



# RESIDENT ASSISTANCE PROGRAM

## PROTECT YOUR BASEMENT



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## **INTRODUCTION**

In 1995, the Village initiated a subsidy program to help provide financial assistance to property owners interested in installing flood-prevention infrastructure. The intent of this program is to offset a portion of the expense that a property owner will incur when safeguarding their building from sewer back-ups.

Depending on the location of the property, eligible expenses are reimbursed at different rates. Three zones have been established, based on the frequency of sewer backups and other criteria, with the respective levels of funding as follows:

- 1) **Standard** – 50% of eligible costs are reimbursed up to \$4,000
- 2) **High Risk (HR)** – 80% of eligible costs are reimbursed up to \$6,000
- 3) **High Risk Low Access (HRLA)** - 80% of eligible costs are reimbursed up to \$7,500

A map of these three zones can be found on **Exhibit 5**.

## **IMPROVEMENT OPTIONS**

Often times, the layout of the existing sewer and plumbing system will impact the type of improvement chosen. The layout of a typical plumbing system can be found on **Exhibit 1**. Fixtures drain through one or multiple “stacks” through the basement where they connect with a horizontal sewer beneath the basement slab. This sewer conveys wastewater directly to the municipal sewer which is commonly found beneath the centerline of the street in front of the building. During heavy rain events, the municipal sewer quickly fills with rain water and can be completely inundated. In this instance, water from the municipal sewer can “back-up” into the sewer service leading to the building and can start to flow out of floor drains and other fixtures at lower elevations (i.e. basement toilets, showers, utility sinks, etc.).

In order to prevent this from occurring, the Village has identified three projects that are eligible for reimbursement:

- 1) **OVERHEAD SEWER CONNECTION** - Modification of the existing plumbing system to remove all portions of sewer from beneath the basement floor and re-direct them so that they are “overhead” (see **Exhibit 2**). This option is the most recommended as it provides the optimal level of defense against sewer back-up.
- 2) **MODIFIED OVERHEAD SEWER CONNECTION** - Modification of the existing plumbing system to re-direct all basement-level plumbing connections so that they are “overhead” (see **Exhibit 3**). This option provides an increased level of protection during sewer back-ups, however, there is still potential for some form of failure as the sewer beneath the basement floor will continue to be under pressure during a back-up event.
- 3) **BACKFLOW PREVENTION VALVE** - Installation of an apparatus on the exterior portion of the sewer service (see **Exhibit 4**). This option provides the lowest level of protection as any failure of the backflow valves will lead to sewer back-ups, however, it is the least invasive form of flood-proofing a building.

\* Please note that regardless of which option above is selected, property owners are required to **disconnect all sump pumps, downspouts, and yard drains** from the sewer system. Reimbursement will not be provided until verification of this is completed.

## PROCEDURES

The following list identifies the common procedure followed when completing a flood-prevention project:

- 1) The first step in this process is to engage with plumbing contractors to get cost estimates for the desired work. It is recommended that at least three estimates be obtained. While Staff cannot provide recommendations, a list of Village-licensed contractors can be provided to the applicant if desired.
- 2) Once the project scope and contractor are selected, the applicant should fill out and sign the Application Form (**page 4**)
- 3) At this time, the Contractor(s) should fill out the Plumbing Permit Form (**Exhibit 6**) and Electrical Permit Form (**Exhibit 7**)
- 4) Once the forms from steps two and three are completed, they should be submitted with other applicable information as the “Application Packet”. At a minimum, it should include the following documentation:
  - a. Application Form (completed by applicant)
  - b. Plumbing Permit Form (completed by contractor) and associated fee
  - c. Electrical Permit Form (completed by contractor) and associated fee
  - d. Cost Estimate (completed by the contractor)
  - e. Site Plan showing the location of all proposed improvements (completed by the applicant or contractor)
  - f. Signed/completed Property Owner Agreement

Without having a complete “Application Packet” Village Staff will be unable to provide a comprehensive review. If this occurs, the applicant will be asked for any remaining documentation prior to the review being completed. In certain circumstances, additional documentation will be requested from the applicant such as pump specifications, backflow valve specifications, high-water alarm specifications, etc.

- 5) Once the required documents have been submitted and reviewed, Village Staff will contact the Contractor regarding approval of the permit(s). Additional notification will be sent to the applicant regarding permit approval as well as the maximum reimbursement amount.
- 6) After this approval, the proposed work may be completed. All required inspections shall be requested by the Contractor/Applicant.
- 7) Once the work is completed and all inspections have been approved, the Applicant shall fill out and sign the Request for Reimbursement Form (**page 9**) and have the Contractor sign it as specified. Once both signatures are acquired, this form should be submitted to Village Staff. **Please note that this form should not be submitted until the project is complete and all inspections are approved.**
- 8) Upon receiving the Request for Reimbursement Form, Village Staff conducts a final review of all paperwork and inspections. If all required information has been submitted, the reimbursement is processed. It typically takes between two and three weeks before reimbursements are mailed to the Applicant.

## ELIGIBLE REIMBURSEMENTS

While not all-inclusive, the following lists identify commonly proposed costs that are/are not eligible for reimbursement:

### Eligible Costs

- 1) Costs associated with locating the existing sewer service
- 2) Costs associated with excavation
- 3) Costs associated with new ejector pit/pump and associated electrical and plumbing work

- 4) Costs of excavating concrete basement floors and replacement
- 5) Costs associated with landscape restoration – limited to topsoil and sod or seed in immediate vicinity of Exterior Backflow Valve installation
- 6) Costs associated with installation of battery back-up system for pumps
- 7) Costs of applicable permit fees

**Ineligible Costs**

- 1) Costs associated with removal and replacement of interior walls and finishes
- 2) Costs associated with materials not meeting the Program Specifications
- 3) Costs associated with ancillary improvements not required by this program
- 4) Costs associated with new or replacement landscaping other than specified above
- 5) Costs associated with new electrical panels and/or upgrading an electrical supply
- 6) Costs associated with the installation of any improvement intended to meet other requirements
- 7) Costs associated with the disconnection of sump pumps or downspouts from sewer system

The Village reserves the right to modify this Administrative Program, as well as policies, procedures and rules adopted under the Administrative Program as deemed necessary.

**PROGRAM SPECIFICATIONS**

The following list identifies minimum requirements that apply to each project completed as part of this reimbursement program. These are implied conditions of permit approval and reimbursement may be withheld if these items are not met:

- 1) A three-year warranty shall be provided for all labor and materials
- 2) The dimensions of all ejector pits shall be, at a minimum, 18" x 30"
- 3) All ejector pumps shall have at least ½ horsepower motors and be capable of pumping between 25 and 90 gallons per minute at five feet total dynamic head
- 4) All ejector pumps shall be provided a dedicated circuit and shall operate on 120 volt household electric service
- 5) An alarm panel is required for all projects involving the installation of an ejector pump (the panel should be located inside the building as near to the electrical panel as possible)
- 6) All alarm panels shall have a fuse, on/off switch and test button accessible from inside the building
- 7) Backflow prevention valves shall be of the same diameter as the existing sewer service
- 8) All manholes installed as part of a Backflow Prevention Valve project shall be a minimum four-foot diameter and shall be constructed of precast concrete unless otherwise approved by Staff

## APPLICATION FORM

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Proposed Improvement:  Overhead Sewer  Modified Overhead Sewer  Backflow Prevention Valve

Name of Contractor performing the work: \_\_\_\_\_

Proposed cost of Improvements: \_\_\_\_\_

Proposed amount of reimbursement requested: \_\_\_\_\_

Reimbursement Amounts:	Standard – 50% up to \$4,000	HR – 80% up to \$6,000	HRLA – 80% up to \$7,500
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Are all sump pump(s), downspouts, and yard drains **disconnected** from the sewer system?  Yes  No

If “No” please explain: \_\_\_\_\_

Does the building have an exterior catch basin?  Yes  No

Does the building have a foundation/footing drain?  Yes  No

Each of the following documents must be submitted prior to Staff providing a comprehensive review:

- Plumbing Permit Form
- Electrical Permit Form
- Cost Estimate
- Site Plan
- Property Owner Participation Agreement

**PROPERTY OWNER PARTICIPATION AGREEMENT**

**THIS AGREEMENT** made on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the **VILLAGE OF RIVER FOREST**, Cook County, Illinois, 400 Park Avenue, River Forest, Illinois (hereinafter referred to as "Village") and \_\_\_\_\_ (name) and \_\_\_\_\_ (name) at \_\_\_\_\_ (address) in River Forest, Illinois (hereinafter referred to collectively as "Property Owner").

**WITNESSETH:**

**WHEREAS**, Property Owner is the owner of a building located at the address indicated above and such building has been the subject of occasional basement flooding, including backup from the Village's sewer system, in the past; and

**WHEREAS**, the Village has adopted a program to protect basements in the Village and such program provides for the reimbursement to Property Owner for certain basic costs of upgrading their plumbing in order to minimize sewage backflow, a copy of which program is available at the Village (hereinafter referred to as the "Program"); and

**WHEREAS**, the Property Owner desires to participate in such Program and the Village and the Property Owner desire to enter into this Agreement governing the installation of plumbing improvements in the Property Owner's building and the Village's reimbursement of certain expenses relating thereto in accordance with the Program.

**NOW, THEREFORE**, in consideration of the above and the terms and conditions set forth below and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Section 1:** The preamble paragraphs set forth above are hereby expressly made a part of and operative provisions of this Agreement as fully as if set forth at length in this Section 1.

**Section 2: Definitions.** The following terms shall have the following meaning when used in this Agreement unless the context clearly indicates a contrary meaning.

"Contractor" shall mean a contractor who has obtained the necessary licenses and permits from the Village to do work under the Program.

"Program" is the program for installation of Property Owner plumbing improvements to prevent sewage backup within the Village as established by the administrative program adopted by the Village.

"Proposal" shall mean a detailed bid for equipment, material and labor. Quantities shall be itemized.

"Program Specifications" are the specifications and requirements for the plumbing work developed by the Village.

"Permit" is the Village permit which Property Owner must obtain before any improvements can be installed by a Contractor.

**Section 3: Village Approval.** Prior to the installation of any plumbing facilities for which Property Owner expects reimbursement hereunder, the specific plans, including the Proposal, shall be submitted to the Village for approval. No work shall be commenced until such Village approval is obtained. If any such work is commenced without Village approval, Property Owner shall not be entitled to reimbursement for any work done prior to Village approval.

**Section 4: Installation.** Property Owner agrees to install the approved plumbing facilities in accordance with the Program. Installation shall be performed according to the Program Specifications. The time may be extended upon written request by Property Owner and written permission by the Village if the work is delayed because of weather, unavailability of a Contractor or other factor beyond Property Owner's control where Property Owner has exercised reasonable diligence to timely complete the installation of the facilities.

**Section 5: Contract for Work.** The contract for installation shall be signed based on the Proposal attached hereto and hereby made a part hereof as **EXHIBIT A**. The contract for the installation shall be a contract between the Contractor and the Property Owner. The Village shall not be a party to such contract.

**Section 6: Permit Required.** The installation of the plumbing and electric facilities will require a permit issued by the Village.

**Section 7: Inspections.** The Village must be notified so that it can inspect the plumbing and electric work as required in the Program Procedures.

**Section 8: Reimbursement Items.** The Village will reimburse the items listed in the reimbursement guidelines included in the summary for the Program. In no event shall the amount of reimbursement exceed \$4,000.00 for standard reimbursements, \$6,000 for "High-Risk" reimbursements, and \$7,500 for "High-Risk, Low-Access" reimbursements.

**Section 9: Payment of Reimbursement.** Reimbursement of eligible items at approved amounts will be made when all work is completed, inspected and approved by the Village. To receive reimbursement, Property Owner must follow all requirements of this Agreement and submit a claim on the Request for Reimbursement Form.

**Section 10: Property Owner's Responsibility.** Once the plumbing work is completed the following items will be the responsibility of the Property Owner:

- (a) Restoration or replacement of shrubbery.



(b) Correction of subsidence in the excavated area. Settling of excavated soils is common. The Property Owner will be responsible for any future filling and reseeding.

(c) Future maintenance of ejector pump, backflow valve, overhead sewer, associated electrical equipment and all other related equipment and improvements. Like all equipment, this equipment and related items may require checking, service or repair in the future. The Property Owner is responsible for this future maintenance.

**Section 11: Liability.** The Village shall have no liability for any defective work or other damage, injury or loss on account of any act or omission of the Contractor in the performance of the work. The Property Owner must make any claim for such matters directly against the Contractor or Contractor's insurance carrier. Property Owner hereby agrees to indemnify and hold Village harmless against any and all claims and further covenants not to sue the Village for any and all claims.

**Section 12: Disclaimer.** The Program is designed to substantially reduce the risk of basement backups. However, there is always some risk of basement backup as a result of unexpected sewer collapse, obstruction, power failure, extreme environmental conditions or other unforeseen factors. Proper operation of foundation drains is necessary to prevent seepage of ground water through walls below grade. Existing foundation drains will not be tested for proper operation in the Program—the Property Owner has the responsibility for all testing, inspections and any corrective work that may become necessary.

In addition, reliable continuous functioning of Property Owner's sump/ejector pump(s) is necessary for overhead sewers, backflow prevention valves and foundation drains to function properly. The Property Owner has the responsibility to check the operation of the pumps regularly. The Property Owner has the responsibility for all testing, inspections and any corrective work that may become necessary.

Also, it is further recommended that the Property Owner install a battery backup system to provide protection in the event of power failure.

**Section 13: Notices.** Unless otherwise notified in writing, all notices, requests and demands shall be in writing and shall be personally delivered to or mailed by United States Certified mail, postage prepaid and return receipt requested, as follows:

For the Village:  
Director of Public Works  
Village of River Forest  
400 Park Avenue  
River Forest, Illinois 60305

For the Property Owner:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

or at such other addresses that any party hereto may designate in writing to the other parties pursuant to the provisions of this Section.

**Section 14: Disconnection of Downspouts.** Property Owner must disconnect any downspouts and sump pumps from the Village's combined sewer system and must take all corrective action necessary to prevent the discharge of roof drainage into the Village's combined sewer system, unless an exemption is obtained from the Village in accordance with its ordinance.

**Section 15: Breach.** If the Property Owner fails to comply with all requirements of this Agreement or to complete installation as provided in this Agreement, the Village shall have no obligation to reimburse the Property Owner.

**Section 16: Entire Agreement.** This Agreement shall be binding on the parties, their assigns and successors. This Agreement and the documents referenced in this Agreement constitute the entire agreement between the parties and supersede any previous negotiations. This Agreement shall not be modified except in writing signed by the parties.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as of the dates written below.

VILLAGE OF RIVER FOREST, an Illinois  
Municipal Corporation

By: \_\_\_\_\_  
Director of Public Works

SIGNATURE(S) OF PROPERTY OWNER(S)

\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR REIMBURSEMENT FORM**

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

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

Phone: \_\_\_\_\_

Type of Improvement:    Overhead Sewer    Modified Overhead Sewer    Backflow Prevention Valve

Name of Contractor performing the work: \_\_\_\_\_

Final cost of Improvements: \_\_\_\_\_

Final amount of reimbursement requested: \_\_\_\_\_

(Subsidy Amounts:    Standard – 50% up to \$4,000            HR – 80% up to \$6,000            HRLA – 80% up to \$7,500)
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**PROPERTY OWNER**

I, \_\_\_\_\_, am the owner/occupant of the \_\_\_\_\_, am the owner/occupant of the premises indicated above and I certify that all of the information contained on this Request for Reimbursement Form is true and accurate to the best of my knowledge.

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONTRACTOR**

I, \_\_\_\_\_ of \_\_\_\_\_, certify that all work completed under this program has been performed in accordance with all applicable Village Codes and requirements of this Resident Assistance Program and that payment has been made, in full, by the property owner.

\_\_\_\_\_

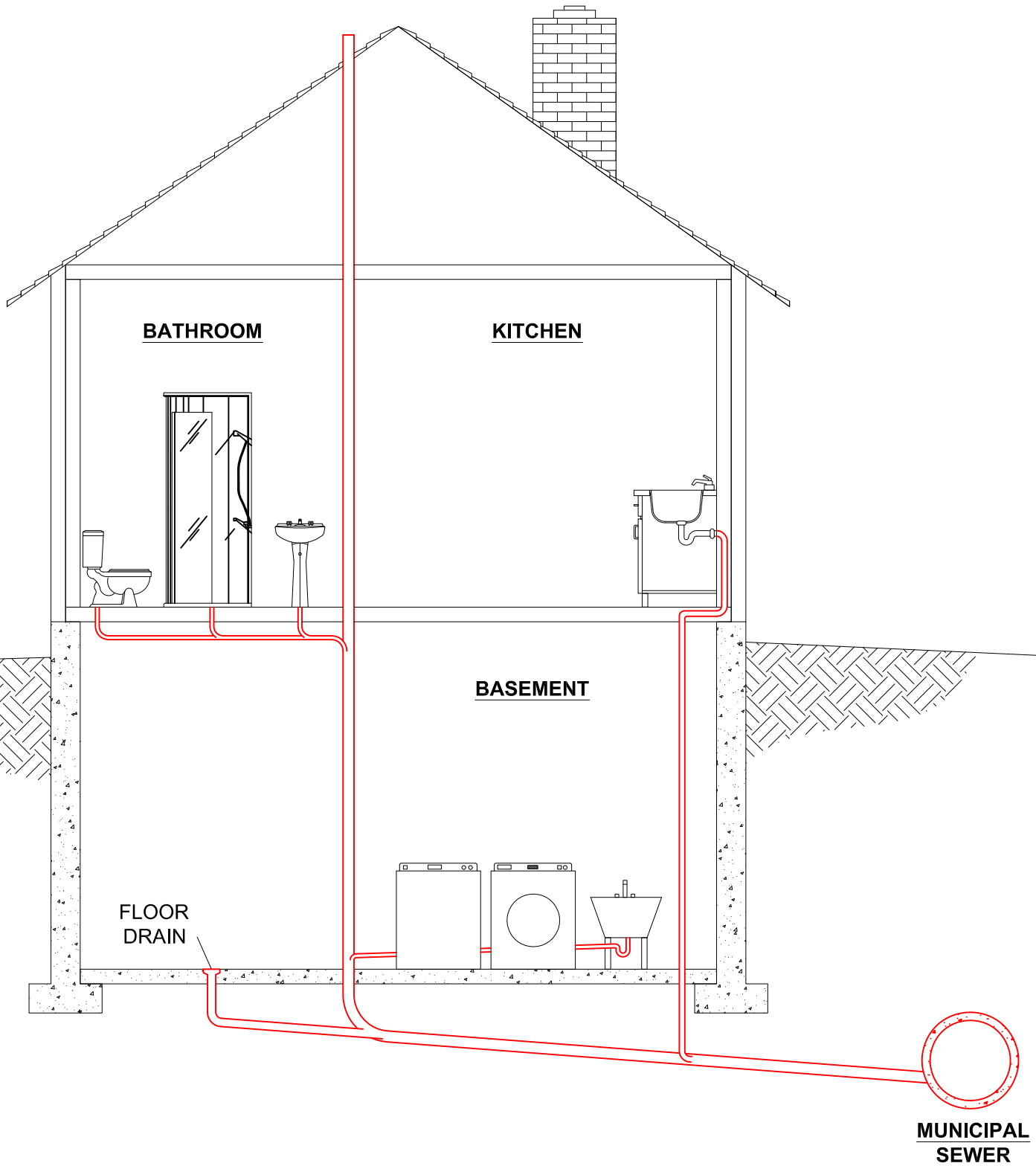
Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

I, John Anderson, 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.

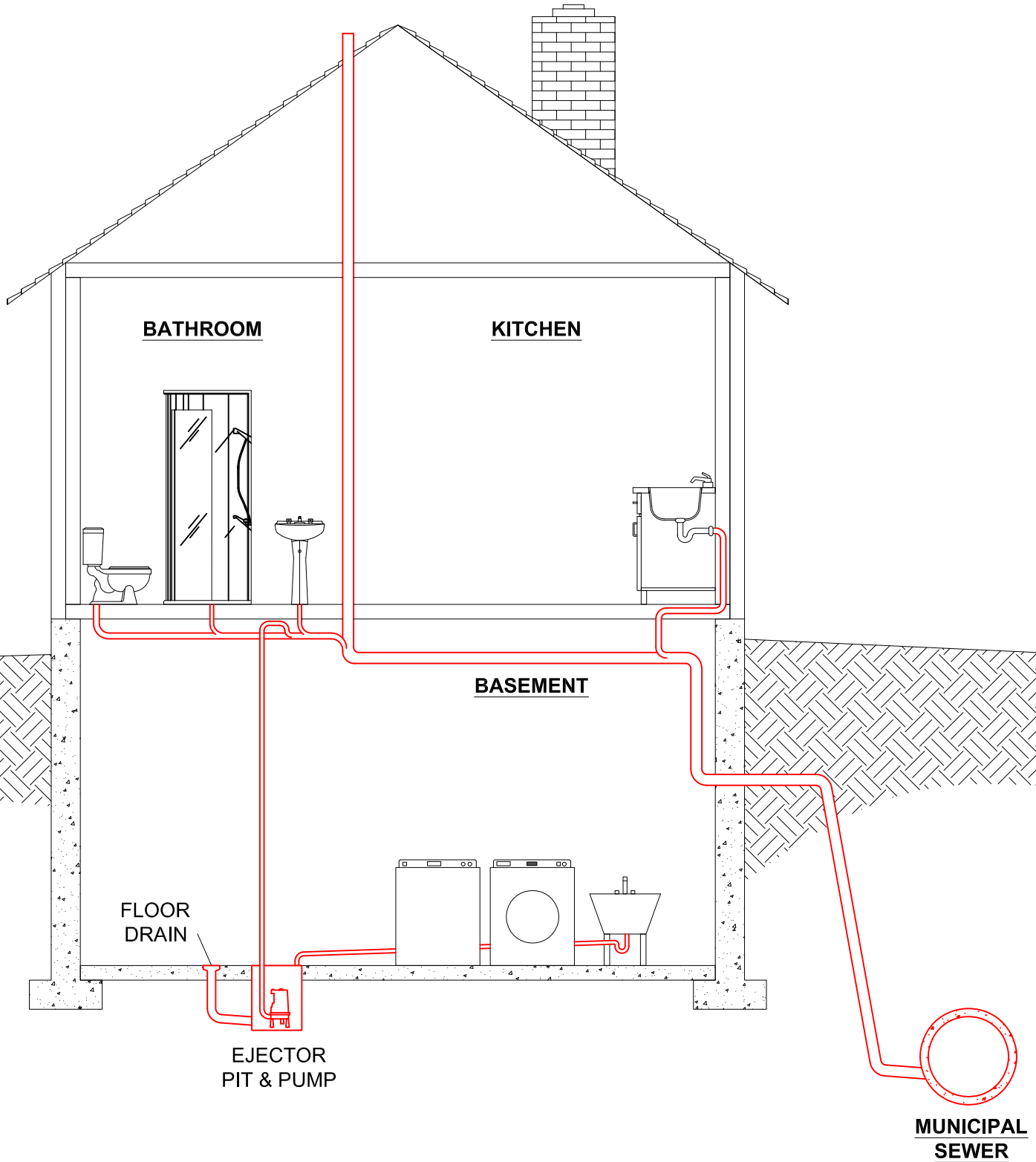
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



VILLAGE OF RIVER FOREST  
 PUBLIC WORKS - ENGINEERING  
 400 PARK AVE.  
 RIVER FOREST, IL 60305  
 PH. (708)-366-8500

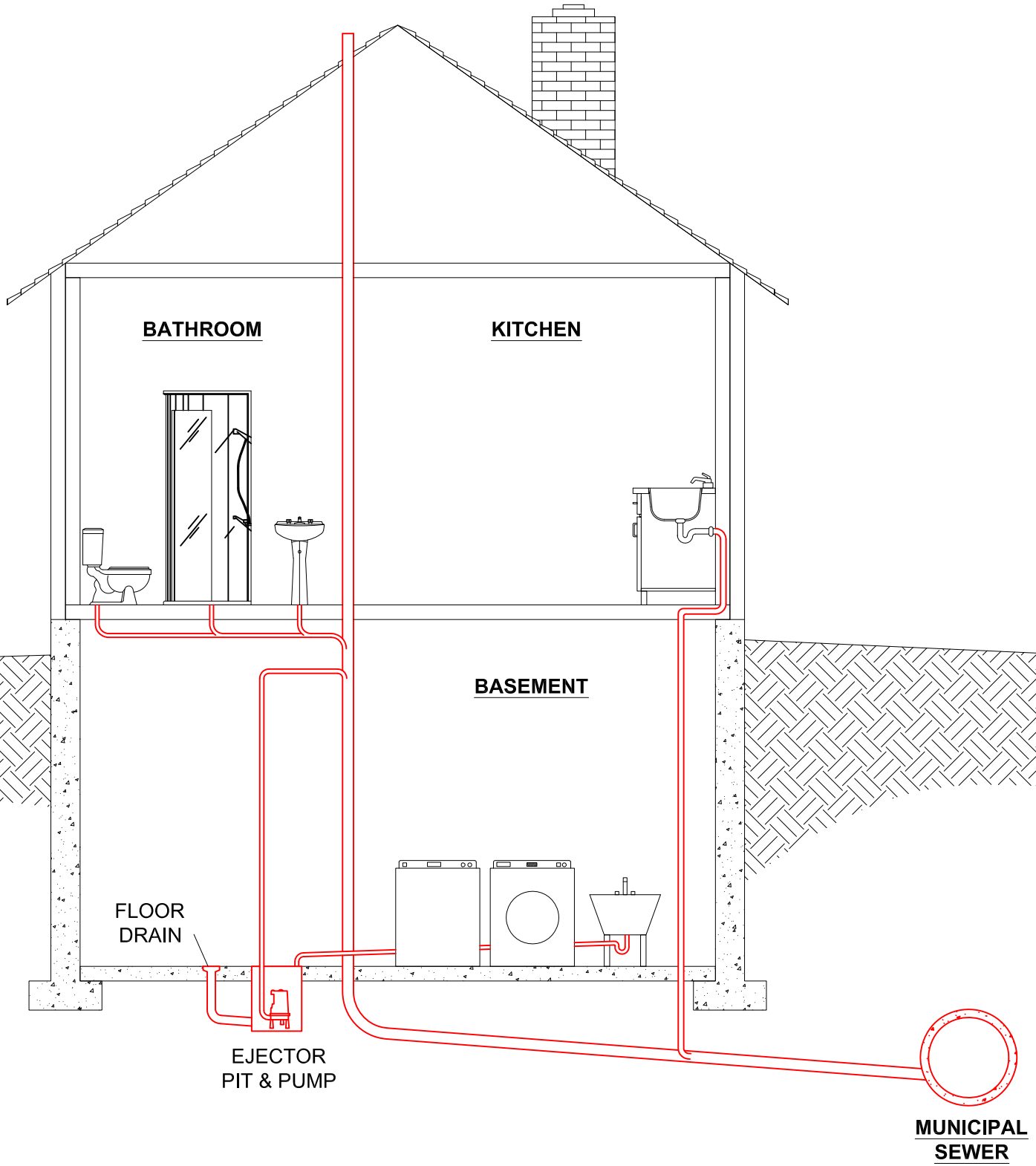
# TYPICAL SEWER CONNECTION



INCORPORATED 1880  
**RIVER FOREST**  
*Proud Heritage*  
*Bright Future*

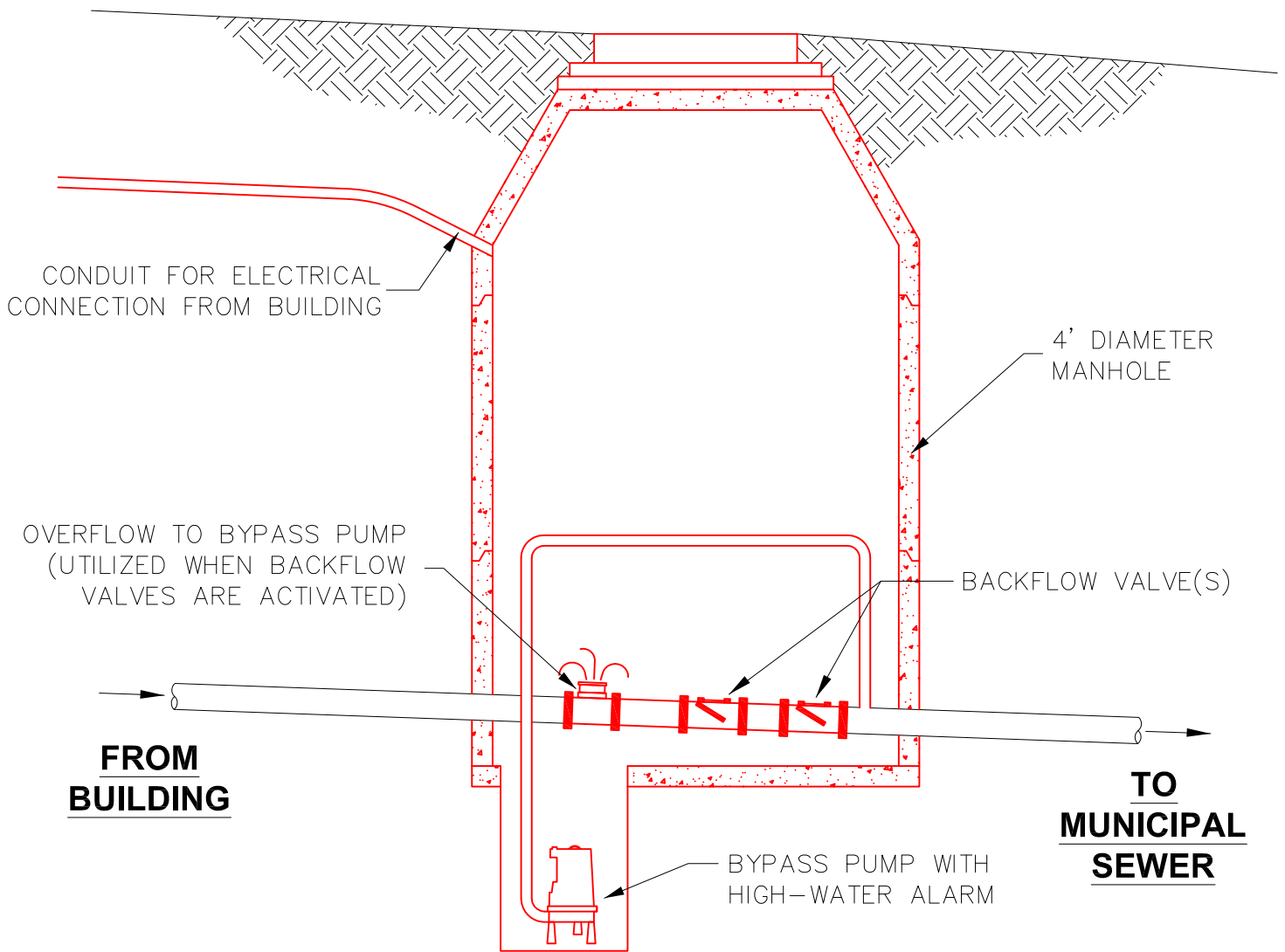
VILLAGE OF RIVER FOREST  
 PUBLIC WORKS - ENGINEERING  
 400 PARK AVE.  
 RIVER FOREST, IL 60305  
 PH. (708)-366-8500

# OVERHEAD SEWER CONNECTION



VILLAGE OF RIVER FOREST  
 PUBLIC WORKS - ENGINEERING  
 400 PARK AVE.  
 RIVER FOREST, IL 60305  
 PH. (708)-366-8500

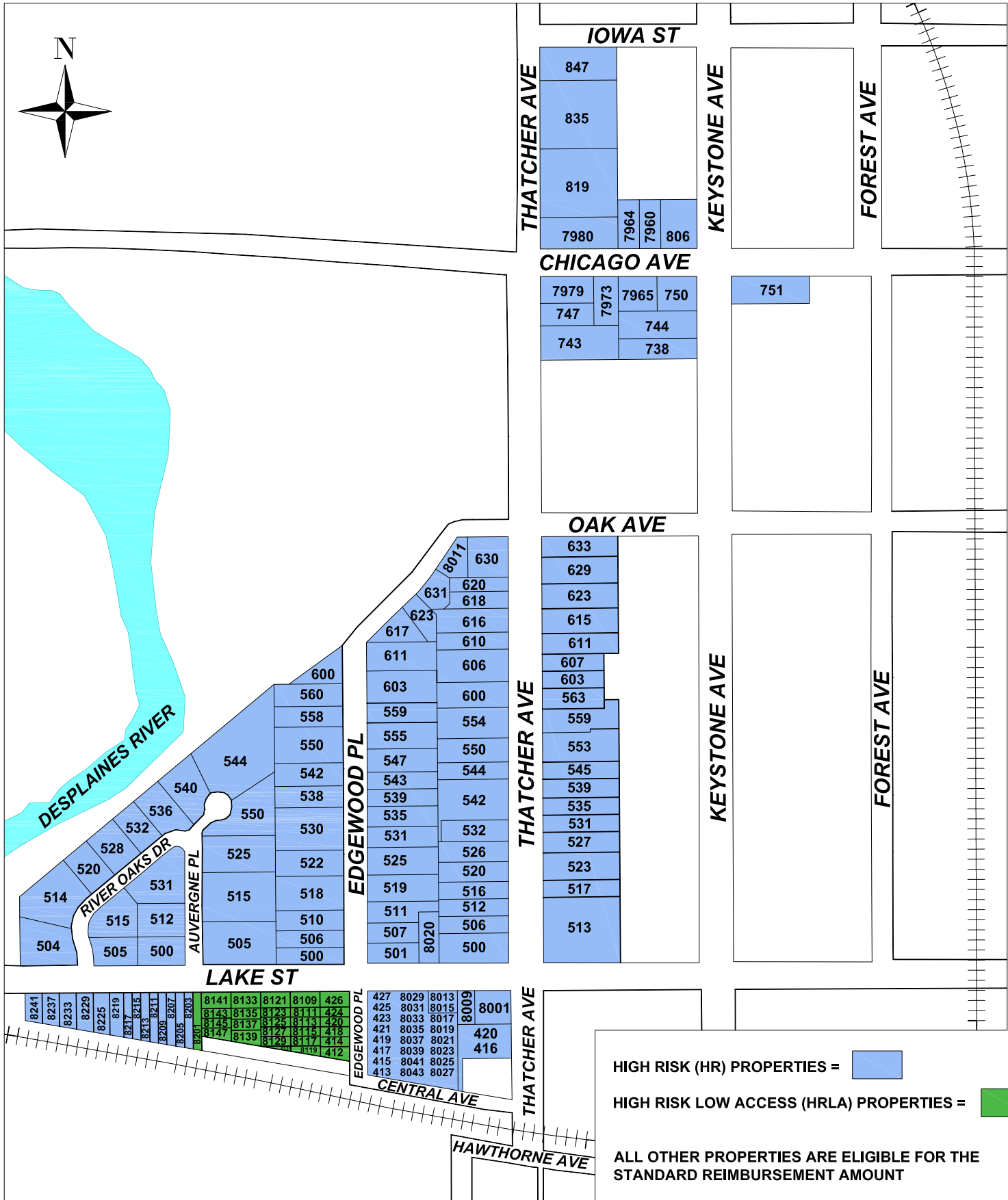
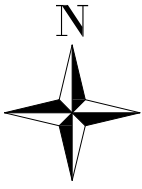
# MODIFIED OVERHEAD SEWER CONNECTION



INCORPORATED 1880  
**RIVER FOREST**  
*Proud Heritage  
 Bright Future*

VILLAGE OF RIVER FOREST  
 PUBLIC WORKS - ENGINEERING  
 400 PARK AVE.  
 RIVER FOREST, IL 60305  
 PH. (708)-366-8500

# BACKFLOW PREVENTION VALVE



HIGH RISK (HR) PROPERTIES =

HIGH RISK LOW ACCESS (HRLA) PROPERTIES =

ALL OTHER PROPERTIES ARE ELIGIBLE FOR THE STANDARD REIMBURSEMENT AMOUNT



VILLAGE OF RIVER FOREST  
 PUBLIC WORKS - ENGINEERING  
 400 PARK AVE.  
 RIVER FOREST, IL 60305  
 PH. (708)-366-8500

# REIMBURSEMENT ZONE MAP





VILLAGE OF RIVER FOREST  
 100 Park Avenue, River Forest, Illinois 60305  
 Phone: 708-366-8500 Fax: 708-366-3702  
 Email: building@river-forest.us

<i>Village Use Only</i>	
Date Received :	_____
Total Fee:	_____
Form of Payment:	_____
Payment Date:	_____
Permit #	_____
Date Issued:	_____

**APPLICATION FOR PLUMBING PERMIT**

Property Owner \_\_\_\_\_ Project Address \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**INDICATE NUMBER OF FIXTURES**

Fixture Type	# of Fixtures	Sub-Total	Total
Bathtub		_____ x \$15	
Dishwasher		_____ x \$15	
Disposal		_____ x \$15	
Generator		_____ x \$15	
Laundry Tub		_____ x \$15	
Lawn Sprinkler		_____ x \$15	
Shower		_____ x \$15	
Sink		_____ x \$15	
Sump Pump		_____ x \$15	
Water Closet		_____ x \$15	
Water Heater		_____ x \$15	
Other		_____ x \$15	
Base Fee			\$100
Worksheet Fee Total (see below)			
<b>Grand Total</b>			

- Letter of intent attached
- Excavation Licensed & Bonded
- Parkway to be restored by Property owner.
- Parkway to be restored by Plumbing contractor.

**STREET RESTORATION IS THE RESPONSIBILITY OF THE PLUMBING CONTRACTOR.**

By signing this document you acknowledge and agree that all information provided is true and accurate on your behalf. You further acknowledge and agree to the terms, policies and conditions listed in the River Forest Village Code.

SIGNED \_\_\_\_\_ LICENSE # \_\_\_\_\_ DATE \_\_\_\_\_  
*Registered Supervising Plumber*

Water/Sewer Fee (Village Use Only)	
Street Opening Sewer (\$150. ea)	\$
Parkway Opening Sewer (\$100 ea.)	\$
Street Opening Water (\$150. ea)	\$
Parkway Opening Water (\$100 ea.)	\$
Street Opening (Disconnect Old Water) (\$150. ea)	\$
Sewer Connection Fee	\$
Water Connection Fee	\$
Meter charge	\$
MXU Charge	\$
Total Additional Cost	\$

**Plumbers digging must be licensed and bonded for excavation (required \$100 license fee), \$25,000 surety bond and certificate of insurance**

**LETTER OF INTENT REQUIREMENT:**  
 A letter of intent shall be included with all plumbing permit applications. The letter shall be written on the licensed plumber of record's business stationery and shall include the license holder's signature and if the license holder is incorporated, the licenses holder's corporate seal. If the license holder is not incorporated the letter must be notarized.

Street Openings require two inspections: 1) During backfill; 2) During Asphalt Patch  
 Please call the Village 24 hours in advance to schedule these inspections



VILLAGE OF RIVER FOREST
400 Park Avenue, River Forest, Illinois 60305
Phone: 708-366-8500 Fax: 708-366-3702
Email: building@river-forest.us

Office Use Only
Received By:
Date Received:
Total Paid: \$
Cashier:
Permit #
Date Issued:

APPLICATION FOR ELECTRICAL PERMIT

Property Owner Project Address

Change Service to AMPS \$ (see below for fee)

Circuits Added X \$9.00 \$

No. of Openings X \$1.75 \$

Base Fee: \$100 \$100

Total Fee \$

DESCRIPTION OF WORK:

CONTRACTOR PHONE

EMAIL

ADDRESS CITY STATE ZIP

By signing this document you acknowledge and agree that all information provided is true and accurate on your behalf. You further acknowledge and agree to the terms, policies and conditions listed in the River Forest Village Code.

SIGNED DATE

Registered Supervising Electrician

Service Fees - New or Replaced:

Table with 2 columns: Ampage range and Fee amount. Rows include: Up to 200 amps (\$75), 201 to 399 amps (\$100), 400 to 799 amps (\$150), 800 and up (\$200).

Electrician Licensed & Bonded