



# SEWER LATERAL REIMBURSEMENT PROGRAM GUIDELINES & APPLICATION

The Sewer Lateral Reimbursement Program assists property owners with the placement of a sewer lateral from the house to the City's main sewer line. The program only applies to new residential infill construction.

## PROGRAM GUIDELINES

### **I. Eligibility**

Through the Sewer Lateral Reimbursement Program, the City will reimburse property owners for qualifying expenses of new sewer lateral connections. To be eligible for participation, an applicant must have plans to construct a new residential or neighborhood scaled multifamily residential structure within a qualifying zoning district.

### **II. Property Qualifications**

Properties must meet the following qualifications:

- (i) **Location:** Property must be located in areas zoned under the South Bend Zoning Ordinance as U1 Urban Neighborhood 1, U2 Urban Neighborhood 2, U3 Urban Neighborhood 3 as well as residential uses within UF Urban Flex and NC Neighborhood Center. Please check the [Zoning Map](#) to verify that your property qualifies.
- (ii) **Building Type:** The new infill construction must be for a residential development up to 5 dwelling units. The residential structure can be home owner occupied or rental.
- (iii) **Residential structure valuation:** To target the program for low and moderate income housing, applicants will have to show proof that their project meets certain thresholds:  

*The house sale price must fall at or below the Median Sale Price of Houses Sold for the Midwest Census Region (determined by the US Census Bureau and the US Department of Housing & Urban Development). Pre-approved applicants who fail to meet this threshold, will be required to reimburse the City for the entire grant amount.*
- (iv) **Ineligible locations:** A greenfield site (i.e. land previously undeveloped), is not eligible for participation.

### **III. Reimbursement Amount**

The City will reimburse the applicant up to \$20,000 in qualifying expenses.

**IV. Qualified Expenses:** Funding for new sewer laterals will be provided as reimbursement to applicants who meet all the qualifications of the program. Funding

may be used towards the cost of the entire sewer lateral (from the main line to the residential structure). Qualifying costs for reimbursement include but are not limited to: labor and materials for the sewer lateral work, pavement restoration, sidewalks, curbs, and traffic control. Engineering and permitting costs are not eligible for reimbursement.

**Note: This program does not offer reimbursement for work that has already been completed. Pre-approval is required in order to qualify for the program.**

#### **V. Application Process**

- (i) Complete the attached application for the Sewer Lateral Reimbursement Program. Submit the completed application to [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov)
- (ii) A project manager from the City's Engineering office will reach out to you within 10 business days to review your information and ask any clarifying questions about your project.
- (iii) Once your application is reviewed, you will receive a pre-approval from the City via email.
- (iv) Proceed with the work
- (v) Upon completion of your work, complete the reimbursement form, provide copy of final paid invoice, and send that back to the email above with any requested information. The City will provide a check for your reimbursement amount within 4-6 weeks.

Completed applications should be sent by email to [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov) and can also be mailed or dropped off to:

City of South Bend  
Division of Engineering  
227 W Jefferson Boulevard, Ste 1316  
South Bend, IN 46601

#### **QUESTIONS**

The City of South Bend looks forward to working with you. If you have any questions, contact Liz Horvath at [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov) or 574.235.9254



# SEWER LATERAL REIMBURSEMENT PROGRAM

## PRE-APPLICATION

### PROPERTY OWNER INFORMATION:

Property Address:

Property Owner Name (or Business Name):

Mailing Address:

### APPLICANT INFORMATION

Contact Person:

Phone:

Email:

### PROJECT INFORMATION

Description of project, including number of residential units:

Current Zoning:    U1    U2    U3    UF    NC

Project Type:        Owner occupied                  Rental

Expected sale price of residential unit:

#### **Sewer Lateral Information**

Applicants are required to get three estimates from licensed and bonded contractors for the cost of the lateral. Submit detailed cost estimates from each contractor, showing what is included in the estimate, to verify that all items are qualifying expenses, and to verify that all estimates include the same items. Applicants will need to consult with Engineering prior to selecting a contractor, and the most appropriate estimate will be selected for the program, based on cost, and what is included in the estimate.

Sewer lateral replacement cost estimate

Contractor 1 Estimate:

Contractor 2 Estimate:

Contractor 3 Estimate:

Length of lateral:

Depth of lateral:

Building permit #:

Right of way excavation and occupancy permit applied?      Yes      No

I do hereby certify and affirm that all the information given in this application is true to the best of my knowledge. I understand and agree that work on the sewer lateral cannot commence till I have received pre-approval from the city to participate in the program. By signing this application, I am guaranteeing that the sale price of the home will be at or below the threshold stated in the program guidelines and agreeing that if the house sells for higher than this threshold, I will reimburse the City the entire reimbursement amount granted as part of this program.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME

**OFFICE USE ONLY:**

Date Received:

Pre-Approval Date:

Pre-Approval Amount:

Reviewed by:

Notes: