

**City of Greencastle**  
**Application for Sidewalk Improvement Fund**

Address of Repairs

Homeowner's Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Length of sidewalk to be removed \_\_\_\_\_ feet

Width of sidewalk to be removed \_\_\_\_\_ feet

Length of sidewalk to be installed \_\_\_\_\_ feet

Width of sidewalk to be installed \_\_\_\_\_ feet

Portion of sidewalk to be repaired begins \_\_\_\_\_ feet from the intersection of  
\_\_\_\_\_ and \_\_\_\_\_ Streets, on the \_\_\_\_\_  
side of the street.

Reason for Application:

Raised Sidewalk

Cracked

No sidewalk present

No ramp (intersections only)

Other (please explain)

\_\_\_\_\_

By submitting this application, I certify that I have read and understand the Sidewalk Improvement Program Application Packet accompanying this Application and that I agree to abide by the terms described therein. I am requesting that the City of Greencastle consider repairing my sidewalk pursuant to those terms.

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

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

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

Mail Applications to: Greencastle Street Department  
502 North College Street  
Greencastle, IN 46135

**Applications are due no later than May 14, 2015.**

**City of Greencastle**  
**SIDEWALK IMPROVEMENT PROGRAM**  
**Program Description**

The City of Greencastle Sidewalk Improvement Program is a program designed to encourage the reconstruction, repair, and replacement of sidewalks within the Greencastle corporate limits. With ever-decreasing public funds available for public works projects, it is imperative that we make every dollar count. With your help, this program enables the City to repair or replace twice as many sidewalks. The property owner or Applicant would be responsible for paying 50% of the cost to repair the sidewalk. The City would take care of the rest. This is how it works:

**Application Process**

1. Who may apply? Any person may apply to have a section of sidewalk repaired or replaced. You do not have to be the immediate owner of the adjacent property where the sidewalk is located. Groups of neighbors are encouraged to come together to submit a single application or series of applications.
  
2. Which sidewalks qualify?
  - a. A list of criteria that the City will use to determine which sidewalks are eligible for the program is attached. The City will rank the sidewalk based on those criteria. Preference will be given to sidewalks that are unsafe or that do not meet ADA requirements. Please note that any sidewalk that is chosen that does not meet ADA standards will be brought up to ADA standards, including ramps at intersections. Only those portions of sidewalks that need repair will be included. Sections that do not meet the criteria will be excluded. The City will be responsible for any necessary tree removal involving City street trees. Any other tree removal would be the responsibility of the homeowner, prior to construction.
  - b. This program is generally directed toward residential sidewalks and priority shall be given to applications for the improvement of sidewalks in residential areas. Applications for commercial, industrial and other areas may be considered but will not be given priority.
  - c. This program does not include the construction of new sidewalk where a sidewalk has not existed, or the construction of curb.
  - d. In order to qualify, the section of sidewalk must be at least 75 square feet in size, unless an exception is granted, below.
  - e. The Committee may make exceptions to the above guidelines where there are special safety concerns, unusual circumstances or where it is otherwise in the City's best interests.
  
3. It is estimated that the cost of replacement of the sidewalk is approximately \$7.00 per square foot of sidewalk; however, this amount could vary depending upon topography, size of area, the need to remove tree roots, and many other factors.
  
4. Application deadline. The Application must be completed in its entirety. Applications must be submitted to the Superintendent of the Greencastle Department of Public Works no later than **May 14, 2015**. If your application is not submitted by that date, or it is incomplete, your application will not be considered.

5. Sidewalk location. It is important that your description of the area to be repaired is clearly described in the Application. Applicants should spray paint a small arrow inward on the ends of each section of sidewalk they are requesting to be repaired.
6. Evaluation Process.
  - a. Initial Screening. Once the City has received your application, it will review it to determine whether it is complete, is located within the City's corporate boundaries, and does not include curb, driveway or connections from the sidewalk to residences or the curb. We will also determine whether it is located within the City's right-of-way. Those not meeting the requirements will be eliminated.
  - b. Ranking. The City will visit the site and rank all of the remaining applications in order of need for replacement based on its criteria, as described above. The City reserves the right to shorten or lengthen the area contained on the Application depending on the length necessary to adequately improve the sidewalk.
  - c. Cost Determination/Payment. The City will include those sidewalks that qualify and have the highest ranking in its bid documents for annual sidewalk construction. The City goes through a public bidding process for its sidewalk construction pursuant to public purchasing laws. Once we receive the bids, the contract will be awarded to the lowest responsible and responsive bidder. Based upon available funding, the City will send a notice to each selected applicant stating what the bid was for their portion of sidewalk. The Applicant will then have thirty days to accept the bid and submit their 50% share of the cost. If the City has not received payment by the deadline, the application will be removed from the construction list and will not be completed. It is estimated that the payments would be required within 90 days of the submission of the application.
6. Construction. The City will contract for the construction of the sidewalk and will be responsible for all contract administration. Applicants can not interfere with the construction and may not write or make other markings in the concrete. The sidewalk is and will remain the property of the City.

There is no guarantee that the City will choose all, or any, application to participate. Selection for participation in the Program will be based on many factors, including available funding and the condition of the sidewalks included in the submitted Applications.

If you have any questions regarding the Program, please call Brad Phillips, Director of Department of Public Works, or Laurie Hardwick, City Attorney at 655-2301.

City of Greencastle  
SIDEWALK IMPROVEMENT PROGRAM  
Sidewalk Evaluation Criteria

Below is a list of criteria that the City of Greencastle uses to distinguish whether or not a sidewalk qualifies for replacement:

1. Slab/ramp is not ADA compliant;
2. Two adjacent slabs have raised or settled causing a cross slope of one 1" per foot or greater;
3. Slab moves or wobbles;
4. Slab has settled preventing water from draining off sidewalk;
5. Separation of 1" or more (excluding joint material or score line) between slabs and:
  - a. Other slabs
  - b. Driveway
  - c. Driveway to house
  - d. Curb;
6. Spalling of ½" deep by 12" diameter or greater;
7. Holes in slab larger than 1" diameter;
8. 5 or more cracks in slab;
10. Obstructions protruding 1" or more above sidewalk;
11. Any other factors affecting the safety of the sidewalk.