

**Shared Cost Sidewalk and Curb (SCSC) Program**

The City of Greensburg Shared Cost Sidewalk and Curb (SCSC) Program is designed to encourage the reconstruction of residential sidewalks and curbs. Property Owner must be the one to apply for the program. Not for profit organizations also qualify. **The City of Greensburg will reimburse $4 per square foot of sidewalk and $25 per linear foot of curb. The Applicant pays the rest.** The applicant will be responsible for the demolition and disposal cost as with all other costs.

The application window is open from **January 1st through September 1st**. The number of SCSC Program requests approved will be limited by annual funding and will be awarded on a first come first served basis. Funding is subject to approval by the Board of Works and they may review or make changes to the program during the time frame outside of the application period.

Follow these steps to participate in the SCSC Program:

* Complete the application. Submit the application by email to the city engineer at the engineer’s email available at [www.greensburg.in.gov](http://www.greensburg.in.gov). or by U.S. mail to the City Engineer, 314 W. Washington St., Greensburg, IN 47240.
* An Engineering staff member will review the application and visit the site to inspect and measure the sidewalk and/or curb.
* The city will be responsible for any curb ramps at intersections or elsewhere required by the city and any alley approach work required by the City.
* The applicant will receive a letter from the city via email or U.S. Mail. The approximate amount, as well as other important information, will be included in the letter. The actual amount of reimbursement will be determined at the conclusion of all construction activities. Please read this participation letter thoroughly.
* Review and comply with the SCSC Program Standard Specifications.
* Applicant may hire a qualified contractor or perform the work themselves if the SCSC Program Standard Specifications are met.
* Applicant is responsible for any necessary tree removal. Trees and their stumps shall be removed where existing sidewalk or surrounding ground is heaved from tree growth, as directed by the City Engineer.
* An approved Street Cut Permit is required prior to the start of any work.
* Prior to placing concrete, all formwork must be inspected and approved by the City Engineer for compliance with City standards and accessibility.
* The city will not reimburse the Applicant if the SCSC Program Standard Specifications are not met.
* To schedule an inspection with an Engineering staff member, please email the city engineer or call 812-222-0261. One (1) full business day notice is required.
* After the work is completed to the Applicant’s satisfaction and has been inspected and approved by an Engineering staff member, the Applicant must pay all contractors and suppliers. The City will not pay contractors or suppliers directly.
* To receive reimbursement for a completed project, all receipts must be turned in by **November 15th**.
* Upon completion and submission of required documents, the City will issue a check to the Applicant. Please allow up to 5 weeks for receipt of payment.

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 **Standard Specifications**

**1. Protection of Site** Each site must be protected by the use of signs, barricades, lights, or yellow caution
 tape to ensure the safety of vehicles and pedestrians in conformance to the guidance of
 the then current Indiana Manual on Uniform Traffic Control devices. The applicant is
 responsible for installing and maintaining such protective devices. If the curb/sidewalk
 construction will require lane restrictions or closure, the above required protection
 shall include provisions for appropriate warning devices. The Maintenance of Traffic
 Plan must be submitted online at a minimum one week prior to the closure.

 **2. Construction Stake Out**

The new curb/sidewalk should be installed at or very near the existing location. If the
 curb/sidewalk must be relocated, the City Engineer’s Office shall be notified at least one
 week in advance of the need for any construction layout. When it is necessary for any
 property lines to be located it will be the responsibility of the applicant to establish
 such property lines through the use of a Registered Land Surveyor, licensed in the State
 of Indiana.

**3. Utility Location** Indiana law requires that prior to making any excavation, the property owner or
 contractor is responsible to ensure that all utilities are located and maintained. To
 request utility location, call 811 or online at Indiana811.org. Any damage to utilities
 shall be promptly reported and repaired and shall meet all standards of the utility
 involved. Any fees or charges shall be the owner’s sole expense.

**4. Materials**

All concrete shall be “Class A Concrete” as defined in INDOT Standard Specifications.

 All sidewalks shall be a minimum of four inches (4”) thick, except at driveways and alleys
 where they shall be a minimum of six inches (6”) thick. All sidewalks shall be placed on a
 minimum of 3” compacted #53 stone. All sidewalks shall include fiber mesh
 reinforcement or wire mesh reinforcement.

All curbs shall match existing. Curb shall be placed on 6” of compacted #53 stone. Curbs shall be constructed to the dimensions of the curb options in the INDOT Standard Drawings E605-CCCG-01 or rolled curb only as found on E605-CCSG-01. The width of gutter may be modified with the approval of the City Engineer.

 Expansion joint material shall be installed at all locations where new concrete meets
 existing and every 50’ or at each property line whichever is a shorter distance.

**5. Concrete Finishing** All sidewalks shall receive a broom finish. The finished concrete shall also be sealed
 with a concrete curing compound such as “Sonosil” or an approved equal applied
 in accordance with the manufacturer’s recommendations. The concrete shall be
 protected during curing to prevent damage from vandalism, negligence, or weather.
 Contraction joints may be tooled or sawed. Tooled joints shall be formed with a tool
 producing a minimum depth of one and one-half (1 ½) inch. All sawed joints shall be
 saw-cut within 24 hours of pouring concrete. Joint spacing for sidewalk shall not exceed
 the width of the sidewalk but in no instance shall be greater than six (6) feet and for
 curb shall not exceed ten (10) feet. Joint depth shall be a minimum of one and one-half
 (1 ½) inches.

**6. Additional Work** Applicants may replace other concrete on their property at the same time as the
 curb/sidewalk. The city will participate only in the curb/sidewalk that is in the city
 Right-of-Way and parallel to the City Right-of-Way. The invoice for the work must
 clearly show charges for sidewalk/curb work versus the additional work. The city will
 not participate in driveway approaches and driveway curbing.

**7. Backfill, Seed & Mulch** All areas, which are disturbed, shall be backfilled, leveled to a grade no steeper that six
 horizontal to one vertical, seeded and mulched within 48 hours of the sidewalk being
 poured.

**8. Tree Protection** All trees adjacent to the proposed curb/sidewalk replacement areas must be surveyed
 and all trees that require removing shall be removed and disposed of at the expense of
 the property owner.

 A. Roots of four-inch (4”) diameter or larger encountered during excavation shall be
 reported to the City Engineer before being disturbed, torn, or cut.

 B. Roots one quarter of an inch (1/4”) to four inches (4”) diameter encountered during
 excavation shall be cut with a sharp instrument: pruning saw, loppers, hand pruners,
 wire cutters, etc.

 C. Head clearance for equipment to operate under the canopy of existing trees will be
 determined at least two weeks in advance by the contractor and City Engineer. The

property owner will then see that any necessary tree work is carried out with concurrence of the City Engineer. Conflicts between equipment and overhead limbs that come up while work is in progress shall be reported to the City Engineer. Under
no circumstances should equipment be permitted to bend or break limbs.

 D. No activity shall cause injury or mechanical damage, above or below ground, on
 existing trees except as determined in advance regarding activities necessary for the
 work to be done.

**9. Slope Requirements** The minimum allowable cross-slope is one- and one-half percent (1.5%). The
 Americans with Disabilities Act (ADA) specifies that the maximum allowable cross slope
 cannot exceed two percent (2%). Running slope of the sidewalk shall not exceed five
 percent (5%) without the prior approval of the City Engineer.

 Curb must be installed as to maintain proper and continuous drainage within the gutter
 line.

 **Applicant will not receive reimbursement if the installed sidewalk exceeds two
 percent (2%) cross slope and/or if the installed curb holds water. The Applicant
 will also not receive reimbursement if the Applicant/Applicant’s contractor fails to
 request inspection prior to the concrete being placed.**

 **10. Width Requirements** The replacement sidewalk shall not be narrower than the existing sidewalk width
 without the prior approval of the City Engineer. Where physically possible the
 minimum width of the sidewalk shall be five feet (5’).

 **11. Length Requirements**

The width of the sidewalk replacement shall extend from property line to property line
 unless city staff issues a written variance.

**12. Asphalt Repair** Any asphalt or concrete pavement disturbed shall be repaired as a part of the sidewalk/
 curb project to the satisfaction of the City Engineer at the owner’s expense.

 **SHARED COST SIDEWALK AND CURB PROGRAM**

 **Application Form**

**PLEASE PRINT** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address (if different from above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Curb:\_\_\_\_\_\_\_\_\_\_\_\_ Length of Sidewalk:\_\_\_\_\_\_\_\_\_\_\_ Width of Sidewalk:\_\_\_\_\_\_\_\_

 Draw a sketch of your request. Show street names, dimensions, lot lines, curb/sidewalk to be
 installed or replaced, driveways and any other pertinent information.

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1. The Shared Cost Sidewalk and Curb Program request does not relieve me of any obligation pursuant to City ordinance and or state or federal law.
2. This work requires me/my contractor to obtain an approved Street Cut permit.
3. I am responsible for removing, at my expense, any trees necessary to install the curb/sidewalk.
4. I am responsible for paying all contractors and suppliers with whom I contract, prior to requesting reimbursement.
5. **All formwork must be inspected by an Engineering Staff Member before placing any material.**6. All construction must meet the current Shared Cost Sidewalk and Curb Program Standard Specifications included.
7. This application, if approved, is void and reimbursement will not be paid if work is not completed and
receipts turned in by **November 15th.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature of Property Owner

Date of approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Sidewalk Funding: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Curb Funding: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Curb Ramps & Alley Approach: $\_\_\_\_\_\_\_\_\_\_\_ Any variances granted: Yes or No (circle one)