

**VILLAGE OF VILLA PARK**  
**HOME FLOOD PREVENTION REIMBURSEMENT PROGRAM**  
**EFFECTIVE 6/1/2023**

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The Village has initiated a Home Flood Prevention Reimbursement Program (“Reimbursement Program”) that is subsidy program to help provide financial assistance to home owners in the Village interested in performing certain flood-prevention infrastructure projects that help prevent flooding in their home and serve to improve the Village’s sanitary sewer system. The Reimbursement Program includes the following two types of projects that may qualify for reimbursement:

- 1) Building Sewer Upgrade/Repair Projects. These projects involve the installation of flood prevention infrastructure and repairs to the sanitary sewer service that safeguards the home from sewer back-ups, reduces the amount of freshwater entering through broken sanitary service laterals, and improve the sanitary sewer system.
- 2) Residential Inflow and Infiltrations Removal Projects. These projects involve the installation of flood-prevention infrastructure that eliminates inflow and infiltration of stormwater into the sanitary sewer system by separating stormwater drains from their residential sanitary sewer service such as downspouts, exterior stairwell drains, sump pump discharges, and footing drains.

The specifics surrounding each type of project, and the reimbursement details and process are set forth below.

**BUILDING SEWER UPGRADE/REPAIR PROJECTS**

**IMPROVEMENT OPTIONS**

Often, the layout of the existing sewer and plumbing system will impact the type of improvement chosen. 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 rainwater 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.). Additionally, sewer collapses can block sanitary sewer service discharges from reaching the sanitary sewer main also causing backups into the residence.

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”. This option is the most recommended as it provides the optimal level of defense against sewer backup.
2. **BACKFLOW PREVENTION VALVE** - Installation of an apparatus on the exterior portion of the sewer service. 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.
3. **SANITARY SERVICE REPLACEMENT** – Replacement of the existing sanitary service lateral with PVC sewer pipe or CIPP lining which prohibits root intrusion, inflow, and infiltration from groundwater and replacement of broken or damaged clay pipe.

\*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 sanitary sewer service upgrade or repair.

#### **Pre-Approval**

1. Resident home owners seeking to perform building sewer upgrade/repairs projects and participate in the Reimbursement Program should contact the Public Works Department before calling a contractor.
2. An authorized Public Works representative will verify if there’s a problem with the Village’s sewer main. If the problem is not in the Village’s sewer main but is in the building sewer service line, the resident home owner will be advised of several options depending on the situation which may include:
  - Rodding the sewer line at their own expense:
  - Rodding & televising the sewer service at their own expense:
  - Using a contractor to investigate sewer service:
  - Repair to the sanitary sewer service

\*Please note the home owner shall pay for all work performed by a contractor.

3. An authorized Public Works representative will also review whether the project is eligible for the Reimbursement Program.

#### **Approval Process**

1. After the Village has determined that the proposed project qualifies for the Reimbursement Program, the resident homeowner is required to engage with

plumbing contractors to get cost estimates for the desired work. A minimum of **TWO** estimates are required to be eligible for reimbursement and the Village recommends homeowners to acquire multiple estimates to ensure they are getting a fair price. While Village staff cannot provide contractor recommendations, a list of Village-licensed contractors can be provided upon request.

*\*For emergency repairs where the home is completely without service, the Village will allow one estimate for repair with verification by an authorized Public Works employee prior to the start of work. Without verification PRIOR to the start of work, the application will be denied.*

Scope of Work ELIGIBLE for reimbursement:

- a. Work associated with the installation of a backflow prevention valve including labor, materials, and equipment.
- b. Work associated with the modification to convert the existing sanitary sewer service to an overhead sewer service including labor, material, equipment, and installation of a new sump pump and/or ejector pit.
- c. Work associated with the replacement of the sanitary service including the labor, materials, and equipment based on the following:
  - i. Complete replacement of the service line from the building to the sanitary sewer main.
  - ii. Partial repair of the sanitary service from the back of the Right-of-Way to the edge of the curb/roadway or from the edge of the curb/roadway to the sewer main. The connection of the sewer main will be required if the connection is not factory-made, i.e. no break-in connections will be allowed to remain in place.
  - iii. All new sanitary sewer pipe shall be SDR26-2241 meeting ASTM D3212 rubber gasketed.
  - iv. Aggregate bedding and haunching for the pipe trench
- d. Cast-in-place pipe (CIPP) lining of the sanitary service lateral based on the following:
  - i. Complete lining from the building to the sanitary sewer main.
  - ii. Partial lining from the edge of the Right-of-Way (ROW) to the sanitary sewer main.

Scope of Work NOT ELIGIBLE for reimbursement:

- a. Routine maintenance of the system such as rodding of lines, root cutting, cleaning of drains, etc.
- b. Final yard restoration includes sod, grass seed, fertilization, and erosion blank on private property. The Village Public Works Department will restore the parkway including public sidewalks, curb and gutter, driveway approaches, roadway restoration, and grass seed, fertilization, and erosion blanket of the parkway grass.
- c. Aggregate backfill in the right-of-way as the Village will supply the aggregate

for excavations in the right-of-way.

*\*Please note if the Public Works Department receives a second request from the same address for a repair under this program, the building owner will be required to completely replace all remaining portions of the building sewer.*

2. Once the project scope and contractor are selected, the applicant is required to complete an Application Packet, that includes, at a minimum, the following documentation: following documentation:
  - a. Application Form (completed by resident home owner)
  - b. Plumbing Permit Form (completed by contractor/home owner) and payment of associated permit fee. Please note that **all** corrective work must be performed by **bonded & licensed contractors**.
  - c. Minimum of TWO (2) Cost Estimates
  - d. Site Plan showing the location of all proposed improvements
  - e. Participation Agreement signed and completed by resident home owner.  
*\*Please note repairs completed **without** a "Participation Agreement" fully executed by the Village and the resident home owner will **not** be eligible for reimbursement.*
3. 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.
4. 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.
5. After this approval, the proposed work may be completed. All required inspections shall be requested by the contractor/applicant.
6. Once the work is completed and all inspections have been approved, the applicant shall fill out and sign the Request for Reimbursement Form provided by the Village with verification of paid contractor invoice. 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.**
7. After completion of the work, the building owner will have 90 days to submit the necessary documentation to the public works department for reimbursement.
  - a. Reimbursement for the agreed scope will be 50% of the lowest qualified estimate up to a maximum of **\$3,500.00 plus applicable permit cost** (per application) for backflow prevention valve and/or sanitary sewer replacement.

- b. Reimbursement for the agreed scope will be 50% of the lowest qualified estimate up to a maximum of **\$5,000.00 plus applicable permit cost** (per application) for overhead sewer connection.
  - c. The total maximum lifetime reimbursement will be **\$5,000.00** per owner of the building sewer.
8. Upon receiving the Request for Reimbursement Form, Village staff conducts a final review of all paperwork and inspections. If all the required information has been submitted, the reimbursement is processed. It typically takes between two and three weeks before reimbursements are mailed to the Applicant.

## **RESIDENTIAL INFLOW AND INFILTRATION REMOVAL PROJECTS**

### **IMPROVEMENT OPTIONS**

Often, in the older homes in the community, stormwater drainage connections may still be attached to the sanitary sewer service for the home. This is no longer allowed, and they need to be removed in accordance with the IL codes and regulations. These connections convey stormwater directly to the municipal sanitary sewer with any existing connection to the home's sanitary sewer service lateral. During heavy rain events, the municipal sewer will be inundated with stormwater. 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.).

To prevent this from occurring, the Village has identified the following projects that are eligible for reimbursement:

1. **REMOVAL OF FOUNDATION DRAINS** - Modification of the existing plumbing system to remove all connections from the exterior or interior foundation drains from the existing sanitary sewer service lateral. This work may include relocation of the drains to a sump pump that discharges outside the residence not connected to the sanitary service. This option is the most recommended as it provides the optimal level of defense against stormwater backups inside the residence.
2. **DISCONNECTION OF AREA DRAINS, YARD DRAINS, OR STAIRWELL DRAINS** – Exterior stair drains that are not covered by a complete enclosure would need to be rerouted to a sump pump not connected to a sanitary sewer service. Yard or area drains may be connected to a sump pump not connected to the sanitary sewer, a dedicated storm inlet or converted to a French drain.
3. **RELOCATION OF THE SUMP PUMP DISCHARGE** – Modifications to sump pump discharges to disconnect it from a connection to a sanitary service to discharge to the exterior of the residence.

\*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 from the Village that all inflow and infiltration connections have been removed.

### **PROCEDURES**

The following list identifies the procedure to be followed when participating in the Reimbursement Program:

#### **Pre-approval:**

1. Resident home owners seeking to perform residential inflow and infiltrations removal projects and participate in the Reimbursement Program should contact the Public Works Department before calling a contractor.
2. An authorized Public Works representative will verify if there is illegal inflow and infiltration into the sanitary main.
3. An authorized Public Works representative will also review whether the project is eligible for the Reimbursement Program.

#### **Approval Process:**

1. After the Village has determined that the proposed project qualifies for the Reimbursement Program, the resident home owner is required to engage with contractors to get cost estimates for the desired work. A minimum of **TWO** estimates are required to be eligible for reimbursement and the Village recommends homeowners to acquire multiple estimates to ensure they are getting a fair price. While staff cannot provide contractor recommendations, a list of Village-licensed contractors can be provided upon request.

\*Please note reimbursements for agreed-upon repairs will be based on the lowest estimate for the following scope of work:

#### **Scope of Work ELIGIBLE for reimbursement:**

- a. Work associated with the removal of foundation drains from the sanitary sewer, including labor, materials, and interior restoration. It may include the installation of a new sump pump system if so required.
- b. Work associated with disconnection of exterior stairwell drains or area drains from the sanitary sewer, including labor, materials, and interior and concrete restoration. It may also include the installation of a new sump pump system if so required.
- c. Work associated with the relocation of an existing sump pump discharge from a sanitary service to an independent discharge to the exterior of the building. This includes all labor, materials, and interior restoration of the

residence.

Scope of work NOT ELIGIBLE for reimbursement:

- a. Routine maintenance of the system such as rodding of lines, cleaning of drains, etc.
  - b. Final yard restoration includes sod, grass seed, fertilization, and erosion blanket.
2. Once the project scope and contractor are selected, the applicant is required to complete an Application Packet, that includes, at a minimum, the following documentation: following documentation:
- a. Application Form (completed by resident home owner)
  - b. Permit Form (completed by contractor/home owner) and payment of associated permit fee. Please note that **all** corrective work must be performed by **bonded & licensed contractors**
  - c. Minimum of TWO (2) Cost Estimates
  - d. Site Plan showing the location of all proposed improvements
  - e. Participation Agreement signed and completed by resident home owner.  
*\*Please note repairs completed **without** a "Participation Agreement" fully executed by the Village and the resident home owner will not be eligible for reimbursement.*
3. 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.
4. 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.
5. After this approval, the proposed work may be completed. All required inspections shall be requested by the contractor/applicant.
6. Once the work is completed and all inspections have been approved, the applicant shall fill out and sign the Request for Reimbursement Form with a verification of paid contractor invoice. 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.**
7. After completion of the work, the building owner will have **90 days** to submit the necessary documentation to the public works department for reimbursement.

- a. Reimbursement will be 50% of the lowest qualified estimate up to a maximum amount of **\$1,500 plus applicable permit cost**.
  - b. The total maximum lifetime reimbursement per residence will be \$1,500.
8. Upon receiving the Request for Reimbursement Form, Village staff conducts a final review of all paperwork and inspections. If all the required information has been submitted, the reimbursement is processed. It typically takes between two and three weeks before reimbursements are mailed to the Applicant.