

City of Wheaton

Yard Flooding Improvement Reimbursement Program



Please Note: The City reserves the right to modify the policies, procedures and rules of this program or discontinue the program in its entirety as determined by action of the Wheaton City Council.

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DISCLAIMER:

To qualify for partial reimbursement for the installation of a private storm sewer service line, the property owner must comply with the mandatory program conditions as stated in this packet. The City will not waive these conditions. Wheaton residents are not obligated to participate in the reimbursement program. Residents may elect to have a private storm sewer service installed independent of this program without reimbursement, subject to compliance with all applicable laws, codes and ordinances.

PROGRAM OVERVIEW

The Wheaton City Council recognizes that flooding is a serious issue in the City of Wheaton. One of the Strategic Priorities of City Council, Strategic Priority 2, Goal B: "Use Innovative Methods to Address Flooding Issues," is directly focused on improving flooding conditions in the City. This program has been developed to improve yard flooding in any area of the City of Wheaton through the construction of private storm sewer services.

Private storm sewer services DO NOT COMPLETELY PREVENT FLOODING FROM OCCURRING. Intense rainfalls will still overwhelm the private storm sewer service as well as the City's storm sewer system and cause flooding to occur. However, private storm sewer services will cause any yard flooding to occur less frequently and will drain any yard rapidly after an intense rainfall event, vastly improving flooding conditions.

Participation in this program is voluntary and is NOT based on a first-come, first-serve basis. Projects can be submitted to the City of Wheaton between August 1st to February 1st of the following year. The project submittal deadline is February 1st of each year to be considered in that year's funding cycle. After the February 1st deadline, all submitted projects will be ranked by the Director of Engineering based on the attached scoring system. An announcement of award to selected projects will occur by March 1st of each year. Selected projects must apply for permit for the work by May 1st of each year and complete the work by December 1st. Should a permit not be obtained by May 1st for a selected project, the selected project forfeits its eligibility and its grant award for that year's funding cycle, and the City reserves the right to choose an alternate project. Projects that fail to be selected may resubmit for the next year's funding cycle with a proposal from their contractor with updated costs of work during the next year's submittal period.

DEFINITIONS

City Storm Sewer Main

The City Storm Sewer Main is a storm sewer that is owned, operated, and maintained by the City of Wheaton. City Storm Sewer Mains are typically located in the right of way in front of properties but can also be found in rear or side yards. Locations of City storm sewer mains can be found at the City's website, www.wheaton.il.us by searching "City of Wheaton Interactive Map Gallery" and selecting the utility map, or by contacting the Engineering Department at 630-260-2065.

Storm Sewer Availability

A storm sewer is defined as available for connection if it is directly fronting any property line of a parcel that desires a private storm sewer service.

Private Storm Sewer Service

A private storm sewer service is a private storm sewer constructed, owned, operated, and maintained by an entity other than the City of Wheaton. The maximum pipe size allowed by the City of Wheaton for private storm sewer services is four inches.

Depressional Area

A depressional area is a term referring to a land shape where the surrounding area all flows downhill to one point forming a bowl, which will hold water and flood during rainfalls. In the City of Wheaton depressional areas are defined as six inches and deeper and are regulated under the DuPage County Stormwater Ordinance.

Backflow Preventer

A backflow preventer is a check valve placed on a private storm sewer service to stop the City Storm Sewer Main from backing up into a depressional area when an intense rainfall occurs. In locations where the City Storm Sewer Main could be overwhelmed and cause additional water to back up into a depressional area, a backflow preventer will be required. Each private storm sewer service proposal will be reviewed by the Director of Engineering and the applicant notified if it is required.

Neighborhood Benefit

A neighborhood benefit is gained when a private storm sewer service is extended to a depressional area that stretches across more than one private property.

PROGRAM DETAILS

Eligible Properties

Single-family residential homes located within the corporate limits of the City of Wheaton are eligible for participation in this program with the following conditions:

- The property owner and all tenants (if applicable) must be in good standing with the City of Wheaton with regards to outstanding debt owed to the City (utility billing, parking tickets, fines/fees owed to the City, etc.); and
- There must be a City Storm Sewer Main available for connection

The City of Wheaton will reimburse 50% of eligible costs, up to \$5,000, for homeowners who obtain a permit and install a private storm sewer service as a part of this program.

Costs Eligible for Reimbursement

(Maximum reimbursement not to exceed \$5,000)

Eligible costs if approved for the program are as follows:

- Cost of excavation, 4" PVC SDR26 private storm sewer service installation, a private storm sewer structure in rear yard, and connection to the City Storm Sewer Main.
- Cost to restore a City street cut.
- Cost to restore disrupted grass/lawns/landscaping.
- Cost of a Backflow Preventer where required by the Director of Engineering.

Costs Not Eligible for Reimbursement:

- Any costs submitted for reimbursement under a different City reimbursement program.
- Ancillary property owner improvements not necessary to provide a private storm sewer service to the area of flooding.

No Warranty or Guarantee

The City's agreement as set forth in this policy is not and shall not constitute a warranty, promise or guarantee by the City regarding the workmanship, materials, methods, installation or liability to the property or contractor resulting from the construction of a private storm sewer service. It is merely an agreement by the City to reimburse a set amount for homeowners who obtain a permit and install a private storm sewer service that provides a neighborhood benefit.

HOW TO APPLY

- Step 1:** The property owner must call the Engineering Department at 630-260-2870 or send an email to Kris Dunn at kdunn@wheaton.il.us to let the City know you'd like to participate in this program. City staff will then determine whether your property is eligible to participate in this program.

To prequalify for participation in this program the homeowner will provide either of the following:

- A two-foot contour map from the City's website showing the depression location and depth, OR
- A topographic survey showing the depression's location and depth, OR
- Photographic evidence of the depression's location and depth

- Step 2:** After being deemed eligible:

- Solicit an underground contractor of your choice to obtain a proposal. Submit the proposal to:

Attn: Kris Dunn
City of Wheaton – Engineering Department
303 W Wesley Street, P.O. Box 727
Wheaton, IL 60187

- After a review of the proposal by City Staff, the City reserves the right to require a second proposal.
 - A Maintenance Agreement for the private storm sewer service must be provided. (See Page 10 for guidance)

- Step 3:** Await Announcement of Award and Obtain Permit for work

- Once award for the proposal is granted, property owner or plumber will apply for a private storm sewer service *Permit* with the Engineering Department (see below for permit).

- Step 4:** After the work has been inspected and approved, the property owner will need to pay the full amount to their contractor(s), then submit the following to the Engineering Department for reimbursement:

- Completed *Request for Reimbursement Form* (see page 7).
 - Copy of paid & itemized invoice from the contractor(s) who performed the work.
 - Copy of a cancelled check (both sides), and/or a copy of a credit card receipt, indicating that the property owner has paid all contractor(s) as proof of payment in full.

- Step 5:** The Director of Engineering will review the Request for Reimbursement and, if in conformance with this policy, will certify the eligible improvement costs. Property owners will receive reimbursement approximately 3-4 weeks after all of the required paperwork is submitted, and approved, by the City.

SCORING MECHANISM

The mechanism for scoring all projects submitted to the City under the City of Wheaton Yard Flooding Reimbursement Program shall be as the point system shown below. The ranking of projects by the Director of Engineering shall be final.

- 1) All completed applications shall receive 10 (ten) points.
- 2) Applications shall receive additional points based on the documentation provided in Step 1 of total depth of a depressional area served by the proposed private storm sewer service as follows:
 - a. At least 6" deep – 5 (five) points
 - b. 6 to 12" deep – 10 (ten) points
 - c. 12 to 18" deep – 15 (fifteen) points
 - d. 18 to 24" deep – 20 (twenty) points
 - e. More than 24" deep – 25 (twenty-five) points
- 3) Applications shall receive additional points based on the neighborhood benefit provided by the proposed private storm sewer service as follows:
 - a. 2 properties – 5 (five) points
 - b. 3 properties – 10 (ten) points
 - c. 4 properties – 15 (fifteen) points
 - d. 5 properties – 20 (twenty) points
 - e. 6 or more properties – 25 (twenty-five) points
- 4) Applications that receive the same number of points will have the tie breaker be the date the full application is received by the City of Wheaton. Please note that this is not the initial date submitted, but the date when the City accepts the application as a full submittal. If the initial application submittal needs to be revised due to a required check valve or if a second proposal is required by the City, the full application date would be when all required changes to the application have been submitted. The earlier submitted application will receive priority over later submitted applications.

PROPERTY OWNER PARTICIPATION AGREEMENT

City of Wheaton Yard Flooding Reimbursement Program

The City of Wheaton Yard Flooding Reimbursement Program was established by the City of Wheaton to assist residents in decreasing flooding on private property throughout the City of Wheaton. The program provides for 50% reimbursement of eligible costs up to a maximum of \$5,000.

Prior to the installation of any underground facilities for which the property owner anticipates reimbursement, the specific plans, including the written proposal, must be submitted to the Building and Code Enforcement Department for approval. No work can be commenced until City approval is obtained and a permit is issued. The City must be notified to inspect the proposed work, as required under any permit.

Reimbursement of eligible items at approved amounts will be made after work is completed, inspected and approved by the City. A completed "Request for Reimbursement" form must be completed and submitted with other documentation, such as the detailed invoice and a copy of the cancelled check (both sides) providing evidence that the project was paid for, in full, by the property owner.

The City shall have no liability for any defective work or other damage, injury and/or loss on account of any act or omission of the contractor in the performance of the work. The property owner shall make any claim for such matters directly against the contractor or contractor's insurance carrier. The property owner hereby agrees to indemnify and hold the City harmless against any and all claims and further covenants not to sue the City for any and all claims.

If the property owner fails to comply with all requirements of this agreement or to complete installation as provided in this agreement, the City has no obligation to reimburse the property owner.

I understand and agree with all of the above statements and agree to comply accordingly.

Property Owner (Print Name)

Signature

Date

Property Address

REQUEST FOR REIMBURSEMENT FORM: Yard Flooding Reimbursement Program

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Email: _____

Date work was completed: _____

Permit number issued: _____

Name of contractor performing the work: _____

Total cost of eligible expenses: _____

Total reimbursement requested (50% of eligible expenses, not to exceed \$5,000): _____

OWNER CERTIFICATION

I, _____, am the owner of the premises indicated above and I certify that all information contained on this form is true and accurate to the best of my knowledge.

Signature _____ Date _____

CONTRACTOR CERTIFICATION (Required by plumbing or sewer contractor)

I, _____, of _____, certify that all work completed under this program has been performed in accordance with all applicable City Codes.

Signature _____ Date _____

DIRECTOR OF ENGINEERING CERTIFICATION

I, Joseph E. Tebrugge, as the Director of Engineering, certify that I have reviewed the application for the engineering permit and this Request for Reimbursement Form. Further, I am satisfied that the cost of the work completed, and the reimbursement amount are accurate and are made in accordance with all provisions of this program. Therefore, I recommend the reimbursement amount be paid.

Signature _____ Date _____

OTHER DOCUMENTS REQUIRED:

<input type="checkbox"/> <i>Request for Reimbursement Form</i>	<input type="checkbox"/> <i>Property Owner Participation Agreement</i>
<input type="checkbox"/> <i>Copy of contractor's itemized invoice</i>	<input type="checkbox"/> <i>Copy of a cancelled check (both sides) and/or a copy of a credit card receipt, indicating the property owner has paid all contractor(s) as proof of payment in full</i>

MAINTENANCE AGREEMENT GUIDANCE

City of Wheaton Yard Flooding Reimbursement Program

A Maintenance Agreement must be provided as a requirement of permit under the City of Wheaton Yard Flooding Reimbursement Program. Private storm sewer services can be installed by a single property or as a joint venture between multiple property owners. The Maintenance Agreement will be different based on the circumstances of the applicant. As such, the below is guidance to aid property owners in completing this permit requirement.

Installation by a single property:

- Statement that the City of Wheaton has no maintenance responsibility for the private storm sewer service
- Statement that the private storm sewer service will be owned and maintained by the property owner
- P.I.N of property
- Signature of all legal property owners

Installation as a joint venture:

- Statement that the City of Wheaton has no maintenance responsibility for the private storm sewer service
- Statement that the private storm sewer service will be owned and maintained by the property owners. Depict which owners have maintenance responsibility and how paying for maintenance and/or repair of the private storm sewer service will be carried out and paid for in the future.
- Easement Language. If the private storm sewer service is to benefit multiple property owners and/or the private storm sewer service is to be located across multiple properties, the right of all property owners to have the private storm sewer service traverse through those properties and/or perform maintenance on the private storm sewer service irrespective of the property where it is located must be provided to protect all property owners involved. It is recommended that at least a ten-foot easement be provided along the centerline of the proposed private storm sewer service.
- P.I.N.s of all properties involved
- Signatures of all legal property owners for all properties involved

The City of Wheaton will record all maintenance agreements received as a part of the City of Wheaton Yard Flooding Reimbursement Program after the project is awarded and installed. The recordation fee will be forwarded to the applicant. The City of Wheaton cannot provide any additional information nor warrants that the above guidance will protect the property owners against all future circumstances. If you are uncomfortable with crafting your own maintenance agreement, then the City recommends hiring your own private legal counsel.