

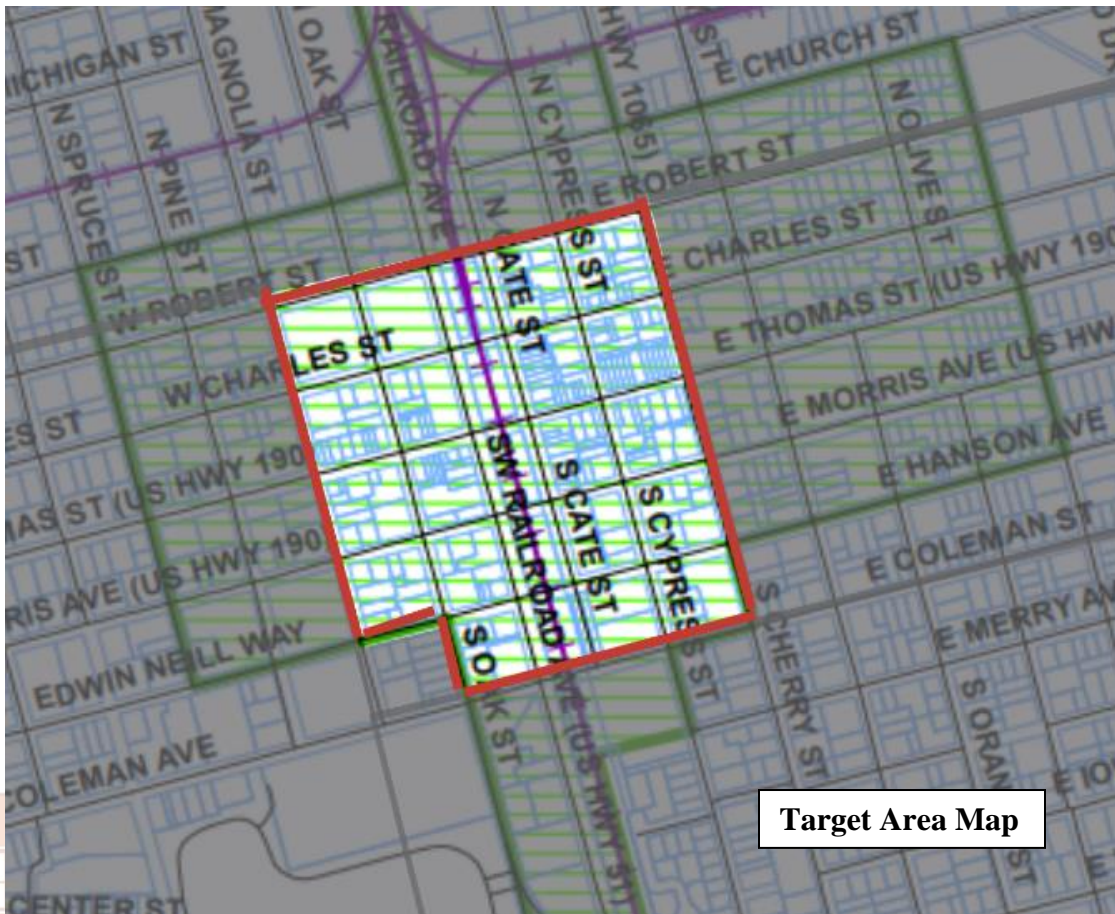


## Sidewalk Reimbursement Program Guidelines

**Overview:** The Sidewalk Reimbursement Program is based on shared sidewalk improvement costs between the property owner, City of Hammond, and Downtown Development District (DDD). The maximum reimbursement from the City or the DDD is one third from each of eligible sidewalk construction costs. Some applications may not receive a full two-thirds reimbursement of eligible costs. Only sidewalk projects located within the DDD are eligible for funding.

**Award Availability:** The Downtown Development District and City of Hammond budget for sidewalk improvements annually. Awards will be made on a first-come, first-serve basis that meet eligibility criteria, until the budgeted funds are spent. Projects that include traffic-calming measures will be considered on a higher priority.

**Target Area:** The following map designates the current targeted eligible area, which was selected to incentivize sidewalk improvements in the walkable core of the Downtown area. The area includes blocks between Coleman & Robert (running north and south) and Cherry & Magnolia (running east and west). The target area may be expanded or reduced as the program evolves and funding becomes available.



Target Area Map



### Program Rules

1. This application is expected to be submitted in the design phase of a project with price estimates. After all work is complete, a secondary form including all invoices and copy of the proof of payment must be submitted to receive reimbursement. Reimbursement is dependent on applicant's project timeline and satisfactory completion of the work. Funds will not be disbursed prior to the satisfactory completion of the project and may take up to 8 weeks after inspection and completion.
2. All work must be performed by a licensed contractor, selected by the property owner, but also identified on the City of Hammond's Bonded Contractor list. Completion or payment bonds will be required to the extent required by law.
3. Work must be performed in accordance with the City's and DDD Design Standards.
4. If the project requires tree removal, participants must coordinate with the City Streets Dept Head to determine appropriateness of tree removal and replacement.
5. Applications may be submitted for completed work for a period of not more than six months after completion of the sidewalk improvements.
6. Questions? Contact the Hammond DDD at [kendall\\_ml@hammond.org](mailto:kendall_ml@hammond.org) or 985-277-5683

### Eligible Expenses

- All construction material and construction labor costs incurred in the installation of an approved sidewalk, curb, ADA ramp, or other traffic calming measures;
- Approved landscaping including shade trees; and
- Approved features that align with design standards (see below)

### Examples of Non-eligible Expenses are the following:

- Design fees
- Permit fees
- Other costs that are not directly related to the physical construction of sidewalk improvements.

**Design Standards:** The design and construction must align with the DDD's Master Plan and City of Hammond's Unified Development Code to promote an attractive, walkable environment.

### Design Standards - DDD Master Plan:

*The City and DDD should consider the following treatments to "complete" these neighborhood streets:*

- *Building and replacing sidewalks at a minimum of 6' wide, separated by a minimum 2' planting strip from the roadway, for trees and utilities*
- *Marking and replacing high-visibility crosswalks at all intersections. Build vertical curbs to define a clear edge between the sidewalk and the roadway*
- *Install clear signage and pavement markings identifying streets as dedicated bicycling routes*
- *Install vertical speed controls, such as speed humps, speed cushions, speed tables, or raised crosswalks and intersections*
- *Install horizontal speed controls, including curb extensions or neighborhood traffic circles*
- *Pedestrian countdown signals, at signalized intersections, with leading pedestrian intervals*
- *Prohibition of right-turn-on-red at signalized intersections*

**Design Standards - City of Hammond Unified Development Code:**

*Sidewalks shall be concrete and a minimum of five feet in width and be curbed at street intersections to allow access to the handicapped. Paver bricks shall be used as expansion joints and shall consist of a single row of bricks installed horizontally at each property line and at approximately 10 feet to 12 feet centers. Color and style of the sidewalks and paver tiles shall conform to the colors and styles being installed by the City within the Hammond Historic District. Repair of existing sidewalks shall follow the same standards. Damage to tree roots shall be minimized in order to preserve as many trees as possible.*

**Application Process**

The below process is intended to provide applicants with an overview of the review process.

**Design Phase**

1. Complete this application before applying for any permits
2. Complete DDD Design Committee Architectural Review
3. Review by DDD Executive Director for completeness
4. Presentation to DDD Design Committee for design approval (meets the first Thursday of each month at 9AM)
5. Presentation to DDD Board of Directors for agreement approval (meets the third Wednesday of each month at 5:30PM)
6. Presentation to City Administration or City Council if needed (meets the second and fourth Tuesday of each month at 5:30PM)
7. Execution of Cooperative Endeavor Agreement for sidewalk improvements

**Pre-Construction**

8. Owner/ contractor secures permits or other legal requirements to commence work

**Post-Construction**

9. Submission of secondary form including all expenditures and proof of payment
10. Satisfactory inspection of the work and review by DDD and City administration
11. Reimbursement from DDD and City





### Sidewalk Reimbursement Program Application

Date of Application: ____/____/____		
Address Of Sidewalk Project ( <i>print</i> ):		Sidewalk Project Features (check all that apply): <input type="checkbox"/> New Sidewalk <input type="checkbox"/> Sidewalk Replacement <input type="checkbox"/> ADA Ramp <input type="checkbox"/> Curb <input type="checkbox"/> Traffic-Calming Measure <input type="checkbox"/> Shade trees <input type="checkbox"/> Other: _____
Business/ Building Name Adjacent to Sidewalk Project ( <i>print</i> ):		
Property Owner Name ( <i>print</i> ):		Licensed Contractor Business Name ( <i>print</i> ):
Address:		Address:
City, State, Zip:		City, State, Zip:
Phone:	Email Address:	How many feet of sidewalk will be replaced?
Property Owner Signature		Estimated Sidewalk Construction Cost:

Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated Project Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To provide us with the details of your project, please complete a DDD Design Committee Architectural Review application – [CLICK HERE](#).**

***Please submit the Sidewalk Reimbursement Application and the Architectural Review at the same time to aid in processing your application.***

**OFFICE USE ONLY:** Date Application Received \_\_\_\_/\_\_\_\_/\_\_\_\_

DDD Design Committee – Meeting Date \_\_\_\_/\_\_\_\_/\_\_\_\_: Recommend | Not Recommend

DDD Board of Directors – Meeting Date \_\_\_\_/\_\_\_\_/\_\_\_\_: Recommend | Not Recommend

Hammond City Council – Meeting Date \_\_\_\_/\_\_\_\_/\_\_\_\_: Recommend | Not Recommend