



Adam J. Bello
County Executive

Monroe County Municipal Sidewalk Funding Application

This application may be used by municipalities located in Monroe County to partially fund the installation of sidewalks along County Roads that will be designed, constructed, and maintained by local municipalities. Fully completed applications (electronic submissions preferred), concept plan and conceptual cost estimate may be submitted to:

Monroe County Department of Transportation
Attn: Henry Herdzik, PE
CityPlace Suite 6100 • 50 West Main Street
Rochester, NY 14614
Phone: 585-753-7729 • Email: HHerdzik@monroecounty.gov

To complete this application as a Word document, “click” into the blank spaces or use the tab key to move through the document. The entire application is formatted as a series of tables, all of which **MUST** be completed in order for the application to be accepted.

GENERAL INFORMATION	
Municipality	
Elected Official (Name & Title)	
Address	
Phone	
Email	
Has the Municipality previously received Monroe County Municipal Sidewalk Funding? If so, when and for what project?	
PROJECT INFORMATION	
Project Name	
Project Primary Contact (Name & Title)	
Phone	
Email	
Project Location (i.e., name of County Road and applicable cross-	

streets of sidewalk commencement and termination)	
Linear footage of sidewalk(s)	
Estimated Costs for Project (inclusive of Amount of Sidewalk Fund Requested). Please provide a conceptual cost estimate with this application.	Construction: Construction Inspection: Contingency: Total Cost:
Amount of Sidewalk Fund Requested (note: this amount cannot exceed 50% of the construction, inspection and contingency costs)	
MCDOT is tracking estimated Design costs and ROW costs for projects	Estimated Design cost: Prelim ROW/Easement cost:

SUMMARY OF PROPOSED PROJECT

Please provide a concept plan for the Project and write a detailed scope of the work to be undertaken (include on which side of the County road the sidewalk would be installed, location and number of proposed crosswalks, types and number of pedestrian signaling, extension of an existing Town sidewalk system, etc.):

Describe the location of your project and how the area will benefit from the Project (include the boundaries and/or service area, connections with other existing sidewalks or trails, etc.):

Identify any and all issue(s) or condition(s) to be addressed (e.g., does the project further a recommendation under a municipal active transportation plan; improve drainage; connect pedestrians to services, commercial centers, parks, schools; etc.):

Project timeline (estimated start date and completion date, together with a preliminary milestone schedule):

DECLARATION & SIGNATURE

The applicant certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is a request and there is no guarantee, expressed or implied, that funds will be provided to the applicant.

Signature

Date

SIDEWALK FUND REQUIREMENTS

1. Pursuant to Monroe County Resolution 197 of 2023, the Monroe County Municipal Sidewalk Fund is limited to installing new sidewalks along County Roads.
2. If the application is approved, Monroe County and the Municipality will enter into an intermunicipal agreement setting forth:
 - a. The Municipality will design and install sidewalks in accordance with plans approved by Monroe County Department of Transportation.
 - b. If additional right-of-way is needed to construct and install the proposed sidewalk, the Municipality will obtain the additional right-of-way. All easements required for the sidewalk will be from the fee interest owner to the Municipality, not Monroe County.
 - c. The Municipality will obtain public input on the proposed sidewalk prior to final design and construction.
 - d. The Municipality will be responsible for maintaining, repairing, and replacing the sidewalk, including snow and ice removal, in perpetuity.
3. Monroe County anticipates that the Municipality will serve as Lead Agency and undertake a coordinated review (naming Monroe County as an Involved Agency) under the State Environmental Quality Review Act.
4. Use of the Monroe County Municipal Sidewalk Fund and the authorization of an intermunicipal agreement is subject to approval by the Monroe County Legislature.
5. The Municipality shall obtain all required permits for the Project. Any fees associated with all permits shall be the responsibility of the Municipality.
6. For the purposes of clarity, Construction costs that qualify for 50% reimbursement may include: utility relocation (storm, sanitary, water only), survey and stakeout, construction supervision, and inspection costs, maintenance and protection of traffic (MPOT/WZTC), excavation, concrete, retaining walls, curb/gutter, surface restoration, signage, pavement markings. Other site work related features may be included, at the discretion of the Highway Superintendent when approved during plan review during the permitting phase.

In no event shall construction costs include, nor shall the County reimburse the Municipality for: design costs, costs associated with the acquisition of property rights, permit fees, insurance, maintenance equipment, and ongoing maintenance and repair, overhead or underground utility relocations fees not mentioned above, replacement of existing sidewalk (concrete, asphalt or other), repair of existing sidewalk (asphalt, concrete or other), landscaping features other than lawn restoration (trees, shrubs, mulch or other ground cover), natural resource mitigation (i.e. wetlands, floodplain), and installation or relocation of lighting/light pole/roadway lighting appurtenances. Costs associated with rectangular rapid flashing beacons ("RRFB"), pedestrian crossing signage and crosswalk markings will not be included if the crossing does not meet MCDOT RRFB and Crosswalk Policies (these items, if not meeting MCDOT policy, can be installed and maintained at the Town's cost, via separate IMA).