** can be scheduled by calling **(304) 624-1633**.
4. If the work fails the final inspection, then **no payment** will be issued.

Payments to Property Owners

1. Property owners must submit to 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 property owner and contractor must be provided. Payment will be made for cost of materials and labor up to the maximum established under the program. **Property owners** must certify and provide proof of amount paid to contractor.
2. **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 contractors.**
4. No work commenced prior to June 1, 2026, is eligible for reimbursement.
5. **No payments** will be made prior to **August 31, 2026**.

Program Year

1. All projects **must** be completed and submitted for payment by **August 31, 2026**.
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 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**.

Sidewalk Program: Invoice for Payment to Property Owners

Please print all information

Owners Names: _____

Home Address: _____

Phone Number: _____

Contractor: _____
(Name of company and name of owner (s))

Date Work Completed: _____

Address Where Sidewalk and /or Curbing was Completed: _____

CORNER LOT _____ **MULTIPAL LOTS** _____ (Addresses of abutting Property owners)
COMMERICAL PROPERTY _____

Project Cost Breakdown

Concrete: Sidewalk = (.4 x L x W) + Curb (1.5 x L x W) = Cu Yd
27 27

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

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 flush 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 burrs, 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.