



# DRAINAGE ASSISTANCE PROGRAM POLICY

## Purpose of Program

The purpose of the Drainage Assistance Program is to help construct drainage facilities to mitigate problems of standing water or flooding on private property. No drainage project can completely protect a property from such problems, but this program attempts to reduce the depth and/or duration of flooding while at the same time maintaining the ability of the public storm sewer system to adequately drain streets and other public properties. Therefore, new private storm sewers will be limited to no more than 6" diameter. Also, in acknowledgement that the responsibility to maintain property lies with the property owner, program funding will be limited to no more than 50% of the total project cost. This program is only available for properties zoned single family residential.

1. At the beginning of a project, Village staff will prepare a concept plan and corresponding cost estimate to mitigate the drainage problem. The person(s) requesting Village assistance will provide the Engineering Division with information needed to prepare the concept plan and will fill out the Application Form to the best of their ability. The Engineering Division will visit the site to verify this information and to obtain as much additional information as possible. Staff will meet with the property owner to discuss the plan and make adjustments as mutually agreed upon.
2. The total project cost will be split 50/50 between the property owner(s) and the Village. Project feasibility, scheduling, and Village participation will be determined on a case-by-case basis, although all projects will be considered for funding. The numbers of projects initiated each year will depend on amount allocated for the Drainage Assistance Program in the Village budget. Any project that exceeds \$20,000 in cost will require the Village Board Approval.
3. Once the Village and property owner agree on a concept plan, the project can proceed down two separate paths (see Steps 4 and 5 below).
4. If the property owner wants the Village to oversee design and construction, the property owner(s) will be required to put up a cash deposit of \$250.00 to initiate detailed engineering. The deposit will assure that residents are seriously interested in participating in the program. The deposit will be applied toward the resident(s) share of the total project cost. If the resident(s) decides to cancel construction, the deposit will be used to help pay for the cost of plan preparation. If no feasible engineering solution to the drainage problem is determined, then the entire amount will be refunded.
  - a. The Village's Engineering Staff (or a private consultant) will strive to design a cost effective solution to the drainage problem. Priority will be given to simple, low cost solutions. Priority will also be given to projects which can be maintained by the property owner(s) rather than the Village. After the final plan is complete there are three option to construct the project.

Option 1. If the Village obtains the bids and constructs the project.

- i. The property owner must pay their share of the total project cost prior to the Village awarding the contract for construction.

- ii. If the property owner decides not to proceed with construction, their \$250 deposit will be used to help pay for the cost of design work.
- iii. The property owner must sign a Work Rights Agreement allowing the Village's contractor to perform work on their property.
- iv. The Village has the right to reject all quotes if deemed unreasonable.

Option 2. If the property owner wishes to obtain bids and construct the project utilizing the Village Design.

- i. The property owner must provide quotes from at least two contractors. The property owner decides which contractor to use, but the amount that the Village reimburses would be 50% of the least expensive quote, and the Village has the right to reject all quotes if deemed unreasonable.
- ii. The contractor must pay prevailing wages to their employees and provide copies of certified payrolls to the Village. This is a state requirement for any infrastructure project paid for in part or whole with public funds per 820 ILCS 130/0.01-12.
- iii. Work Rights Agreements need to be provided to the Village for all properties where construction occurs.
- iv. The property owner or their contractor must obtain a Village permit, which would be issued at no cost. Some of the permit requirements are:
  - 1. The contractor shall provide insurance naming all affected property owners and the Village as additional insureds.
  - 2. The construction will be inspected by the Village and any deficiencies must be corrected prior to the Village issuing reimbursement.

Option 3. If the property owner will construct the project themselves (without hiring a contractor).

- i. Village participation is limited to supplying all plastic material (pipe, fittings, and inlets), stone backfill material, and repairing any public asphalt or concrete pavement/sidewalk removed by construction activities.
- ii. The property owner must obtain a Village permit, which will be issued at no cost.
- iii. The property owner will construct the entire project. Limited Village assistance may be provided for particular work items (like connecting to an existing structure).
- iv. The construction will be inspected by the Village and any deficiencies must be corrected by the property owner. Failure to correct deficiencies may result in violation notice(s) and/or court action by the Village.

5. If the property owner wants to finalize the design and construct the project themselves:

- a. The plan will be subject to Village review and approval. The project will then follow the path beginning with option 2 or 3, above.

6. The property owner(s) will assume maintenance responsibilities upon completion of the project, except portions located in the public right-of-way. Depending on the unique circumstances of each project, the Village may require the establishment of permanent easements for drains and storm

sewers on private property, but these will only be for the purpose of effecting emergency repairs or maintenance when the property owners fail to do so. The Village will bill the owners for any costs incurred in this manner. Multiple temporary construction easements for the mutual benefit of all property owners may also be required.

DRAINAGE ASSISTANCE PROGRAM INVESTIGATION AND APPLICATION FORM

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

- A.** How large is the area affected by flood damage? (Attach sketch showing names, address)  
Describe:

Number of properties affected?

- B.** Location of flooding (show number of properties for all that apply)

	(Number of Properties)		(Number of Properties)
Village Property			
Buildings	( )	Streets	( )
Sidewalks	( )	Other facilities	( )
Right-of-Ways	( )	Other Governmental Property	( )
Private Property			
Buildings	( )	Other (explain below)	( )
Yards	( )		

Briefly describe area(s) of flooding:

- C.** Type of flooding (show number of properties for all that apply)

	Number of Properties
Overland flow from other parcels	( )
Creek, pond or other body of water overtops its banks	( )
Existing ditch of storm sewer surcharges	( )
Existing combined/sanitary sewer discharges	( )
Water collects at low spot with no outlet	( )
Sump discharge results in constant running water	( )
Other (explain below)	( )

Explanation:

- D.** Type of flood damages (show number of properties for all that apply)

	Number of Properties
Structural damage to publicly owned facilities	(    )
Non-structural damage to publicly owned facilities	(    )
Structural damage to privately owned buildings	(    )
Non-structural damage to privately owned buildings	(    )
Damage to lawns, gardens, sheds, etc.	(    )
Other Damage (describe below)	(    )

Briefly describe flood damages:

**E. Health and safety hazards (show number of properties for all that apply)**

	Number of Properties		Number of Properties
Street/road impassable	(    )	Deep ponding in low area	(    )
Flooded basement	(    )	Flooded Garages	(    )
Sewage surcharging	(    )	Flooded septic fields	(    )
Icing in winter	(    )	Stagnant water	(    )
Ground saturated	(    )	Other (describe below)	(    )

Briefly describe unsafe or undesirable conditions:

**F. Type of assistance requested (check all that apply)**

- Request general advice on how to alleviate problem \_\_\_\_\_
- Request detailed engineering only (**\$250 fee**) \_\_\_\_\_
- Request 50% Village funding for project (standard amount) or \_\_\_\_\_
- Request more than 50% funding for project \_\_\_\_\_

(Explain reason for additional funding request):

**G. List other residents interested in this specific project:**

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Email Address</u>
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- 1)
- 2)
- 3)