

Sidewalk Installation Request Considerations

- a) Request petitions are generally lead or championed by someone or group of persons. The sidewalk “champion” is generally responsible for preparing a request application, and coordinating with Town Staff.
- b) A request application must come from someone with standing (i.e. a resident, property, or business owner) with an interest located within ¼ mile of the area where walks are proposed.
- c) The candidate street segment must be a Town owned and maintained local or collector street. These designations are discussed in the Town’s Comprehensive Plan (hyper link to plan or map). The Town will not install sidewalks on private streets that are maintained by residents or homeowner associations.
- d) Requests for sidewalk installation in areas where similar requests have already been denied may not be considered unless circumstances have changed.
- e) Local support for a proposal is an important consideration. Property owners who live or have businesses along streets where sidewalks are proposed will be surveyed to ascertain their support for the request. Additionally, other stakeholders located within 600 feet of the area under consideration will be notified of the request and a public hearing conducted by the Town Board before a determination is made.
- f) Right-of-way must be sufficient for the proposed improvement. Property owners must be willing to donate needed right-of-way where sidewalks are requested. If right-of-way is needed from any property, a signed statement from the property owner(s) pledging to donate the right-of-way is necessary before the project can be approved. The Town will determine if right-of-way donations are required.
- g) Property owners with decorative fences, walls, lights, and landscaping (trees, shrubs, grass, sprinklers, etc.) that conflict with the proposed sidewalk improvements must agree to remove or relocate these items before the project can be approved.

How to apply for sidewalk installation

Interested property owners or citizen groups can submit a Request for Sidewalk Installation to the Town Planning Department at:

Town of Amherst Planning Department
5583 Main Street
Williamsville, NY 14221
Phone: (716) 631-7051

Approval Process and Schedule

The schedule for submittal and consideration of sidewalk installation requests will generally be as follows:

- June 1:** Annual deadline for submission of sidewalk installation requests
- Jun/Jul:** Town Sidewalk Technical Review Committee verifies standing of Petitioner and evaluates historical precedence of requests for the area
- Aug:** Town mails postcard notification and survey of support to affected property owners
- Aug/Sept:** Town Sidewalk Technical Review Committee considers if the Petition should continue
- Oct:** Town Planning Department receives agency comments and prepares Report
Town Sidewalk Technical Review Committee considers Petitions and Report and makes recommendation to the Town Board
- Nov:** Town Board sets public hearing date(s), Town Clerk notifies property owners located within 600 feet of the request.
- Nov-Jan:** Town Board conducts public hearing(s) on Petition
- Jan-Feb:** Town Board makes determination on installation request(s)
Town Clerk notifies Petitioner and property owners of determination and conditions of installation
- Mar-Jun:** Property owners contact contractors to install sidewalks
- May:** Town finalizes any sidewalk design
- Jun-Aug:** Property owners install sidewalks
- Aug 31:** Town Building or Engineering Departments confirm where sidewalks remain to be installed
- Sept/Oct:** Town installs sidewalks