



**CITY OF CARMEL, INDIANA**  
Department of Community Services  
Division of Planning & Zoning

## Sidewalk Repair Grant Application

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Location Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size of Project: \_\_\_\_\_ square feet      Estimated Cost: \$ \_\_\_\_\_

**Attach Copies of Sidewalk Bids:**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Private Tree Removal Required:      Yes      No

**Attach Copies of Tree Removal Bids:**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Certification:**

By signing this application, I certify that, 1) I am the legal owner of the property where the adjacent proposed sidewalk repair project will take place, 2) that all the information on this application and accompanying material is true and accurate to the best of my knowledge. If awarded a grant, I agree to comply with all the rules and conditions set forth in the application packet and on the permit forms.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applications may be emailed to [Dlittlejohn@carmel.in.gov](mailto:Dlittlejohn@carmel.in.gov), hand delivered to the Department of Community Services located in City Hall (3rd Floor) at 1 Civic Square, or mailed to the Department of Community Services, attn: Transportation Systems Administrator, City of Carmel, 1 Civic Square, Carmel, IN 46032.

### **Sidewalk Grant Program Background**

The City of Carmel recognizes that the maintenance and repair of existing sidewalks within the city is necessary to protect the health, safety and welfare of residents and visitors. City Code Chapter 6, Article 8 Section 6-222 places the responsibility for sidewalk maintenance and repair upon adjacent property owners. This grant program was developed in recognition that this obligation can come with significant cost. The primary goal of the program is to facilitate the property owner's responsibility to improve damaged Right-of-Way sidewalks, so they are safe and passable by the general public.

### **Grant Eligibility**

1. Applications will be accepted for single-family, owner occupied, residentially zoned properties.
2. Property owners may only apply for one grant per property in a calendar year.
3. Applications must be received and approved by the City of Carmel before the work begins. Retroactive applications will not be accepted.
4. The intent of the grant program is to improve sidewalk useability. Therefore, eligible sidewalks must impede access and be in Poor Condition. Condition assessment shall be determined at the sole discretion of the City and prior to the start of work. Sidewalks with cosmetic damage only or in conjunction with driveway replacement are not grant eligible.
5. Grant funds may cover a portion of the cost of sidewalk repair/replacement and potential need for removal of privately owned trees hindering sidewalk useability. If damage or issues are caused by a City asset such as street trees or utilities, please reach out to the Carmel Street Department 317-733-2001. A program is already in existence to handle such instances.

Grant funding for private tree removal must coincide with an adjacent sidewalk improvement and shall not be used for tree removal only. Grant funding cannot be used for tree replacement; however, the City requests that new tree plantings be at least ten (10) feet from the sidewalk and native to central Indiana. If you have any questions about trees please contact the City of Carmel Urban Forester, 317-571-2417.

6. The work shall be done by a Contractor with a current Indiana contractor's license.

## Use of Funds

1. Grant funds may be used for repair/replacement of existing sidewalks that are deteriorated in the public Right-of-Way and for removal of trees that conflict with or disrupt adjacent Right-of-Way sidewalks.
2. Property owners are responsible for obtaining and complying with the conditions of City permits for jobs requiring removal and replacement of trees and/or sidewalk repair or replacement. Contractors will need to have a [Right-of-Way permit](#) from the City Engineer's office to complete the necessary work.
3. In order to receive grant funds, property owners must obtain an approved grant application from the City's Transportation Systems Administrator. The maximum grant reimbursement for sidewalk-repair shall be 50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, not to exceed \$3,000 excluding taxes, regardless of which contractor the property owner selects for the work. In extraordinary circumstance the Director may, in his sole discretion, allocate additional funds to the grantee.
4. For sidewalk repairs where removal/replacement is not required, such as grinding or leveling, the maximum grant reimbursement shall be 50% of the actual invoiced cost, up to \$1,500 excluding taxes.
5. All grant awards will be made on a first-come, first-served basis, subject to project approval and the availability of funds in the City budget. Once the budgeted amount has been expended, no further awards will be made for that year. Grant awards shall expire after ninety (90) days and funds will not be distributed to applicants with expired grants. Applicants may request a ninety (90) day extension prior to expiration or as needed.
6. The lack of sufficient funds to cover the number of applications received by the City in any given year will not excuse the property owner from the responsibility of maintaining the adjoining sidewalk in a safe condition nor create any liability to the City for any unsafe sidewalks.

## Procedure

1. Property owner submits completed application with three competitive bids before the work begins. Property owners will solicit at least three competitive bids from licensed contractors for the sidewalk work and if applicable, tree removal. All bids must be submitted with a completed grant application. Completed applications may be scanned and e-mailed to: [Dlittlejohn@carmel.in.gov](mailto:Dlittlejohn@carmel.in.gov), hand delivered to the Department of Community Services located in City Hall (3rd Floor) at 1 Civic Square, or mailed to the Department of Community Services, attn: Transportation Systems Administrator, City of Carmel, 1 Civic Square, Carmel, IN 46032. Applications must be signed by the owner of the adjacent subject property. Incomplete applications may be rejected.

A pedestrian detour plan is required. This plan should outline how pedestrian use of the sidewalk is accommodated during construction.

2. City confirms grant eligibility and approves application. After applications are submitted and prior to the start of work, the City will inspect the proposed project to verify grant eligibility. Upon field verification, the Sidewalk Repair Grant Application will be approved, subject to available funds, and the property owner will be notified to proceed. The work must then begin within 30 days and completed within 90 days. If the work is expected to take longer than 90 days, applicant may request an extension. The City will not reimburse expired applications.
3. Work begins, Property owner selects contractor, obtains permits, calls for inspections and completes work. A Right-of Way permit is required prior to the removal and replacement of concrete within the public right-of-way and can be obtained from the Engineering Department located in Carmel City Hall, 1 Civic Square, Carmel, IN 46032, 317-571-2441.
4. Property owner pays contractor & submits reimbursement request with final invoice. After the work is completed, the property owner shall notify the Engineering Department and request a final inspection. Once the work is inspected and approved by the City of Carmel, the property owner may submit a reimbursement request with the final invoice from the contractor to the in City Hall at 1 Civic Square, or by mail to Department of Community Services, attn: Transportation Systems Administrator, 1 Civic Square, Carmel, IN 46032. Please note that the City will not reimburse applicant for any taxes charged by the contractor.

In addition, a W-9, see attachment, is required by the City of Carmel in order for reimbursement to occur.

5. City approves reimbursement request and mails check to property owner. Upon approval by the City, the grant funds will be disbursed in accordance with the terms of the Sidewalk Grant Program. If you have any additional questions, please contact the Department of Community Services, 317-571-2417.