



# 2023 CURB & SIDEWALK REIMBURSEMENT PROGRAM PROPERTY OWNER APPLICATION

## I. PROGRAM RULES:

1. All work must be performed by a private, bonded contractor, selected by the property owner, but also identified on the City of South Bend's Bonded Contractor list.
2. Work must be performed in accordance with the City's Standard Specifications, which can be found at [southbendin.gov/engineering](http://southbendin.gov/engineering)
3. Any tree removal associated with the curb and/or sidewalk repair is the responsibility of the property owner. Participants must coordinate with the City Forester (574.299.4766) to determine tree removal and replacement.
4. A copy of the proof of payment along with the signed application must be submitted by November 10, 2023 to receive the reimbursement. All work must be completed at this time.
5. Questions? Contact the City's Engineering Office at [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov) or 574.235.9254.

## II. APPLICATION PROCESS:

### Step 1: Project Estimate

Contact a licensed, bonded contractor for an estimate on curb and sidewalk repair work.

### Step 2: Application

Submit the contractor's estimate AND the application below by email to [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov).

FILLED OUT BY APPLICANT			
Address of Repair (Print):		Type of Reimbursement (Circle One):	
Property Owner (Print):		Homeowner    Homeowner in Target Area    *All Other	
Address:		Licensed Contractor (Print):	
City, State, Zip:		Address:	
Phone:	Email Address:	City, State, Zip:	
Signature:		How many feet of sidewalk will be replaced?	
		How many feet of curb will be replaced?	
		Number of trees to be removed:	

**A copy of your contractor's estimate MUST be attached to this form when submitted.**

### Step 3: Pre-Approval

The City will complete a pre-construction inspection of the project to determine the amount of repair that is eligible and give pre-approval within five business days. A copy of this application with the information filled in below will be returned once pre-approved.

CITY USE ONLY			
TYPE OF IMPROVEMENT	QUANTITY	REBATE	ESTIMATED TOTAL
SIDEWALK	LF	\$ /LF	\$
CURB	LF	\$ /LF	\$
ADA RAMP	EA	\$950/EA	\$
Total			\$

Number of Trees:	
APPROVED BY	DATE

Maximum reimbursement amount for the \*All Other category is 250 ft of curb and sidewalk combined.

**Upon receipt of pre-approval form, you may instruct your contractor to proceed.**

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**Step 4: Permits**

Instruct the contractor to get sidewalk construction and occupancy permits from the City’s Engineering Office by emailing [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov) or calling 574.235.9254.

Your contractor **MUST** obtain a permit for the work. **No Permit No Reimbursement.**

**Step 5: Construction**

Once the contractor has completed the work to your satisfaction and in accordance with the City’s Standard Specifications, both the contractor and property owner must sign below. This indicates work is complete and the contractor has been paid. The signed application along with proof of payment (signed contractor invoice) must be submitted by email to [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov).

**FILLED OUT BY APPLICANT**

*The project work has been completed as per City’s Specifications. I have received payment in full for work at this address.*

CONTRACTOR SIGNATURE:	DATE:
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*The above work has been completed to my satisfaction. Attach proof of payment provided to the Contractor.*

PROPERTY OWNER SIGNATURE:	DATE:
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This signed form must be returned by **November 10, 2023**. All work must be completed by this date.

**Step 6: Reimbursement**

The City completes post-construction inspection at the property. Upon a successful inspection, a reimbursement check will be mailed within five to six weeks.

**2023 REIMBURSEMENT AMOUNTS**

The curb & sidewalk reimbursement program offers property owners three ways to participate in the program.

	Homeowner Occupied	Homeowner Occupied (In Target Area)	*All Other
CURB	\$15 per linear ft.	\$30 per linear ft.	\$7.50 per linear ft.
SIDEWALK	\$20 per linear ft.	\$40 per linear ft.	\$10 per linear ft.
ADA RAMP	\$950 per ramp	\$950 per ramp	\$950 per ramp

*\*Includes landlords, businesses, churches, schools, etc.*

*Maximum reimbursement amount for the \*All Other category is 250 ft of curb and sidewalk combined.*

**CITY USE ONLY**

This sidewalk/curb repair has been inspected on: \_\_\_\_\_ and has been accepted. A reimbursement of \$ \_\_\_\_\_ is hereby authorized.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_