



2024 Curb & Sidewalk Reimbursement Program

Property Owner Application

Program Rules

- 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.
- Work must be performed in accordance with the City’s Standard Specifications, which can be found at southbendin.gov/engineering.
- 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.
- A copy of the proof of payment along with the signed application must be submitted by November 8, 2024 to receive the reimbursement. All work must be completed at this time.
- Questions? Contact the City’s Engineering Office at rowpermitsoffice@southbendin.gov or 574.235.9254.

The 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.

TO BE COMPLETED BY APPLICANT

<i>Address of Repair (please print)</i>	<input type="checkbox"/> Homeowner <input type="checkbox"/> Homeowner in Target Area <input type="checkbox"/> All Other*
<i>Property Owner’s Name (please print)</i>	<i>Type of Reimbursement (check one above)</i>
<i>Property Owner’s Address</i>	<i>Licensed Contractor (please print)</i>
<i>City</i> <i>State</i> <i>Zip</i>	<i>Contractor’s Address</i>
<i>Phone</i> <i>Email</i>	<i>Contractor’s City</i> <i>State</i> <i>Zip</i>
<i>Signature</i>	<i>How many feet of sidewalk will be replaced?</i>
	<i>Number of feet of curb to be replaced</i> <i>Number of trees to be removed</i>

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				\$

<i>Number of Trees</i>	<i>Approved by</i>	<i>Date</i>
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Note: 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.

Step 4: Permits

Instruct the contractor to get sidewalk construction and occupancy permits from the City's Engineering Office by emailing 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.

TO BE COMPLETED 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

The above work has been completed to my satisfaction. Attach proof of payment provided to the Contractor.

Property Owner's Signature

Date

This signed form must be returned by November 8, 2024. 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 six weeks.

2024 Reimbursement Amounts

The Curb & Sidewalk Reimbursement Program offers property owners three ways to participate in the program:

Type of Improvement	Homeowner Occupied	Homeowner Occupied (in target area)	*All Other
Curb	\$15/linear foot	\$30/linear foot	\$7.50/linear foot
Sidewalk	\$20/linear foot	\$40/linear foot	\$10/linear foot
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