



SEWER LATERAL REIMBURSEMENT PROGRAM GUIDELINES & APPLICATION

The Sewer Lateral Reimbursement Program assists property owners with the complete replacement or lining 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 or lining of existing sewer laterals. 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 unit construction cost 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)*. By way of example, if an applicant intends to construct a three (3) unit multifamily residential structure, and the Median Sale Price in the Midwest for a new single family residential structure is \$200,000 (true number will be based on the applicable census data at the time of the application), the City will permit a reimbursement for a sewer lateral expense if the construction cost of the new three (3) unit multifamily residential structure is at or below \$600,000 (3 X \$200,000). 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 per lateral 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.

In certain circumstances, existing sewer laterals can be lined as part of this program. To be considered for lining, the existing lateral must be a minimum of 6", and it must be inspected to verify that it is in a condition suitable for lining. The applicant will be responsible for providing video of the existing lateral for Engineering review. Lateral lining will need to be approved by Engineering prior to approval of the reimbursement application. Sewer laterals not suitable for lining will need to be fully replaced.

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
- (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) The work will need to be inspected by a City representative.
- (vi) Upon completion of all work, including proper street patching, and approval by the City, 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 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 Tara Bussell at 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 construction cost 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:	