



New York City Comptroller  
Mark Levine

Office of the New York City Comptroller  
1 Centre Street  
New York, NY 10007  
Form Version: NYC-COMPT-BLA-SA-A

# Sidewalk Assessment Claim Form

NYC Administrative Code § 7-201 requires a notice of claim to be submitted to the Comptroller's Office prior to the commencement of any action or proceeding against the City of New York. Claimants should refer to any statutory requirements that apply to their claims, including the time to commence a lawsuit.

This claim form is for claims related to assessments for the cost of sidewalk repair or replacement work performed by the City of New York and/or its contractors. If your claim alleges that the City damaged your sidewalk and/or curb and you replaced or repaired the sidewalk and/or curb at your own cost, please use the **Property Damage Claim Form**.

## Claimant Information

\*Last Name:  
 \*First Name:  
 \*Address:  
 Address 2:  
 \*City:  
 \*State:  
 \*Zip Code:  
 \*Country:  
 Date of Birth: *Format: MM/DD/YYYY*  
 Soc. Sec #:  
 HICN:  
 (Medicare #)  
 Date of Death: *Format: MM/DD/YYYY*  
 \*Phone:  
 \*Email Address:  
 \*Retype Email:  
 Occupation:  
 City Employee?    Yes        No        NA  
 Gender:            Male        Female    Other  
 \*Property Owner:  
 \*Claimant Is:      Owner            Leasee            Agent  
 Other (explain):

Attorney is filing.

## Attorney Information (if represented by attorney)

+Firm or Last Name:  
 +Firm or First Name:  
 +Address:  
 Address 2:  
 +City:  
 +State:  
 +Zip Code:  
 Tax Id:  
 +Phone:  
 +Email Address:  
 +Retype Email:

\* Denotes required fields. Either a claimant or attorney email address is required.  
 + Denotes field that is required if Attorney is filing.



## Notice to Claimants:

Pursuant to the New York City Charter and Administrative Code, property owners are responsible for maintaining sidewalks abutting their property in a reasonably safe condition. This includes installing, repaving, and repairing defective sidewalks at the property owner's own expense. The Department of Transportation (DOT) may order a property owner to perform such work. If the property owner fails to do so, the City will have the work performed and charge the property owner for the costs and expenses incurred in performing the work. These charges become a lien against the property. If the property owner is not satisfied with the quality of the work, the amount of work that was done, or the accuracy of the measurements used to calculate the bill, the property owner can make an appeal to the Department of Design and Construction (DDC).

Electronically: <https://www.nyc.gov/site/ddc/about/contact-form.page?recipient=Thomas%20Foley>

Or by mail at:

Department of Design and Construction  
Queens Borough Office  
30-30 Thomson Avenue  
Long Island City, NY 11101

OR

Department of Design and Construction  
Construction Borough Office  
40 Worth St., 8th Floor  
New York, NY 10013

If the property owner is not satisfied with the DDC determination, they can file a notice of claim with the Comptroller's Office. The notice of claim must be filed within one year from the date the property owner is billed for the work. The Comptroller's Office will investigate the claim. If the property owner is not satisfied with the Comptroller's Office's determination, they may file a Petition for Appeal and commence a proceeding with the Small Claims Assessment Review Part in New York State Supreme Court.