

City of Wheaton

Sanitary Sewer Service Line 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 replacement of a sanitary 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. However, residents may elect to have their sanitary sewer service line replaced independent of this program without reimbursement, subject to compliance with all applicable laws, codes and ordinances.

PROGRAM OVERVIEW

The City of Wheaton developed this reimbursement program to assist property owners with rehabilitating or replacing their sanitary sewer service line.

The City of Wheaton has two separate piping systems: a sanitary sewer system that conveys wastewater from homes and businesses to wastewater treatment plants; and a storm sewer system that carries storm water to streams. The sanitary sewer system has adequate capacity to convey wastewater. However, during intense rains, stormwater can enter the sanitary sewer system through inflow and infiltration. This program has been developed to reduce infiltration of ground water from private sanitary service lines by rehabilitating or replacing the entire private sewer service line.

The Wheaton City Code prohibits the discharge of stormwater, surface water, or groundwater into the sanitary sewer system. Therefore, as a condition to qualify for reimbursement, sources of stormwater such as foundation drains and sump pumps must be disconnected from the City's sanitary sewer system if present.

Participation in this program is based on a first-come first-served basis and contingent upon budgetary authority, and budget fund availability. Participants must prequalify. See Prequalification Process on pages 6 & 7.

This program is a proactive measure for residents who have identified significant defects in their sanitary sewer lateral. It's **not intended to assist residents during a sewer emergency**. If you're experiencing a sewer emergency, you should **call a plumber to mitigate the issue first**. After the emergency is resolved, you can then proceed with the replacement program, subject to approval.

DEFINITIONS

Building Drain

The part of the lowest horizontal piping of a sanitary drainage system that receives the discharge from soil, waste, and other sanitary drainage pipes inside the walls of the building and conveys it to the service line. The building drain terminates 5 feet outside the building foundation wall.

Service Line

The part of the horizontal piping of a sanitary drainage system that extends from the end of the building drain, receives the discharge of the building drain, and conveys it to a public sanitary sewer system. The service line begins five feet outside the building foundation wall and ends at the City's sanitary sewer main.

Inflow

Water other than sanitary wastewater that enters a sanitary sewer system from sources such as roof leaders (downspouts), foundation footing tiles, yard drains, area drains, manhole covers, and cross connections between storm sewers and sanitary sewers. Inflow does not include infiltration.

Infiltration

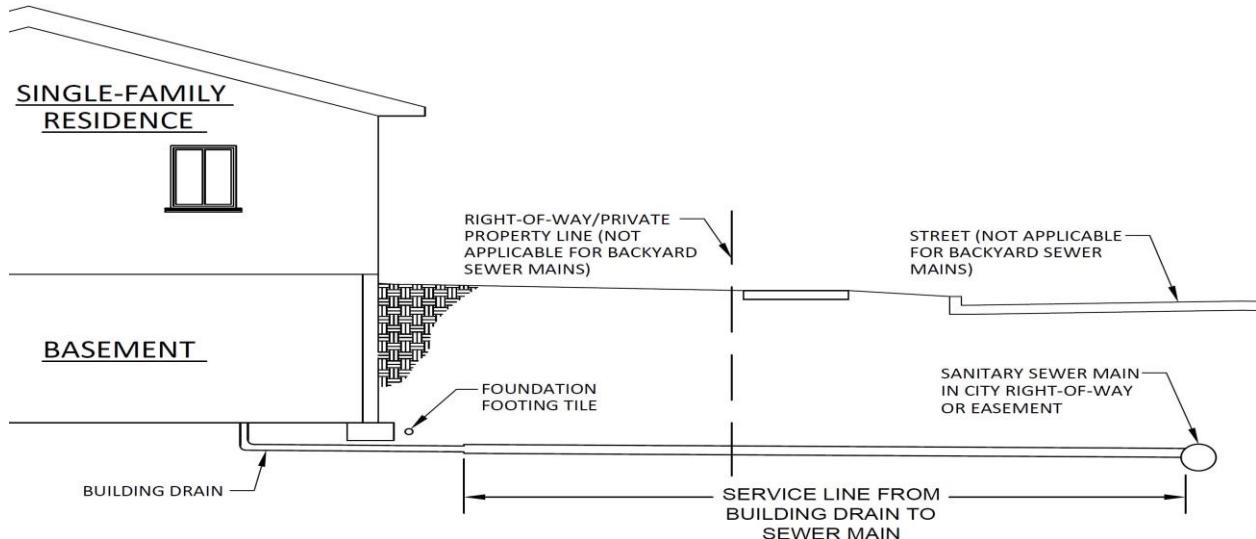
Water other than sanitary wastewater that enters a sanitary sewer system from the ground through defective pipes, pipe joints, connections, or manholes. Infiltration does not include inflow.

Foundation Footing Tile

Foundation Footing Tiles consist of the drain (tile) pipe that is installed around the outside perimeter of a house and drains into a sump pit inside the home, which is then pumped to the outside. Once outside, the sump drainpipe can discharge to grade (at least 10 feet from the property line), discharge into a dry well or discharge into a storm sewer service that connects to the City storm sewer. (A permit is required for this work.)

Note: Some homes may have an existing, non-conforming, foundation footing tile that is connected to either the building drain (inside or near the home) or the sanitary service line (outside the home).

PUBLIC WORKS DEPARTMENT SANITARY SEWER SERVICE LINE MAINTENANCE, REPAIR, AND REPLACEMENT RESPONSIBILITY



Description of Work	Private Property (House to Right-Of-Way or Backyard Sewer Main)	Public Property (ROW to Mainline Sewer)	Comments
MAINTENANCE			
Privately owned service line cleaning - rodding and/or root cutting	Homeowner 100% cost (no City participation)		Use qualified plumber and rod all the way to City main
INSPECTION			
City-owned sewer main inspection	N/A		City will televise sewer main
Privately-owned service line inspection	Homeowner 100% cost (no City participation - reimbursement if homeowner completes Service Line Reimbursement Program)		Plumber hired by the homeowner
REPAIRS			
Privately owned service line repair	Homeowner pays 100% of repair and restoration cost (no City participation)		Permit and inspection required
COMPLETE REHABILITATION OR REPLACEMENT			
Privately owned complete service line replacement or rehabilitation	For prequalified homeowners the City assumes responsibility for restoration within the ROW and a one-time 65%, not to exceed \$13,000, reimbursement for the sewer replacement or rehabilitation.		See prequalification process – pages 8-9. City permit and inspection required

PROGRAM DETAILS

Eligible Properties

Single-family residential homes located within the corporate limits of the City of Wheaton that are connected to a City-owned sanitary sewer main, are eligible for participation in this program with the following conditions:

- The property owner 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
- Subject property sanitary sewer service line **must be televised**, and property owner must demonstrate that the proposed work will result in a service line that complies with Wheaton City Code. A copy of the televised sewer must be submitted to the Sewer Superintendent to obtain pre-approval for the program.

Contractor Approval

In addition to the pre-approval process, residents must ascertain three quotes from different licensed contractors. While the homeowner does have the ability to choose which contractor completes the sewer replacement, the City of Wheaton retains the right to reimburse the resident at the lowest submitted quote.

The City of Wheaton may reimburse the homeowner up to 65% of eligible costs, not to exceed \$13,000 **of the lowest quote of the three quotes provided to the City**. In addition, the City will restore the pavement, curb and gutter, and sidewalk located within the right-of-way at no cost to the property owner. Residents with a backyard sewer main will receive the one-time reimbursement and shall be responsible for all restorations.

Disconnection of all Prohibited Sources

In order to qualify for reimbursement, all prohibited sources (stormwater, surface water, groundwater, roof runoff water, sub-surface drainage, runoff water from ground or paved areas or any flows other than wastewater from any building, structure or real estate) must be disconnected from the City's sanitary sewer system. Homeowners are responsible for all costs of disconnection; provided however, reimbursement for disconnection of foundation footing tile may be available through the City's Foundation Footing Tile Separation Program upon an in-person inspection from the Public Works Sewer Division.

Costs Eligible for Reimbursement

(Maximum reimbursement: 65% of eligible costs, up to \$13,000)

- Televising of house building drain/sewer line (only if approved for the program).
- Cost of locating, excavating, and exposing the house sanitary service line.
 - ***The City of Wheaton does not keep records of the location of your home's private service.***
- Cost of material and installation of new pipe or cured-in-place pipe liner, all fittings, backfill (as needed).
- Cost for the installation of a cleanout (only if approved for the program).
- Cost of topsoil and grass seeding to restore disrupted grass/lawns.

Costs Not Eligible for Reimbursement:

- Planting or replacing new landscaping (bushes, trees, sod) or hardscape (fences, walls, etc.).
- Tree removal costs.

Reimbursement is intended to be available for each property up to the reimbursement limits. Change of property ownership does not reset full reimbursement eligibility.

HOW TO APPLY

- **Step 1:** To prequalify for participation in this program the homeowner must provide either of the following:

- A current video recording illustrating the nature and condition of the service line.
 - The property owner must send the video to swalsh@wheaton.il.us to determine your home's eligibility. City staff will then determine whether your property is eligible to participate in the reimbursement program.

Homes without a sump pump may have a foundation footing tile connected to the sanitary service line. If this is discovered, the City will require it to be removed. This may amount to additional expenses for the homeowner. *See Foundation Footing Tile Reimbursement Program for more information.

- **Step 2:** Obtain three quotes from a licensed contractor and email them to swalsh@wheaton.il.us
 - *Quotes must be itemized and certified by the contractor detailing the summary of work to be performed, materials needed, working hours to complete the project, and price for each line item.*
 - *Quotes without a detailed itemized list will not be approved.*
- **Step 3:** Either you or your qualified contractor must apply for and obtain a permit from the City's Building and Code Enforcement Department. You must submit the following documents:
 - *Permit application*
 - *Site plan showing the existing and proposed sanitary service line, sanitary sewer main, water main, and water service location along with information on the type of connection that will be made from the sanitary service line to sewer main.*
- **Step 4:** After the Building and Code Enforcement Department issues a permit, the plumber will perform the work and have inspections performed by the City, as required by the City Building and Code Enforcement Department.
- **Step 5:** 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 Public Works Department for reimbursement:
 - *Completed Request for Reimbursement Form*
 - *Property Owner Participation Agreement*
 - *Copy of three quotes by licensed contractors*
 - *Copy of paid and itemized invoice from the contractor(s) that 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 6:** The Director of Public Works will review the Request for Reimbursement and, if it is 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.

PROPERTY OWNER PARTICIPATION AGREEMENT

City of Wheaton Sanitary Sewer Service Line Reimbursement Program

The Sanitary Sewer Service Line Reimbursement Program was established by the City of Wheaton to assist residents in bringing their sanitary sewer service lines into compliance with Wheaton City Code. The program provides for 65% reimbursement of eligible costs up to a maximum of \$13,000 and restoration in the right-of-way, when applicable.

Prior to the installation of any plumbing 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. Also, 3 quotes must be submitted to the Public Works Department Sewer Division for pre-approval of participation in the program. 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

Address

Property

REQUEST FOR REIMBURSEMENT FORM

City of Wheaton Sanitary Sewer Service Line Reimbursement Program

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Email: _____

Date plumbing work was completed: _____

Permit number issued: _____

Name of contractor performing the work: _____

Total cost of eligible expenses: _____

Total reimbursement requested (65% of eligible expenses, not to exceed \$13,000): _____

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 PUBLIC WORKS CERTIFICATION

I, Vincent Laoang, as the Director of Public Works, certify that I have reviewed the application for the plumbing permit and this Request for Reimbursement Form. Further, I am satisfied that the cost of the plumbing 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:

- Request for Reimbursement Form*
- Copy of three quotes by licensed contractors.*
- Copy of contractor's itemized invoice*
- Property Owner Participation Agreement*
- 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*