

**Don't  
FORGET!**



# Sidewalk Check List

- \_\_\_ Fill out Sidewalk Application.
- \_\_\_ Submit Sidewalk Application to Engineering Department.  
An Engineering Inspector will review your application and verify measurements.
- \_\_\_ An approval or denial letter will be mailed to you. Have you received it?
- \_\_\_ Once you receive approval, make arrangements for construction.
- \_\_\_ **Prior to concrete placement** – Have your contractor contact the Engineering Department at 221-2506 and requested an inspection.
- \_\_\_ **After concrete placement** – Call the Engineering Department at 221-2506 and request an inspection.
- \_\_\_ Pay contractor and get a receipt.
- \_\_\_ Once your sidewalk has been completed, please come to the Engineering Department between 8:00-12:00 & 1:00-5:00 M-F to complete the final paperwork. You will be asked to do the following:
  - Sign the Sidewalk Replacement Certification - *(By signing the form, you certify that the concrete sidewalk construction, as noted in the approved application for the City of Ardmore Sidewalk Replacement Program, is complete. Further, all bills (labor and material) have been paid.*
  - Fill out a W9 Tax Form.

**\*\* FAILURE TO SCHEDULE NECESSARY INSPECTIONS MAY RESULT IN REIMBURSEMENT DENIAL. \*\***