



Sidewalk Repair Claim Checklist

The New York City Comptroller's Office oversees the investigation and possible settlement of claims filed against the City of New York. After a claim is received, the Comptroller's Office will investigate the claim. The Comptroller's Office may extend an offer to settle the claim based on the results of the investigation.

If you wish to file a claim against the City of New York relative to repairs you performed to your sidewalk as a result of damage that you believe was caused by a City tree, you may do so by filing a claim with the New York City Comptroller's Office within 90 days of performing the repair. To file a claim, you can obtain a Notice of Claim form at comptroller.nyc.gov/services/for-the-public/claims/file-a-claim/. You can file the Notice of Claim electronically on the Comptroller's website above. You can also file a notarized Notice of Claim by personally delivering or by registered or certified mail to: Office of the New York City Comptroller, 1 Centre Street, Room 1225, New York, N.Y. 10007.

In order to speed the investigation of your claim, it is recommended that you include the following documentation with your claim:

- "Before" pictures of damaged sidewalk before repairs are completed
- NYC Parks Tree Work Permit (Visit nyc.gov/parks/trees to apply)
- Copy of DOT Sidewalk Construction Permit (Contact 311 to request a DOT Sidewalk Construction Permit)
- Copy of NYC Parks' "Recommended Sidewalk Repair Design" Form
- Copy of bill(s) and proof of payment for repairs (e.g. invoices, canceled checks, credit card receipts, etc.)
- "After" pictures of the sidewalk after repairs are completed
- For properties that have an existing DOT sidewalk violation: Copy of DOT sidewalk violation, DOT inspection survey, and DOT post-repair inspection report

Please note: All repairs must comply with NYC Department of Transportation (DOT), Americans with Disabilities Act (ADA), and NYC Landmark Preservation Commission standards, as well as all other legal requirements. Please visit nyc.gov/dot, ada.gov, and nyc.gov/site/lpc/index.page for further information.

An NYC Parks Tree Work Permit is required before beginning any work around a city tree. Details on how to apply can be found at nyc.gov/parks/trees.

Please use this checklist only as a guide when preparing to file a claim with the New York City Comptroller's Office. Do not submit this form with your claim. NYC Parks is not involved with the Comptroller's resolution and settlement of a claim. For additional information regarding the claims process, please contact the Comptroller's Office at (212) 669-8750.