



City of Green Bay  
Department of Community and Economic Development

20 April 2020

The City is providing free sandbags to properties with the greatest risk of flood damage. You are receiving this notice because your parcel is either located in a floodway, floodplain, or has a history of structural damage.

Residents who live in the East Shore Drive and Nicolet Drive neighborhoods may pick up sandbags on **Tuesday the 21<sup>st</sup> and Wednesday the 22<sup>nd</sup>** from **1 p.m. to 4 p.m.** at **420 S. Broadway** (the former Badger Sheet Metal Building). Enter on the south side and go to the rear.



Sandbags will be available on a first-come, first-serve basis. There is a limit of fifty (50) sandbags per parcel. On Thursday the 23<sup>rd</sup> and Friday the 24<sup>th</sup>, any remaining sandbags will be offered to all City residents.

**Please bring some form of identification (ID) as proof of City residency.**

We will have personnel on site to direct traffic, but you will be responsible for loading the sandbags yourself. Please review the weight load limits of your vehicle. Each sandbag weighs forty (40) pounds.

Information on how to properly install sandbags to protect your structure is enclosed.

Once you take possession of the sandbags, they become your property and you will be responsible for their proper disposal. You may not place them in your City refuse cart.

Because water levels remain near record highs, we want residents to be as prepared as possible for another flooding event(s). If you have not already done so, sign up for Code RED at <https://greenbaywi.gov/CodeRED>.



1. Picture of the window before.



2. Lay a sheet of plastic down and place one row of sandbags around window leaving at least six inches (6") on each side and one foot (1') in front. Overlap bags slightly.



3. Place a second row of sandbags next to the first row using the same method.



4. Place a third row of sandbags on top of the first two (2) rows, overlapping two (2) base rows and each sandbag as you go.



5. Pull plastic up and over sandbag wall, placing a few bags on top to hold plastic in place.