



Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181

DEPARTMENT OF PUBLIC WORKS
MICHAEL M. GUERRA, P.E. • Director of Public Works

Phone (630) 834-8505
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June 2, 2021

**RE: Charles Avenue Improvement Project
Property Owner Survey for Optional Private Improvements**

Dear Property Owner:

The Village of Villa Park is in the process of advertising the referenced project for bidding. Construction is expected to start in late summer of 2021. This project consists of the reconstruction of North Charles Avenue from St. Charles Road to Oak Street. The project also includes replacement of the existing water main, installation of new storm sewer, selected sanitary sewer system improvements, restoration, and other related and incidental work.

In conjunction with capital improvement projects, the village typically offers property owners in project areas the ability to have optional private improvements completed by the village's contractor as a part of the construction project. Descriptions of eligible private improvements and approximate costs are listed later in this letter. If you are interested in one or more of the optional private improvements that are listed, please check the appropriate box on the included Property Owner Survey form. Any boxes on the survey form that are not checked will be regarded as notification of non-interest.

You may have received a similar letter and survey from the village in the past. Even if you returned the survey at that time, the village is requesting that all property owners complete and return this current survey form. This will ensure that property owners' information and selections are current, and will also allow any newer property owners the opportunity to participate in this process.

Selection of any of the available private improvement options in this letter does not constitute a commitment or financial obligation at this time. The village must first award a contract for this project. After the village has entered into a contract and the costs for the listed efforts are known, a notification of the cost of the work and request for confirmation to proceed will be provided to property owners for concurrence and payment. Again, this survey is only intended to gauge interest, and the village will follow up when costs become available.

Completed Property Owner Survey forms must be received by the Public Works Department no later than **Friday, June 25, 2021**. **Surveys received after this date will not be accepted.** If there are any questions, or if additional information would be helpful, please contact the Public Works Department, either by phone at (630) 834-8505, or by email to publicworks@invillapark.com.

Yours truly,

Michael M. Guerra, P.E.
Director of Public Works

General Notes

1. All work is subject to the availability of funding and Village Board approval.
2. Failure to submit a completed survey form by the due date on the front of this letter will result in ineligibility to participate in any optional private improvements.
3. Property owners must select all desired options on the Property Owner Survey and sign the signature block at the bottom of the survey form prior to returning the form to the village.
4. Property owners' share of the cost of any optional private improvements must be paid in full in advance of the completion of those improvements.
5. All costs listed are approximate based on previous village construction contracts. Actual costs to property owners for this project will be based on actual contract unit bid prices.
6. Some of the approximate costs of optional private improvements that are listed in this letter include village cost sharing or village contributions.
7. The optional private improvements listed in this letter may not be available to all property owners. The availability of optional private improvements is dependent on a property's particular location within the project area, the work taking place adjacent to that property, the scope of the project, available funding, and other factors. Property owners who are interested in any of the private improvement options listed are encouraged to return a completed survey with all potential options selected. Village representatives will then follow up with survey respondents to discuss the availability and cost of the selected options.

Sanitary Sewer Service Replacement

Description

A sanitary sewer service is a pipe that connects a home or business to the village's public sanitary sewer main and transports sewage waste from bathrooms, kitchens, laundry rooms, and other sources in the building to the public sanitary sewer main, which then transports the sewage to a wastewater treatment plant for processing.

Scope

Property owners may elect to have their private sanitary sewer service replaced from the village's public sanitary sewer main in the right-of-way to their property line (usually one to two feet behind the public sidewalk) as a part of the project.

Where the sanitary sewer service replacement ends at the property line, a cleanout and/or a backflow preventer will be installed and a connection will be made to the existing private sanitary sewer service that extends from the property line to the home or business.

Included in this work:

1. New connection to the public sanitary sewer main.
 2. New sanitary sewer service pipe from the public sanitary sewer main to the property line.
 3. New sanitary sewer service cleanout and/or sewer service check valve at the property line.
- Property owners who elect to proceed with sanitary sewer service replacement must elect to proceed with the installation of a cleanout, the installation of a check valve, or the installation of both a cleanout and a check valve.

Cost

Per the Village of Villa Park Municipal Code, a building's sanitary sewer service is the property of that home or business. As such, it is the property owner's responsibility to maintain, repair, and/or replace the sanitary sewer service as needed. The property owner is responsible for the entire cost of the of the new sanitary service pipe, the new connection to the public sanitary sewer main, and the new sanitary sewer service cleanout and/or check valve associated with this replacement.

The village offers a Sewer Reimbursement Program that can assist with the cost of these efforts. Under this program, the village will contribute 50%, up to \$1,000, of the cost of sanitary sewer service replacement. The village will also pay for all restoration costs associated with the work, as well as any incidental sidewalk or pavement replacement. Costs for this work will be based on actual contract unit bid prices and are not yet known at this time. Costs to property owners for this work are typically in the range of \$2,500 to \$4,000 after village contribution.

Notes

- Please note that this will be the last opportunity to complete this work for the foreseeable future. After construction of the project is finished, there will be a moratorium on any cutting, excavation, or removal of the roadway for several years after construction.
- Property owners may have previously received a letter from the village offering televising of a property's private sanitary sewer service lines. Due to COVID-19, the village has suspended televising of private sanitary sewer service lines. If you are interested in having your service line televised, it is recommended that you contact one or more plumbers to request quotes for this effort.

Storm Sewer Stub

Description

A storm sewer stub is a pipe that connects to the village's public storm sewer system and could be used as the connection point for a future private storm drainage system intended for the purpose of alleviating private property drainage issues.

Scope

Property owners may elect, with village approval, to have a storm sewer stub installed from the village's public storm sewer system, where available, to their property line (usually one to two feet behind the public sidewalk). Where the storm sewer stub ends at the property line, a cleanout will be installed. The cleanout could then be used as a future connection point for a private storm drainage system.

Included in this work:

1. New connection to the public storm sewer main or to a public storm sewer structure.
2. New storm sewer service pipe from the public storm sewer connection to the property line.
3. New storm sewer cleanout.

Cost

There is a \$750.00 flat fee for the installation of a storm sewer stub as a part of this project. The village will pay for all restoration costs associated with the work as well as any incidental sidewalk or pavement replacement.

Costs associated with the construction of a future private storm drainage system would either be the responsibility of property owners, or could potentially be shared between the village and property owners under the village's Drainage Assistance Program. Subject to the availability of program funding, the drainage program could provide village contribution of up to 50% of the costs of engineering and construction of a village-approved private storm drainage system design.

Notes

- This option is only available to properties where an existing or proposed storm sewer is available.
- Construction of a storm sewer stub is subject to village approval, based on storm sewer availability and existing need.
- The installation of a storm sewer stub as a part of this project only provides a connection point for a potential future private storm drainage system. It does not provide for the installation of a storm drain or drainage system. Additional costs and efforts will be needed after this project is complete to provide a fully functional storm drainage system.
- Proceeding with installation of a storm sewer stub automatically enrolls you in the village's Drainage Assistance Program.

Driveway Approach Upgrade

Description

A driveway approach (often referred to as a “driveway apron”) is the portion of a private driveway that is located immediately adjacent to the public street and provides a transition between the street and the driveway. In locations where there is public sidewalk crossing a private driveway, the approach is considered to be the portion of the private driveway between the street and the sidewalk. In locations where there is no public sidewalk, the limits of the portion of the driveway that is considered to be the approach may vary.

Scope

For properties with existing concrete driveway approaches planned to be removed and replaced as a part of the construction project, a concrete driveway approach will be reinstalled. No selection is necessary.

For properties with existing non-concrete driveway approaches planned to be removed and replaced as a part of the construction project, property owners may elect to upgrade the material of the new driveway approach to concrete for the cost difference between asphalt and concrete. If the option to upgrade an existing non-concrete driveway approach is not selected on the Property Owner Survey, then any existing non-concrete driveway approaches planned to be removed and replaced as a part of the project will be replaced with asphalt.

No materials other than concrete and asphalt are offered for driveway approaches. If an existing driveway approach is comprised of materials such as brick pavers or cobbles, those materials will be removed and returned to the property owner.

Included in this work:

1. Construction of new portland cement concrete driveway approach

Cost

Per the Village of Villa Park Municipal Code, it is a property owner’s responsibility to maintain, repair, and/or replace a driveway approach. As such, the property owner is responsible for the entire cost of the of the new driveway approach. However, the village will provide property owners a credit equal to the cost of a new asphalt driveway approach which may be applied towards property owners’ cost of a new concrete approach. This means that the property owner is only responsible for the difference in cost between the asphalt and concrete. The village will pay for restoration costs associated with the work. Costs for this work will be determined by contract unit price and are not yet known at this time. Typical costs to the property owner are generally \$3-\$4 per square foot of driveway approach after village contribution.

Sidewalk Replacement

Description

Public sidewalk, where present, is constructed of concrete and is typically four to five feet in width. Sidewalks that serve the entrances to homes or businesses are typically not public sidewalk and would not be eligible for replacement as a part of this project.

Scope

Property owners may elect to have some or all of the public sidewalk adjacent to their property replaced.

Included in this work:

1. Removal of the existing public sidewalk.
2. Construction of new portland cement concrete sidewalk

Cost

Per the Village of Villa Park Municipal Code, the responsibility for the removal and replacement of existing public sidewalk is shared equally between the village and the adjacent property owner. Consequently, the village and the adjacent property owner each pay 50% of the cost of removal and replacement. The village will pay the entire cost of the removal and replacement of public sidewalk that has been determined by village representatives to have been damaged by a parkway tree. The village will also pay the entire cost of the removal and replacement of public sidewalk curb ramps. Curb ramps are the segments of sidewalk approaching a street crosswalk and are typically only found at corner properties.

The village will also pay for all restoration costs associated with the work. Costs for this work will be based on actual contract unit bid prices and are not yet known at this time. Costs to property owners for this work are typically in the range of \$4 to \$6 per square foot of sidewalk after village contribution.

Notes

- A village representative will contact you to discuss the limits of any optional sidewalk removal and replacement. Limits of sidewalk replacement will be at the discretion of the village representative. For example, the village will typically not accommodate requests to replace one or two squares of sidewalk, leave the next one or two squares of existing sidewalk in place, and then replace one or two more squares. For the purposes of constructability and aesthetic appearances the village strives to replace continuous sections of sidewalk.

Existing Carriage Walk Replacement

Description

A carriage walk is a small sidewalk or paved pad between the street and the public sidewalk (see photo at right).

Scope

Property owners who have an existing carriage walk may elect to have that carriage walk replaced with a new concrete carriage walk as a part of the project.

It is village policy to remove all existing carriage walks as a part of construction projects and restore the areas with topsoil and sod.

If a property owner has an existing carriage walk and does not return a survey, or returns a survey and this option is not selected, the carriage walk will not be replaced and the Village will restore the parkway with topsoil and sod.

Cost

Where an existing carriage walk is to be removed and not replaced, the village will pay for removal of the existing carriage walk and restoration of the area with topsoil and sod.

Where an existing carriage walk is to be replaced, the property owner is responsible for the entire cost of the removal and replacement of the carriage walk. Costs for this work will be based on actual contract unit prices and will not be known until a contract has been awarded. Typical costs to a property owner for this work are \$10 to \$15 per square foot of carriage walk.

Notes

- Only existing carriage walks are eligible for replacement. New carriage walks will not be installed for properties that do not currently have an existing carriage walk. There are no exceptions.
- If a property has more than one existing carriage walk, a maximum of one of the existing carriage walks may be replaced.
- A carriage walk that is to be replaced must be replaced in substantially the same location as the existing carriage walk.
- The width of a new carriage walk is limited to the width of the existing carriage walk, or four feet (4'), whichever is less.
- If a carriage walk is to be replaced, the property owner will be required to enter into a license agreement with the village for the construction, maintenance, and costs of the carriage walk prior to the work taking place. There are no exceptions.





The village is now utilizing a notification service called CodeRED to provide important project information, including notice of road closures, water shutoffs, driveway access restrictions, and other relevant updates.

The village highly encourages citizens to set up their own personal account with CodeRED. A link to the CodeRED website can be found on the village website at:

<https://www.invillapark.com/787>



Citizens who sign up for CodeRED may select the methods by which they can be notified. Options include voice phone calls, text messages, email, and push notifications through the CodeRED app.

Citizens who would like to receive CodeRED notifications but would prefer not to set up or manage their own account may elect for Village staff to enter their contact information in the CodeRED system. If you would like Village staff to enter your contact information in the CodeRED system, please check the appropriate box on the Property Owner Survey form. Please note that if you select this option, you will not have access to the account or be able to make any changes to account options or settings.

Property Owner Survey

Please select the optional private improvements that you are interested in, fill out the Property Owner Information section, sign, date, and return your completed Property Owner Survey form to the Public Works Department by one of the methods listed at the bottom of this form.

As a reminder, selection of any of the below optional private improvements does not constitute a commitment or financial obligation at this time. After a contract for the construction of this project has been awarded, village representatives will follow up with survey respondents regarding their selections and associated costs.

<input type="checkbox"/> Sanitary Sewer Service Replacement	<input type="checkbox"/> Sidewalk Replacement
<input type="checkbox"/> Storm Sewer Stub	<input type="checkbox"/> Existing Carriage Walk Replacement
<input type="checkbox"/> Driveway Approach Upgrade	<input type="checkbox"/> I am not interested in participating

I authorize the village to add my contact information to **CodeRED™**.

Property Owner Information

Name(s): _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Signature: _____

Please return the completed Property Owner Survey form by one of the below methods.

Completed survey forms must be received no later than Friday, June 25, 2021.

Email (Preferred Method)
publicworks@invillapark.com

Mail
Village of Villa Park
Public Works Department
11 West Home Avenue
Villa Park, IL 60181

Village Hall Drop Box
Village Hall Parking Lot
20 South Ardmore Avenue

