

PRESIDENT
Dr. James L. Discipio

INTERIM
VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
W. Kerry Brunette



TRUSTEES

Tim Hayes
Jane E. Klingberg
Rimas V. Kozica
Scott F. Mesick
Marshall Seeder
LaVelle Topps

March 23, 2011

Dear Resident:

The Village of La Grange Park is reviewing methods it can implement to mitigate flooding that has been experienced within the community and in particular by the most recent rain events in 2010. During the process of reviewing issues brought up by residents and our staff, the Village has reviewed the capacity of our existing sewers and the affects its limitations may have on properties within our community.

The Village has been able to identify several strategies that may be possible to implement within the community to mitigate flooding. In order to determine what method may be most cost effective in a particular section of the Village, we need to have a better idea of the type and frequency of flooding that is being experienced. To that end, the Village is requesting that you assist us by taking a few minutes to fill out the attached survey.

The Village conducted a similar survey in 2001, however because the survey requested specific property location information the Village received a low response. In addition, based upon observations of the amount of debris accumulated during past events, the Village does not feel the responses received truly reflected the overall experience of property owners. The attached survey does not include specific property information in hopes that without disclosure of the information, property owners will more freely express the issues they experience.

It's important that the Village receive as many of the surveys back as possible as these will help form the approach that can be taken on a particular area within the Village. As an example areas that experienced sewer back-up will require a different approach from areas that experienced significant roadway flooding.

Upon collection of the surveys, the Village will review the information and analyze what methods may most effectively address the flooding in particular sections of roadway. The Village will inform the community of the potential strategies it is considering prior to proceeding with implementation.

The Village thanks you in advance for your cooperation.

The Village of La Grange Park

Flooding Survey Questions:

1. Location of home: We are only interested in the street and block number, not address. This is to allow the Village to ascertain the type of flooding occurring within the area of town.

Street Name

Block Number: (Please check One)

- | | |
|------------------------------|--------------------------------|
| <input type="checkbox"/> 200 | <input type="checkbox"/> 700 |
| <input type="checkbox"/> 300 | <input type="checkbox"/> 800 |
| <input type="checkbox"/> 400 | <input type="checkbox"/> 900 |
| <input type="checkbox"/> 500 | <input type="checkbox"/> 1000 |
| <input type="checkbox"/> 600 | <input type="checkbox"/> _____ |

2. Which of the following best describes your property?

- Ranch
- Split Level (with one level below ground)
- Slab (no basement or crawl space)
- Two story
- Has crawl space
- Has full depth basement

3. During 2010 did flooding affect your property?

- No flooding experienced
- In basement or crawl space (please indicate type)
 - Seepage (through cracks in foundation or wall)
 - Sewer Back-up (through floor, shower or toilet drains)
 - Through Window well or basement door entrance
- In rear yard (please indicate approximate duration water remained)
_____ Hours _____ Days
- In Street
 - Did depth of water prevent access to your property?
 - Yes No

4. What was the depth of flooding in your basement or crawl space?
- Less than an one inch
 - One to six inches
 - More than six inches
5. How many times did you experience flooding in 2010?
- Once
 - Twice
 - Three times or more
6. In the last five years on average how frequently have you experienced flooding?
- Once or less per year
 - Twice to three time a year
 - More than three times a year
7. Do you have a sump pump?
- No (proceed to question number 9)
 - Yes (please check applicable)
 - It collects basement floor drain
 - It collects basement washroom and/or laundry room
 - It collects footing drains only
8. Where does your sump pump discharge?
- Into sewer service
 - To rear yard
 - To front yard
 - Don't know
9. Do you have a flood control device?
- No
 - Yes (please check applicable)
 - Part of sump pump system.
 - Check Valve installed on sanitary service
10. Where do your downspouts discharge?
- On to the ground
 - Into to pipes going into ground
 - Both



MEMO

Date: March 24, 2011

To: Village of La Grange Park

Attn: Ms. Julia Cedillo, Interim Village Manager

From: Paul E Flood, Senior Vice President
Mark D. Lucas, Vice President

Re: Engineering and Capital Projects Committee
Potential Phased Construction

During the previous Engineering and Capital Projects Committee meeting on February 28, 2011 potential programs to mitigate basement and roadway flooding were discussed. We were requested to provide a potential strategy to implement the programs in phases to allow for funding sources (grants, fees, bonds) to be utilized as they become available.

When reviewing how best to phase a project that may not have a determinable completion date, we believe that a benefit from the work should be realized as a phase is completed. We do not suggest expending funds on the installation of a lift station with back-up power supply for a storm sewer separation with out constructing a pipe with a tributary area receiving a benefit from the lift station.

Of the potential projects discussed there are several that can be readily implemented in phases. Two programs that meet this criterion are the implementation of the back-flow prevention program and installation of restrictors in catch basins. The back-flow prevention program can be based on an annual budget limit that the Village would set aside for participation. Once the budgeted amount was spent, further commitments would not be made until additional funding is available. The restrictor program can be implemented based on a tributary area for a particular sewer. The funding for this program could also be planned for on a periodic basis. Both of these programs provide a measurable benefit as they are completed.

Other programs such as a sewer separation for areas prone to surface flooding can be developed in phases that would allow for some benefit to be achieved in each phase. We reviewed possible phasing for storm sewer separation for the area bounded by Jackson Avenue,

the IHB Railroad, Oak Avenue and Sherwood Road. There are two sewers being reviewed for a possible outlet for this system.

Alternate A - Outfall Sewer extended from Homestead Road sewer at 28th Avenue.

- Phase I – Construct a 30” outlet sewer would be constructed down Homestead Road from 28th Street to 31st Street. This would benefit the area on Homestead by extending the sewer installed in 2005 to relieve the area north of 31 Street and west of the IHB Railroad.
- Phase II – Construct a 48” storm sewer on Barnsdale Road from Monroe Avenue to PW Works site, a 24” sewer on Monroe Avenue from Barnsdale Road to Forest Road, install lift station and generator at PW site, and install force main from PW site to Homestead Road at 31st Street.
- Phase III- Extend 48” storm sewer on Barnsdale Road to Oak Avenue, a 24” pipe on Oak Avenue from Barnsdale Road to Forest Road , a 24” pipe on Jackson Avenue from Barnsdale Road to Forest Road, and the additional pump capacity if Phase II lags Phase I by more than 5 years.
- Phase IV- Extend 24” sewer on Harding Avenue as part of a possible roadway program constructed with federal STP funds (Roadway is currently eligible due to FAUS designation).
- Phase V - Extend sewers down Forest and Homestead Roads to pick up mid-block catch basins.
- Phase VI - Possible extension of sewer down Jackson, Monroe and Oak Avenues as part of roadway programs in future years.

Alternate B – Outfall sewer extended from storm sewer located in easement in rear lots of property on east side of Barnsdale Road at about 28th Street.

- Phase I – Construct a 48” outlet sewer on Barnsdale Road from 28th Street to 31st Street, install lift station and generator in easement at LaGrange Park District property, and install force main from Barnsdale Road to existing storm sewer in easement on east side of the property. The lift station pumps would be installed to handle flow from area serviced by proposed pipe installed in this Phase I & II only if future phases are anticipated to lag by more than 5 years.
- Phase II – Construct a 48” storm sewer on Barnsdale Road from 31st Street to Monroe Avenue, a 24” sewer on Monroe Avenue from Barnsdale Road to Forest Road.

Phase III- Extend 48" storm sewer on Barnsdale Road to Oak Avenue, a 24" pipe on Oak Avenue from Barnsdale Road to Forest Road , a 24" pipe on Jackson Avenue from Barnsdale Road to Forest Road, and the additional pump capacity if Phase III lags Phase II by more than 5 years.

Phase IV- Extend 24" sewer on Harding Avenue as part of possible roadway program constructed with federal STP funds (Roadway is currently eligible due to FAUS designation).

Phase V - Extend Sewers down Forest and Homestead Roads to pick up mid-block catch basins.

Phase VI - Possible extension of sewer on Jackson, Monroe and Oak Avenue as part of roadway programs in future years.



Civil Engineers ♦ Municipal Consultants ♦ Established 1911

Sewer Alternative Recommendations – For Reference in Discussion

Note: The material contained below and herein was originally distributed to the Board, as part of the Hancock Engineering Report, included in the Village Board Packet, dated December 14, 2010.

Mitigation Strategies / Options

Attached is a table briefly describing some alternatives to address flooding issues within the Village. The projects and programs can be considered in whole or in part, and in various combinations as strategies the Village may want to consider implementing. Also included in this table are preliminary estimates of cost, where appropriate, and a summary of the benefits and limitations associated with each option.

Program	Description	Cost	Benefits	Limitations
Storm Sewer System with Detention Facility	Installation of a separate storm sewer system servicing entire area east of LaGrange Road and south of 31st Street with the installation of detention facility to address flooding. Additionally the detention facility would store the water in excess of that that can be conveyed to Salt Creek during substantial rainfalls and during periods in which high water levels in the creek reduce the capacity of the outlet to convey storm water.	\$44,000,000	The work would eliminate stormwater runoff from the roadway and eliminate basement flooding in the area due to sewer back-ups associated with roadway runoff. The detention pond will reduce the duration and frequency of flooding on the roadway during significant rainfall events to a chance of occurrence to 10% each year. Additionally the system would allow for a restricted release of drainage from flood prone rear yard drainage areas, which would reduce the duration of such occurrences.	A significant area of existing developed properties would need to be cleared and excavated to create the detention facility. It is estimated that 32 contiguous properties would be required for the detention facility.
Storm Sewer System without detention	Installation of a separate storm sewer system servicing entire area east of LaGrange Road and south of 31st Street	\$23,000,000	The work would remove roadway stormwater runoff from the combined sewer system, resulting in the elimination of basement flooding due to sewer back up associated with roadway runoff. Additionally the system would allow for a restricted release of drainage from flood prone rear yard drainage areas, which would reduce the duration of such occurrences. The storm sewer would reduce the duration and frequency of flooding on the roadway during significant rainfall events to a chance of occurrence of 20% each year.	The occurrence of street flooding would not be eliminated and the duration would be dependent on water levels of Salt Creek during the time of release.

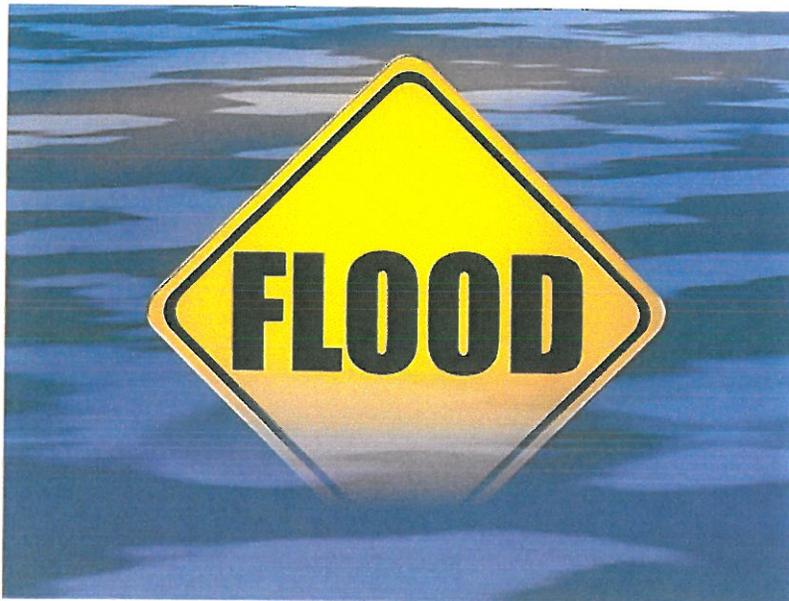
Program	Description	Cost	Benefits	Limitations
Storm Sewer System Without detention (continued)	An example of partial implementation of a program/project would be to construct a storm sewer to address the area between Barnsdale and Sherwood from Oak to Jackson, which was the area most dramatically affected by 2010 storms. Storm sewer on affected streets, with lift station & generator at PW yard and discharge north of 31 st Street	\$4,300,000 - \$6,100,000	Project would reduce occurrence and duration of street flooding within one of the lowest areas of the Village. Additionally the immediate area would benefit during short duration - high intensity events, with the result of a decrease in sewer back-ups related to surcharge of the collector pipes, which often occur during such storms.	Long duration lower intensity events may still result in sewer back up. Potential for some street flooding to occur remains. System would rely on pump discharge to reduce cost of outfall to Salt Creek, but could be susceptible to mechanical failure.
Combined Relief Sewer	The installation of a sewer that would take flows in excess capacity of the existing system and divert these flows to the "Deep Tunnel" drop shaft located near the LaGrange water tower on the southeast corner of Gordon Park. Additionally the project would place restrictors in the outlet pipes of storm structures to reduce the rate of runoff entering the system.	\$9,000,000	The work would reduce the occurrence and duration of flooding within basements for the affected area. Additionally drainage structures along the main branch of the sewer and the four collector sewers would be directly connected to the sewer resulting in a decrease of street flooding along the path of the sewer. The system can be expanded to extend up the local streets to allow connection of additional drainage structures.	The estimate does not include costs associated with easements that would need to be acquired from IHB railroad, LaGrange or LaGrange Park District. The release to the "Deep Tunnel" would be restricted below its design capacity until 2029 at which time the MWRD's reservoirs are anticipated to be completed. This will reduce the effectiveness of the relief sewer. Additionally, the outlet for the relief sewer will be controlled and at times closed depending on the capacity of the tunnel and reservoir to handle flows after its construction. Limited relief until further extension of system is completed to pick up storm drains, but the project does not include alternate overflow to Salt Creek.

Program	Description	Cost	Benefits	Limitations
New 31st Street Outfall	The installation of a larger outfall or parallel pipe along Village sewer located in 31st Street to east intersection with Salt Creek.	\$2,480,000	The pipe could be in lieu of outfall to "Deep Tunnel" in LaGrange or as a supplement to the system to allow for additional overflow capacity to Salt Creek when "Deep Tunnel" is closed due to limits on capacity.	Benefit of the system is limited during high intensity rainfall events as collector sewer capacity is limiting factor creating the flooding.
Street Drainage Restriction	The project involves the installation of restrictors in the pipe to reduce the rate at which water enters the existing pipe.	\$1,750,000	The work reduces the frequency of sewer back-up in the Village. The restrictor would be variable in size to account for capacity of system and available roadway storage.	The work would result in an increase in the frequency, and area of "street flooding".
Isolated Detention	The installation of restrictors in the pipe to reduce the rate at which water enters the existing pipe, with the excavation of existing lots near intersections to be used as smaller detention facilities.	\$900,000 per location.	The work would reduce the frequency of sewer back-up in the Village. The smaller ponds located at intersections would reduce the frequency and duration of street flooding.	Acquisition of property is significant with a minimum of 2 lots each at approximately 28 locations being required to have significant benefit.
Disconnection of downspouts & prohibit the introduction of new drain tile flows (inflow) to system	The village would pass an ordinance requiring all downspouts to be disconnected from combined sewer and not allowing future connections of sump pumps for drain tiles from being connected to sewer service from the site.	Resident Cost	Approximately 45% of homes within the area have downspouts connected to system that adds 6 acres of impervious area tributary to the system. The number of sump pumps connected cannot be calculated without inspection, but inflow can aggravate back up experienced in other properties. The disconnection of downspouts will also have an environmental impact as it will reduce the amount of water that is required to be treated as combined sewage.	Cost born by residents, potentially can aggravate flooding within low lying area (rear yards).

Program	Description	Cost	Benefits	Limitations
Backflow Prevention Program	Expand Village's pilot program to annual program with commitment of certain dollars to program on first come first served basis	Annual Program Resident Cost \$4,000 to 12,500 per location with Village Participation TBD	Prevent sewer backup only by allowing residents with gravity system to install a "check valve" on their service by either insertion on existing gravity line or by installing "overhead plumbing" with ejector pump. Past program was a match up to \$1,000 per location, Village can budget annual program cap	Peak times of demand for participation may exceed annual budget amount.
Rain Garden Program	Address rear yard drainage by allowing a restricted release from rear yards when resident creates Rain Garden or infiltration basin/swale, or other small BMP within property to retain a quantitative volume of runoff from tributary area	Annual Program Resident Cost with Village Participation TBD	Address the duration of flooding for areas where rear yard drainage is an issue. The restricted flows would be sufficiently small to not adversely affect system capacity during normal rainfall events and release would be after specific volume has been retained on site	Increase of volume of flow into system, may create issue during Salt Creek flooding events, and during long duration storm events.
Flooding Emergency Response Plan	The Village's development and implementation of an emergency response plan to address circumstances of flooding should be considered. Issues such as the closing of roads, redirecting of traffic, access to property for emergency personnel, notification to residents of assistance that may be available, and the Village's role in addressing the flooding and assisting its residents are some of the items that should be reviewed.	Staff time to develop and implement the program	Mitigates street "wakes" that result from vehicles passing through flooded streets where water is pushed to window wells and stairwells of nearby structures. Helps to mitigate the damage to parked cars as water elevations can rise above the floorboard of the vehicles.	

Village of La Grange Park

Flood Response and Recovery Incident Action Plan



Official Use Only – Not for Public Distribution

HOW THE PLAN WORKS

Weather forecasts and notifications will be monitored by all Department Managers and shared with one another as they become available by email. Should heavy rain be predicted, or the National Weather Service issue a Flood Watch or Warning, Department Managers or their designee should begin preparing for possible plan implementation.

WHO IS IN CHARGE

The Director of Public Works will make the initial determination for plan implementation, in consultation with the Village Manager and Emergency Management Coordinator if time permits. The initial plan implementation will consist of the dropping of barricades in pre-determined locations as noted in this plan, and public notice that the plan has been implemented.

Should flooding and/or storms actually occur, a Unified Command system will be utilized, where command will transition between the appropriate departmental supervisor, depending upon the type and duration of the specific incident requiring mitigation. Should the flooding progress to the point that the Emergency Operations Center be activated, this Unified Command structure shall transition into the operations of the center.

BASIC OPERATIONS

The Village of La Grange Park Communications Center will serve as the initial 24-hour contact point for all flooding incidents, and make appropriate response notifications to each department depending upon the type of emergency. Should the EOC be activated, the Communications Center shall direct requests for service and response through the EOC.

Specific information about operations is located on the Assignment Lists (ICS Form 204), by specific Branch (Department). Basic assignments are identified on each form, but the form is designed to be utilized and completed as needed during the flood emergency.

INSTRUCTIONS FOR RESIDENTS

Should a significant incident or situation occur which requires resident notification, a variety of means should be utilized such as website posting, email notification, cable access, and media notification. Furthermore, should a situation arise which requires specific resident action such as evacuation, notification should be made utilizing Emergency Vehicle Public Address Systems, Door to Door contact, and CODE RED. A pre-scripted evacuation message is included in this plan for use with the CODE RED system.

INCIDENT OBJECTIVES	1. Incident Name Flood Response	2. Date Original: 03-23-11 Revised: 03-23-11	3. Time 17:00 hrs									
4. Operational Period – TBD based upon Actual Event Pre-Event Mitigation – Date(s): _____ Time(s): _____ - _____ Event Response – Date(s): _____ Time(s): _____ - _____ Post-Event Recovery – Date(s): _____ Time(s): _____ - _____												
5. General Control Objectives for the Incident (include alternatives) <ul style="list-style-type: none"> - Notification of Impending Flooding and Recommended Actions – Residents, Businesses, etc. - Public Works Preparation and Response Barricading Roads, Damage Assessments, Tree Hazard Removal, Monitor Water Flow, etc. - Police Response to Public Safety Emergencies Comm Center Staffing, Temporary Safety Zones, Shelters Monitoring, Emergency Public Communications - Fire & EMS Response to Public Safety Emergencies Water Rescue, Utility Hazards, Building Hazard Control, etc. - Move Village vehicles and equipment to elevated areas in extreme flooding situations - Maintain Communications with affected Utilities in attempt for Timely Restoral - Coordination of Community Clean-Up – Vegetation, debris, special garbage pick-ups, etc. - Continuity of Village Administration Functions - See attached for Specific Emergency Action Guidelines 												
6. Weather Forecast for Period												
7. General Safety Message All Personnel to Review Incident Action Plan and Village Emergency Operations Plan Use proper PPE when operating in and around standing water Follow Departmental Policies and SOG's applicable to the hazards encountered Do not commit vehicles to substantial water depths Avoid making wakes when operating vehicles around people, homes and other buildings Wear reflective clothing when operating on or near roadways, or at all times of reduced visibility.												
8. Attachments (mark if attached) <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Organization List - ICS 203</td> <td><input type="checkbox"/> Medical Plan - ICS 206</td> <td><input type="checkbox"/> Emergency Action Guidelines</td> </tr> <tr> <td><input type="checkbox"/> Div. Assignment Lists - ICS 204</td> <td><input type="checkbox"/> Incident Map</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Communications Plan - ICS 205</td> <td><input type="checkbox"/> Traffic Plan</td> <td><input type="checkbox"/></td> </tr> </table>				<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> Emergency Action Guidelines	<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>
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<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>										
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>										
9. Prepared by (Planning Section Chief) Dean J. Maggos		10. Approved by (Incident Commander)										

ICS Form 203 - FLOOD

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME Flood Response	2. DATE PREPARED 03-23-11	3. TIME PREPARED 22:00 hrs
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME) TBD		
5. INCIDENT COMMAND AND STAFF		9. OPERATIONS SECTION		
INCIDENT COMMANDER	TBD based upon incident	CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
6. AGENCY REPRESENTATIVES		DIVISION/GROUP		
AGENCY	NAME	DIVISION/ GROUP		
EMA Coordinator	Dean J. Maggos: 708-243-2897	DIVISION/ GROUP		
Village IVM	Julia Cedillo: 815-474-7788	DIVISION/GROUP		
Fire/Bldg Chief	Dean Maggos: 708-243-2897	DIVISION /GROUP		
PW Director	Julius Hansen: 708-243-1160	b. BRANCH II- DIVISIONS/GROUPS		
PD Chief	Dan McCollum: 708-259-0512	BRANCH DIRECTOR		
Finance Director	Pierre Garesche: 708-354-0225, x115	DEPUTY		
7. PLANNING SECTION		DIVISION/GROUP		
CHIEF		DIVISION/GROUP		
DEPUTY		DIVISION/GROUP		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		c. BRANCH III- DIVISIONS/GROUPS		
DEMOBILIZATION UNIT		BRANCH DIRECTOR		
TECHNICAL SPECIALISTS		DEPUTY		
8. LOGISTICS SECTION		DIVISION/GROUP		
CHIEF		DIVISION/GROUP		
DEPUTY		DIVISION/GROUP		
a. SUPPORT BRANCH		d. AIR OPERATIONS BRANCH		
DIRECTOR		AIR OPERATIONS BR. DIR.		
SUPPLY UNIT		AIR TACTICAL GROUP SUP.		
FACILITIES UNIT		AIR SUPPORT GROUP SUP.		
GROUND SUPPORT UNIT		HELICOPTER COORDINATOR		
b. SERVICE BRANCH		AIR TANKER/FIXED WING CRD.		
DIRECTOR		10. FINANCE/ADMINISTRATION SECTION		
COMMUNICATIONS UNIT		CHIEF		
MEDICAL UNIT		DEPUTY		
FOOD UNIT		TIME UNIT		
PREPARED BY (RESOURCES UNIT)		PROCUREMENT UNIT		
This form can be modified and completed in whole when actual incident occurs.		COMPENSATION/CLAIMS UNIT		
		COST UNIT		

ICS Form 204 - ADMINISTRATION

1. BRANCH - ADMINISTRATION		2. DIVISION/GROUP		ASSIGNMENT LIST					
3. INCIDENT NAME - Flood Response				4. OPERATIONAL PERIOD					
				DATE <u>TBD</u>		TIME <u>TBD</u>			
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF		<u>VILLAGE MANAGER</u>		DIVISION/GROUP SUPERVISOR		_____			
BRANCH DIRECTOR		_____		AIR TACTICAL GROUP SUPERVISOR		_____			
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
Public Information Officer			1						
Public Assistance Officer			1						
TBD									
TBD									
TBD									
TBD									
7. CONTROL OPERATIONS									
<ul style="list-style-type: none"> - Pre-event posting of public service information regarding flooding and response plan on website. - Liaison to Village President and Board during flooding event. - Coordination and distribution of special instructions to public and media regarding flood event. - Monitor information collected from initial damage assessments. - Collection of information regarding flood impact areas, extent of impact, and operation of sewer system. - Coordination of waste hauler or special contractors to assist in Village clean-up. - Liaison between Cook County, FEMA and residents during public assistance operations. 									
8. SPECIAL INSTRUCTIONS									
<ul style="list-style-type: none"> - Coordinate with Incident Command to determine if Emergency Operations Center needs to be activated. - Coordinate with Incident Command and Emergency Management Coordinator if a "State of Emergency" or "State of Disaster" declaration is needed. - If necessary, coordinate declarations with Village President. If "State of Disaster" is declared, request County assistance through information as provided in the Village's Emergency Operations Plan. 									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL		PHONE		SUPPORT	LOCAL			
			EMAIL			REPEAT			
DIV./GROUP TACTICAL			FAX		GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LEADER) Maggos				APPROVED BY (PLANNING SECT. CH.)			DATE 03-23-11	TIME 16:00 hrs	

ICS Form 204 - FIRE

1. BRANCH - FIRE		2. DIVISION/GROUP		ASSIGNMENT LIST					
3. INCIDENT NAME - Flood Response				4. OPERATIONAL PERIOD					
				DATE <u>TBD</u> TIME <u>TBD</u>					
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF		FD Duty Officer		DIVISION/GROUP SUPERVISOR					
BRANCH DIRECTOR				AIR TACTICAL GROUP SUPERVISOR					
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
CHF 1201		TBD	1						
DO 1205		TBD	1						
ENG 1211		TBD	3 (min)						
ENG 1221		TBD	3 (min)						
ENG 1222		TBD	3 (min)						
TRK 1219		TBD	3 (min)						
AMB 1214		TBD	As Needed						
AMB 1215		TBD	2						
UTILITY 1291		TBD	1 (min)						
7. CONTROL OPERATIONS									
<ul style="list-style-type: none"> - Respond to EMS incidents, fires, people trapped in water, and other emergency incidents. - Upon securing life safety, assist with hazard control such as down wires, structural damage, etc. - In event of extreme flooding, assist with protection of Village structures and infrastructure. - During high call volume storms, take over FD dispatching if adequate personnel exist. 									
8. SPECIAL INSTRUCTIONS									
<ul style="list-style-type: none"> - Utilize Public Works radio frequency, or alternate, when main fire band radio traffic is heavy. - If lives are not in immediate danger, do not enter water or other hazardous environment alone. - Assist with damage assessment by reporting observations to Communications Center. - Avoid driving vehicles into deep water. When possible, maintain no wake speed. - In extreme flooding, move all apparatus to higher elevations and await assignments. - If boats or other water rescue equipment or personnel are needed, utilize MABAS box card 12-05. 									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION	FREQ.	SYSTEM	CHAN.	FUNCTION	FREQ.	SYSTEM	CHAN.		
COMMAND	LOCAL	Fire Main 154.250	VHF	1	SUPPORT	LOCAL	PW 155.115	VHF	4
	M / A	IFERN-1 154.265	VHF	2		REPEAT			
DIV./GROUP TACTICAL		Firegrnd RED 154.130	VHF	16	GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LEADER) Maggos				APPROVED BY (PLANNING SECT. CH.) Maggos		DATE 03-23-11	TIME 16:00 hrs		

ICS Form 204 – POLICE

1. BRANCH - POLICE		2. DIVISION/GROUP		ASSIGNMENT LIST					
3. INCIDENT NAME – Flood Response				4. OPERATIONAL PERIOD					
				DATE <u>TBD</u>		TIME <u>TBD</u>			
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF		<u>Street Sergeant/OIC</u>		DIVISION/GROUP SUPERVISOR		_____			
BRANCH DIRECTOR		_____		AIR TACTICAL GROUP SUPERVISOR		_____			
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
TBD			1						
TBD			1						
TBD			1						
TBD			1						
TBD			1						
TBD			1						
7. CONTROL OPERATIONS									
<ul style="list-style-type: none"> - Sound emergency warning sirens upon tornado warning or observation of impending tornado type winds. - Respond to emergency incidents where police presence or police intervention is necessary. - Respond as available to assist at EMS incidents, fires, people trapped in water, and other emergency incidents. - Assist with initial traffic control and blocking of impassable roadways and areas due to flooding. - Request barricades and/or other assistance through Communications Center and/or Operations Supervisor. - Staff Communications Center and assist with EOC set-up and staffing if activated. - Make Code Red notifications to public of special alerts and/or actions when deemed necessary by IC. - Coordinate patrols and additional protective measures in areas without power and in evacuated areas. - Assist with initial monitoring of shelters if opened. 									
8. SPECIAL INSTRUCTIONS									
<ul style="list-style-type: none"> - If lives are not in immediate danger, do not enter water or other hazardous environment alone. - Assist with damage assessment by reporting observations to Communications Center. - Avoid driving vehicles into deep water. When possible, maintain no wake speed. - In extreme flooding, move all police vehicles to higher elevations and await assignments. 									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL	PD Main 154.800	VHF		SUPPORT	LOCAL	PW 155.115	VHF	
			VHF			REPEAT			
DIV./GROUP TACTICAL			VHF		GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LEADER) Maggos				APPROVED BY (PLANNING SECT. CH.)			DATE 03-23-11	TIME 16:00 hrs	

ICS Form 204 – PUBLIC WORKS

1. BRANCH - PUBLIC WORKS		2. DIVISION/GROUP		ASSIGNMENT LIST					
3. INCIDENT NAME – Flood Response				4. OPERATIONAL PERIOD					
				DATE <u>TBD</u> TIME <u>TBD</u>					
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF		PW DIRECTOR		DIVISION/GROUP SUPERVISOR					
BRANCH DIRECTOR				AIR TACTICAL GROUP SUPERVISOR					
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
TBD			1						
TBD			1						
TBD			1						
TBD			1						
TBD			1						
TBD			1						
7. CONTROL OPERATIONS									
<ul style="list-style-type: none"> - Pre-event drop off of barricades in areas determined to be of high flooding potential. - Erect barricades in predetermined areas upon direction of PW Director or alternate. - Primary responsibility for Village storm damage assessment; complete damage assessment log for Village. - If conditions warrant immediate action during damage assessment for protection of life, make request for FD and/or PD response through Communications Center. - Primary responsibility for clearing of debris and/or trees blocking roadways. - Monitor Village sewer system for operation and drainage. - Respond and investigate residential complaints that seem unusual and/or extreme. - Coordinate post-event clean up of streets and public areas. 									
8. SPECIAL INSTRUCTIONS									
<ul style="list-style-type: none"> - If lives are not in immediate danger, do not enter water or other hazardous environment alone. - Avoid driving vehicles into deep water. When possible, maintain no wake speed. - In extreme flooding, move all PW vehicles to higher elevations and await assignments. 									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL	PW 155.115	VHF		SUPPORT	LOCAL	PW 155.115	VHF	
			VHF			REPEAT			
DIV./GROUP TACTICAL			VHF		GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LEADER) Maggos				APPROVED BY (PLANNING SECT. CH.)			DATE 03-23-11	TIME 16:00 hrs	

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period					
	Flood Response	03-23-11	22:00 hrs	TBD					
5. Incident Medical Aid Station									
Medical Aid Stations		Location			Paramedics Yes No				
TBD as Needed									
6. Transportation									
A. Ambulance Services									
Name		Address		Phone		Paramedics Yes No			
La Grange FD		Contact by Radio		708-352-2121		X			
Brookfield FD		Contact by Radio		708-485-8121		X			
Western Springs FD		Contact by Radio		708-246-3121		X			
MABAS Request		MABAS Division 10		708-246-3141					
B. Incident Ambulances									
Name		Location			Paramedics Yes No				
La Grange Park 1215		Station 1 – 447 N. Catherine Contact by Radio Pager			X				
La Grange Park 1214		Station 1 – 447 N. Catherine							
7. Hospitals									
Name		Address		Travel Time Air Ground		Helipad Yes No		Burn Center Yes No	
La Grange		5101 Willow Springs Rd.		8		X		X	
Loyola		2160 S. 1 st Ave.		13		X		X	
8. Medical Emergency Procedures									
<p>- Check on alternate routes to hospitals if area-wide flooding.</p> <p>- During long term events, consider tetanus booster for personnel who entered water.</p>									
Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)				

FLOOD EVACUATION PRE-SCRIPTED MESSAGE

INSTRUCTIONS: FILL OUT COMPLETELY BEFORE POSTING MESSAGE. GET EVACUATION ROUTES FROM POLICE BRANCH OPERATIONS CHIEF OR EOC. GET OPEN SHELTER LOCATIONS FROM EMERGENCY MANAGEMENT COORDINATOR OR EOC.

MESSAGE...

VILLAGE OF LA GRANGE PARK PUBLIC OFFICIALS HAVE ANNOUNCED THAT DANGEROUS FLOODING IS OCCURRING WITHIN THE VILLAGE IN THE FOLLOWING GENERAL AREAS:

IT IS RECOMMENDED THAT THOSE LIVING OR WORKING IN THESE AREAS EVACUATE. THIS ADVISORY AFFECTS PERSONS IN THE FOLLOWING SPECIFIC LOCATIONS:

IF YOU ARE IN THESE SPECIFIC AREAS, WE ADVISE YOU TO TAKE THE FOLLOWING PROTECTIVE ACTIONS:

1. LEAVE AS SOON AS POSSIBLE IF SAFE TO DO SO.
 2. TAKE THE FOLLOWING ITEMS WITH YOU: SPECIAL MEDICATION OR DIETARY NEEDS, PERSONAL ITEMS, INFANT NEEDS.
 3. IF YOU ARE SURROUNDED BY WATER, OR OTHERWISE NEED ASSISTANCE WITH EVACUATION, DIAL 9-1-1.
 4. DRIVE SLOWLY AND CAREFULLY, OBEYING TRAFFIC LAWS AND OFFICIALS DIRECTING YOU ALONG EVACUATION ROUTES. THEY ARE AS FOLLOWS:
-

5. IF YOU WILL NEED A PLACE TO STAY, THE FOLLOWING SHELTERS ARE OPEN:
-

6. BEFORE LEAVING YOUR HOME OR BUSINESS, TURN OFF ALL ELECTRICAL APPLIANCES, INCLUDING HEATING OR AIR CONDITIONING SYSTEMS.
7. IF YOU CANNOT EVACUATE IN TIME, TAKE SHELTER IN YOUR HOME ON UPPER FLOORS. BRING PETS INSIDE. CLOSE AND LOCK LOWER LEVEL DOORS AND WINDOWS. CONTACT 9-1-1 TO LET US KNOW YOU ARE THERE.

PRESIDENT
Dr. James L. Discipio

INTERIM
VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
W. Kerry Brunette



TRUSTEES
Tim Hayes
Jane E. Klingberg
Rimas V. Kozica
Scott F. Mesick
Marshall Seeder
LaVelle Topps

WHEREAS, Ordinance #729 of the Village of LaGrange Park, Illinois, Code of Ordinances authorizes the Village President to exercise such powers as may be granted under State of Illinois or Local Ordinances pursuant to emergency declarations; and

WHEREAS, the Village President, in conference with the Village Manager, Department Heads, and the Emergency Management Director find that the following conditions exist:

- Extreme peril to the health and safety of the citizens of the Village of LaGrange Park have arisen
- And the Village Board of the Village of LaGrange Park, Illinois is not in session

NOW THEREFORE, IT IS HERBY PROCLAIMED that a local state of emergency exists now throughout the Village; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this Village shall be those prescribed by State law, by Ordinances and Resolutions of the Village, and by the Village of LaGrange Park Emergency Operations Plan, as approved by the LaGrange Park Village Board.

Signed this the _____ day of _____, 20__.

Village President

Attest (name/title)



Website Piece - Draft
Flood Response – Village Action Plan
March 24, 2011

Background

Large storms can at times create flooding concerns in portions of our Village. Although various projects have been undertaken by the Village over the years to reduce the impact of heavy rains, resident concerns over damage from last year's storms have prompted Village officials and staff to take additional action.

The Village's Engineering & Capital Projects Committee has been tasked with investigating various options, and the costs associated with such, to further improve how our Village infrastructure handles sewage and storm water flows. The Committee is made up of Village Trustees, and has been meeting regularly, supported by Village staff and engineers. A good amount of work has already been done, but much more is needed, as most of the projects needed to address this flooding can be very costly. Each idea must be evaluated as a cost vs. benefit, while realizing that residents living in different areas of the Village may have different needs, depending upon the impact storms have on an area. This is further complicated by the fact that homes have different plumbing systems, where some are more susceptible to sewer back-up, while others are immune from it.

Flood Response Incident Action Plan

One immediate result of these meetings is the development of a Flood Response Incident Action Plan, which is in the final stages of being completed. Although in the past, the Village has overall responded very well to storms, the committee tasked the supervisors from Fire, Police and Public Works to develop a formal plan for dealing with flooding. The purpose of the Plan is to:

1. Ensure community readiness
2. To make certain systems in place are working properly
3. To prevent further property damage by identifying additional actions to be taken by Village staff and public safety personnel.

Public Information

One added component as a result of the Incident Action Plan is to have information made available for residents, to provide guidance in how to reduce potential flood damage, and to inform what can be done to limit damage in the event of flooding.

Residents are encouraged to visit the Village's website regularly for updates about flood relief and response and guidance for residents.

Flooding & Emergency Preparedness

Know Your Flood Terms

- Flood Watch: Flooding is possible. Tune in to NOAA Weather Radio, commercial radio, or television for information.
- Flash Flood Watch: Flash flooding is possible. Be prepared to move to higher ground; listen to NOAA Weather Radio, commercial radio, or television for information.
- Flood Warning: Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.
- Flash Flood Warning: A flash flood is occurring; seek higher ground on foot immediately.

Resident Instructions

Before a Flood – Educate Yourself

Safeguard your possessions

Create a personal “flood file” containing information about all your possessions and keep it in a secure place, such as a safe deposit box or waterproof container. This file should have the following items:

1. A copy of your insurance policies with your agent’s contact information.
2. Conduct a household inventory. For insurance purposes, be sure to keep a written and a visual (i.e. videotaped or photographed) record of all major household items and valuables, even those stored in basements, attics or garages. Create files that include serial numbers and store receipts for major appliances and electronics. Have jewelry and artwork appraised. These documents are critically important when filing insurance claims. For more information visit www.knowyourstuff.org.
3. Copies of all other critical documents, including finance records or receipts of major purchases.

Prepare your house

1. First make sure your sump pump is working and then install a battery-operated backup, in case of a power failure. Installing a water alarm will also let you know if water is accumulating in your basement.
2. Clear debris from gutters and downspouts.
3. Raise your electrical components (switches, sockets, circuit breakers, and wiring) at least 12 inches above your home’s projected flood elevation.
4. Place the furnace, water heater, washer, and dryer on cement blocks at least 12 inches above the projected flood elevation.
5. Move furniture, valuables, and important documents to a safe place.
6. Install “check valves” in sewer traps to prevent floodwater from backing up into the drains of your home
7. Seal the walls in your basement with waterproofing compounds to avoid seepage

Develop a family emergency plan

1. Create a safety kit with drinking water, canned food, first aid, blankets, a radio, and a flashlight.
2. Post emergency telephone numbers by the phone and teach your children how to dial 911.
3. Plan and practice a flood evacuation route with your family. Know safe routes from home, work, and school that are on higher ground.
4. Ask an out-of-state relative or friend to be your emergency family contact.
5. Have a plan to protect your pets.

For more information on emergency preparation, talk to your insurance agent or visit Ready.gov.

During a Flood

1. Listen to a battery operated radio or television for information
2. Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
3. If water rises in your home before you evacuate, go to the top floor, attic, or roof. Take warm clothes, a flashlight and portable radio with you. Wait for help. Don't try to swim to safety.
4. Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.
5. If you come in contact with floodwaters, wash your hands with soap and disinfected water.

If you must prepare to evacuate, you should do the following:

1. Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
2. Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave your home, remember these evacuation tips:

1. Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
2. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

Driving Flood Facts

The following are important points to remember when driving in flood conditions:

1. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
2. A foot of water will float many vehicles.
3. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUVs) and pick-ups.

After a Flood

1. If your home has suffered damage, call your insurance agent to file a claim.
2. Check for structural damage before re-entering your home to avoid being trapped in a building collapse.
3. Take photos of any floodwater in your home and save any damaged personal property.
4. Make a list of damaged or lost items and include their purchase date and value with receipts, and place with the inventory you took prior to the flood. Some damaged items may require disposal, so keep photographs of these items.
5. Keep power off until an electrician has inspected your system for safety.
6. Boil water for drinking and food preparation until authorities tell you that your water supply is safe – listen for news reports to learn whether the community’s water supply is safe to drink.
7. Prevent mold by removing wet contents immediately.
8. Wear gloves and boots to clean and disinfect. Wet items should be cleaned with a pine-oil cleanser and bleach, completely dried, and monitored for several days for any fungal growth and odors.
9. In major floods, avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
10. Avoid moving water.
11. Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
12. Stay away from downed power lines, and report them to the power company.
13. Return home only when authorities indicate it is safe.
14. Stay out of any building if it is surrounded by floodwaters.
15. Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
16. Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.

Important Flood Contacts

In a flood situation, it is important to know who to contact should assistance become necessary. The contact list below serves as a guide to residents.

Situation	Who to Call:
To report a flood emergency (vehicles stranded or public safety concern):	Call 9-1-1
To report a downed power line:	Call 9-1-1
To report street flooding:	Call Police Non-emergency: 708-352-2151
For a well-being check about a neighbor or resident:	Call Police Non-emergency: 708-352-2151
To report an electrical outage:	Call ComEd: 800-334-7661
To report telephone outage:	Call AT&T 800-244-4444 - or your provider
To request a special pick-up, as a result of property or flood damage.	Call Allied Waste: 708-345-7050
Note: In emergency flooding situations, the Village may arrange a special pick-up with the waste hauler; call Village Hall for more information.	708-354-0225
Not sure who to call?	Call Police Non-emergency: 708-352-2151 or Village Hall at 708-354-0225.

Engineering and Capital Projects Committee
Follow-up Regarding SSA and Special Assessments
Julia Cedillo
February 24, 2011

Special Service Areas (SSAs)

Special Service Areas are special taxing districts in municipalities that are established by ordinance in order to pass on the costs of the streets, landscaping, water lines, and sewer systems to homeowners who reside within the SSA. The SSA assessments pay off the municipal bonds that are issued to pay for the infrastructure. A Special Service Area can include a neighborhood, an entire subdivision, or an entire village. There are three purposes for SSAs in residential areas: to pay for the repairs and maintenance of existing infrastructure, to pay for new infrastructure.

How is the assessment collected?

A Special Service Area assessment is a tax lien on the property, and the assessment will appear on a homeowner's property tax bill as a line item that says "Special Service Area Number X: \$XXXX.00". Most assessments range from \$1000 to \$3000 per year, increasing anywhere from 2 percent to 5 percent per year, generally for a period of 20 to 30 years.

Even though these assessments appear on property tax bills, they are only tax deductible if they are for the repairs or maintenance of existing infrastructure. The assessments are not tax deductible if they are for new infrastructure. SSAs are driven by the EAV – so the more the house is worth, the greater the tax line item amount.

The legally required procedures for establishing a special service area are:

1. The governing body of the municipality must adopt an ordinance which proposes the special service area. It must hold a public hearing on the proposal.
2. A hearing notice must be mailed to each property owner in the proposed area. Also, a newspaper notice must be published announcing the public hearing.
3. A public hearing must be conducted at the announced time allowing any interested person to present objections.
4. The governing body must wait 60 days before further action. During the 60 day period, objectors may circulate a petition to owners of property in the area and to electors (residents who are registered to vote). If 51 percent of the property owners and 51 percent of the electors sign the objecting petition, the proposal may not be put into effect. Thus, special service area procedures do not provide for referendum approval, but objector petitions are possible and just as effective if a 51 percent majority is opposed.
5. If a proper objecting petition is not filed within the sixty day waiting period, an ordinance placing the special service area into effect may be adopted. Then the municipality is authorized to proceed with the service or project.

Benefits of SSA:

- It is flexible as to purpose. It may be used for any type of municipal service or improvement as long as it meets the territorial and "special" status limitations. It may also be targeted to

just one item, a sidewalk for example, or it may encompass the entire range of improvements needed, for instance, a downtown renewal project.

- It is flexible in coverage. Boundaries of special service areas may be drawn freely to include only the properties and people who generally benefit from the service or improvement.
- It is flexible in its procedures, because of its simplicity and non-referendum character. It can be instituted any time of the year. Ninety days are usually required for the legal mechanics, after the project or service is planned. Proposing and final ordinances, public newspaper and property owner mail notices, and a public hearing are required.

Special Assessment (SAs)

Special Assessments are another funding mechanism to pay for infrastructure improvements in a certain area. As opposed to the costs being apportioned by EAV, for SSAs, the amount of the assessment to each homeowner is determined by the front footage of the property.

Payment for the assessment is billed annually by the municipality, as opposed to a line item appearing on a tax bill. Special assessments do not require a certain threshold of the benefiter / recipients to agree to the assessment. Assessments are not subject to a back door referendum where those opposed can block the process or prevent it from taking effect.

***Please note that there are making costs for both SSAs and SAs.

SAs: There is a premium incurred by the municipality for a special assessment, because the contractor for the work is paid in vouchers, therefore, there is a 7% premium on top of the cost of the project. Plus, the Village would require special counsel to implement the assessment.

SSAs: The Village would require special legal representation for the duration of the objection process. The Village would also require bond counsel.

Engineering & Capital Projects Committee Memo

Date: March 22, 2011

To: Marshall Seeder, Committee Chair

From: Julia Cedillo, Interim Village Manager 

Re: Resident Incentive Programs – Follow-up

General Background

At the February 28th E&CPC, it was reported that additional information regarding residential incentive programs would be forthcoming for the March 28th Meeting. Specifically, I checked with each of the communities for feedback on the program. I inquired as to:

- How long the program has been in place
- Participation numbers
- Whether there were any changes to the program
- General feedback on the program and how the program is evaluated for continuance.

Village of La Grange Park – Sewage Backup Prevention Program

The Village's program was in place for nearly two years. The Village budgeted \$50,000 for the program, and fourteen homes participated over the two-year period. Generally speaking, the program was well received. However, in its second year, participation slowed to a halt and the Village chose to discontinue. In discussing the program with staff, participation was more likely after a flooding or heavy rain event. Also, there is some staff feedback that suggests that the \$1,000 level was high enough to incentivize participation, given the costs can range from \$4,000 to \$12,000, depending on the conditions of the home and what measures were taken.

Village of Schiller Park

Schiller Park's program has been in place for about 18 months. To date, the Village has had approximately 50 participants. Most of the participants engage in the program immediately following a flooding for heavy rain event. These participants tend to be in cluster locations that are adversely impacted. Participants can use the \$1,000 incentive for check valves or overhead sewers, costs typically range from \$3,000 (check valves) to \$12,000 (for overhead sewers). Costs vary depending on the conditions of the home. The Village's Plumbing Inspector noted that the work done does not guarantee that basements will not flood. Of the 50 participants, 5 homes experienced some varying degree of an issue (minor flooding or water) after installation, as a result of heavy rains. However, the Inspector noted that he believes that these issues were connected to one plumbing contractor in town. The Village plans on continuing the program as they do see participation levels commensurate to flooding events.

Village of Downers Grove

As a reminder, Downers Groves program is a bit different from others presented as it offers financial assistance to residents seeking to make stormwater improvements on

their private property for standing water – not for flooding basements. To qualify, the proposed improvement must mitigate existing flooding conditions such as structural flooding of a house/garage or non-structural flooding over multiple properties. Flooding conditions must be present on more than one property to receive reimbursement.

The Village began subsidizing residents in 1996, but did not formally develop the program until 2006. In 2009, they wrote the policy and program to provide guidelines and rules for implementation. In the last 3 years, they have had 20 participants in the program. The program is well received by both the participants and the Village administration. When the program first began, the Village budgeted just \$5,000, and now they budget \$100,000 annually. The Village does not offer incentives for check valves or overhead sewer because the separate sanitary sewer district offers such programs. The only negative feedback the Village program has received is the complaint from single homeowners who have the lowest land on the block. In these situations, water naturally flows to that property, but the program provides no support to the single homeowner affected. However, if a neighbor is willing to participate and claims that they too are impacted with standing water, by and large, the Village will support the effort.

Village of River Forest

River Forest's program has been in place since 1995. To date there have been 145 participants. On average, 5-10 homes participate. Each year, the amount that is budgeted to the program varies. For this fiscal year, they have budgeted \$56,000 out of the Water and Sewer funds. Over the years they have modified the program somewhat to accommodate what they have termed – "high risk areas" for flooding, which are proximate to the Des Plaines River. For the high risk areas, the subsidies have been increased to include 80% of the costs, with a maximum of \$6,500 to \$7,500 depending on the particular area. They have also changed the program a bit such that applicants are required to get contractor quotes for overhead sewer, even if they are only considering backflow prevention valves. They instituted this requirement so that residents become more informed about the overhead sewer option, which is proven to be more effective in preventing sewer back up and flooding during heavy rain event. The program is well-received, as they have never received a complaint. Although participation has tapered off a bit lately, they have no plans to discontinue, as it is considered a valuable program that compliments their combined sewer system.

Documentation

Programs Overview Memo, dated February 28, with program information



Date: February 28, 2011

To: Engineering & Capital Projects Committee

From: Julia Cedillo, Interim Village Manager

RE: Resident Incentive Programs

This memo provides a brief overview of resident incentive programs to address flooding / standing water issues related to excessive overland water or storm system at-capacity.

Community / Program Name	Incentive	Details
Village of La Grange Park Sewage Backup Prevention Program	50% of eligible costs of the project, with a \$1,000 max.	<p><u>Note:</u> This program is no longer in place, due to lack of interest. 14 homeowners participated in the program over a period of two years – 2003 and 2004.</p> <p>To pay for costs associated with improvements to prevent storm sewer backflow and basement flooding incidents.</p> <p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> • Modification of the soil stack to direct the flow out of the house in a new overhead sewer and elimination of all gravity drainage below the basement floor slab. • Installation of a backflow prevention valve and bypass pump in an underground vault. • Replacement or lining of the sewer service from the home to the Village's sewer Main. • Other as applicable. • Restoration and permit fees. <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Contract from plumber. • Completed plumbing and electrical permit application forms.

<p>Village of Schiller Park Sewer Check Valve Grant Program</p>	<p>50% of eligible costs of the project, with a \$1,000 max.</p>	<p>For single family, two and three flat homes to help defray the costs of installing a “check valve” in the sewer line leading to their house. This blocks excess water from coming back through the pipes into basements.</p> <p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> • For check valves installed in the last five years (2004-2009). • The cost of the permit is waived by the Village. <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Must be completed by a licensed professional. • Must obtain permit before work has begun. • Must present a final inspection report from the Village Inspector. • Funds only available to the extent they are budgeted.
<p>Village of Downers Grove Stormwater Improvement Cost Share Policy</p>	<p>50% of eligible costs of the project, with a \$1,500 max. per participating household. Village contribution will not exceed \$10,000 per project.</p>	<p>Assists homeowners with drainage issues and focuses on alleviating overland flooding on private properties that have standing water in the backyards. This program encourages adjoining property owners to work cooperatively to drain low spots in back yards. Single property owner projects are not eligible for assistance.</p> <p><u>Eligible Costs:</u> The Village will provide an outlet stormwater facility for public / private storm drainage. This is a comprehensive program that requires a site inspection, and prior approval of a drainage improvement plan.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Cost estimate of the work. • Engineer’s estimate. • Stormwater permit application. • Recording of stormwater easement, if applicable. • Stormwater permit before work can commence. • All work must be done on private property. • Once complete, the as built drawings must be submitted to the Village. • A final inspection to prove compliance.
<p>Village of River Forest Program to Protect Basements</p>	<p>50% of the costs of eligible costs, with a \$4000 max.</p>	<p>In 1995, the Village initiated a program designed to help property owner’s defray a portion of the costs of providing protection from the backup of sewage in the basement.</p> <p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> • Modification of the soil stack to direct the flow out of the house in a new overhead sewer and elimination of all gravity drainage below the basement floor slab. • Installation of a backflow prevention valve and bypass

		<p>pump on the sewer lateral in an underground vault.</p> <ul style="list-style-type: none"> • Disconnect all basement level plumbing fixtures from the gravity drainage system and redirect their discharge to an ejector pump. The pump shall discharge into an existing soil stack. This improvement is referred to, for purposes of this program, as a modified overhead sewer. • Costs of location, excavation, and exposure of the building lateral. • Costs of equipment. • Costs of trenching and concrete floor replacement. • Restoration of land, grass, etc. • Installation and permit fees. <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Intent to participate. • Village building inspection of existing conditions. • Completed application. • Detailed proposal from licensed contractor, with technical information on pumps and equipment to be used. • Completed electrical and plumbing permit forms and fees. • Project review by the Village. • Final inspection after completed work prior to reimbursement.
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HOW TO APPLY

To be considered for the reimbursement program, several steps are required. Applicants are to carefully review the materials to fully understand the obligations and requirements of the program.

- (1) Homeowner obtains written proposals from licensed plumbing contractors to perform necessary corrective action. It is advisable to obtain several proposals since methods and prices may differ among contractors. *It is also advisable for the homeowner to provide the contractor with the program specifications to insure the proposals are based upon the Village requirements.* If the homeowner performs the work, reimbursement will be made for materials and supplies only.
- (2) Homeowner selects contractor.
- (3) Homeowner submits application form to Village.
- (4) Contractor obtains necessary building/plumbing permits.
- (5) Village approves program participation.

HOW TO OBTAIN REIMBURSEMENT

The program is designed to be a reimbursement program. Thus, the homeowner is responsible for the selection of the contractor, and all obligations to make payment for the work performed.

Following a favorable final inspection and submittal of evidence of payment, the homeowner may seek reimbursement for work performed.

Although the Village does not require the homeowner to select the contractor providing the lowest proposal, Village reimbursement is limited to 50% of the cost of the lowest proposal submitted, subject to a maximum of \$1,000.

QUESTIONS

Any questions regarding the program should be directed to Dean Maggos, Director of Fire & Building at (708) 354-0225.



SEWAGE BACKUP PREVENTION PROGRAM

The Village of La Grange Park is pleased to announce a pilot program to assist single-family homeowners with the cost of *plumbing improvements to correct sanitary sewer related backups*.

The program is being administered on a "first come" basis, and will provide 50% reimbursement of eligible sewer related costs, subject to a maximum reimbursement of \$1,000.

The goal of the program is to encourage homeowners to improve their quality of life and enhance property values through the reduction of sanitary sewer backups. To accomplish this goal, \$50,000 has been budgeted for the period of May 1, 2003 through April 30, 2004.

ELIGIBLE PROGRAM REIMBURSEMENTS

This program only applies to single-family homes.

In an effort to provide funding to as many residents as possible, strict guidelines have been developed to limit the scope of work to items that will correct sanitary sewage problems. The following guidelines are

listed to identify eligible and non-eligible costs:

ELIGIBLE COSTS

- ◆ Installation of overhead sewers.
- ◆ Installation of a sump pit and sump pump necessary to pump sanitary sewage from below-grade fixtures to an overhead sewer.
- ◆ Cost of lining the homeowner's sewer service line, to prevent leaking into drain tile.
- ◆ Cost associated with location, excavation and exposure of sewer service lines when performed in conjunction with corrective lining, or installation of overhead sewers.
- ◆ Cost of trenching and concrete floor replacement associated with eligible work.
- ◆ Installation of backflow prevention valve.
- ◆ Restoration with grass seed or sod.
- ◆ Permit fees.

NON-ELIGIBLE COSTS

- ◆ Backup or flooding improvements made to commercial, industrial, multiple-family or other income providing property.
- ◆ Property improvements not associated with sanitary sewage backup protection (i.e. foundation cracks, seepage, etc) below grade.
- ◆ Removal and replacement of basement walls and finishes.
- ◆ Use of materials or methods not meeting the requirements of Village specifications.
- ◆ Upgrading of electrical supply to accommodate sump pump.
- ◆ Battery back-up system for sump pump.
- ◆ Cost of disconnecting downspouts.
- ◆ Landscape replacement other than seeding or sod.
- ◆ Work performed without necessary building permits.
- ◆ Expenses incurred before approval of program participation.



SEWAGE BACKUP PROTECTION PROGRAM GUIDELINE SPECIFICATIONS

GENERAL

All work performed under this program shall meet all applicable requirements of the currently enacted Building Codes of the Village of La Grange Park, including but not limited to: the Illinois Plumbing Code, National Electric Code and BOCA Codes.

The Contractor or homeowner should indicate the warranty for materials, equipment and workmanship on the homeowner's contract.

The Contractor shall provide the property owner and Village with as-built drawings depicting final installation conditions. Drawings may be sketches that are not to scale, but which show actual dimensions of the installation relative to the building. Drawings shall also be accompanied with applicable specifications and manufacturer catalog information on all material including, valves and pump units.

Nothing in these guideline specifications shall prevent the property owner and Contractor from including further specifications or more strict specifications for the work, or from including additional work items in their contract.

SUMPS AND SUMP PUMPS

The sump basin shall be a minimum 18" x 30".

The ejector pump shall be a minimum 2" submersible pump which is capable of pumping from 25 to 90 gallons per minute at 10 feet total dynamic head. The pump shall have a minimum horsepower of ½. Manufacturers pump specifications and catalog sheets must be provided.

WIRING/ELECTRIC

All work shall conform to the minimum requirements of the current adopted Electrical Code of the Village.

All pumps shall be provided with separate dedicated circuits and pumps shall operate on normal 110-volt household electric service. The electrical lead-in to the pump shall be long enough to enable easy removal of the pump from the basin for maintenance purposes.

ALARM/TEST PANEL

An alarm panel is required to be an integral part of an externally installed the ejector pump operating system. This panel is to be located inside the building as near to the electrical panel as possible. The panel shall have a fuse, on/off switch and test button for the ejector pump from inside the home. The light display on the panel should indicate power availability, high water level, and actual motor run. Panel configuration must be submitted and approved before permit issuance. Additional alarm indications may be included with this panel, but are non-reimbursable items. Although recommended, alarm panels are optional for pumps installed within the building.

BACKFLOW PREVENTION VALVE

Backflow prevention valves for the sanitary sewer house lateral shall be the same diameter as the house lateral. Access for maintenance and repair of the backflow prevention valve shall be provided by installing the unit in a minimum 48" precast vault in the front yard of the residence.

LINE LOCATING

The Contractor shall locate all sewer lines to establish existing drainage conditions before starting work. Location shall be accomplished using an appropriate sonic radio or electric field emitting device intended for sewer line locating purposes.

RESTORATION

All interior and exterior surfaces disturbed due to excavation shall be restored in-kind by the Contractor or homeowner. Interior restoration, however, shall be limited to replacement of the Portland cement concrete floor slabs and not finished surfaces such as tile or carpeting.

Exterior surfaces including landscape areas, asphalt drives and Portland cement concrete sidewalks, drives, patios, etc., shall be restored in-kind by the Contractor. The Contractor shall not be responsible for restoration of decorative walks, pavers, etc. In addition, the Contractor shall not be responsible for replacement of trees and shrubs but shall make every attempt to minimize disturbance to them.

INSPECTION OF WORK

Upon completion, the Village must be notified so that it can inspect the plumbing, electrical work and required restoration as required in the program procedures. Inspection approval shall be based upon compliance with all applicable codes.



SEWAGE BACKUP PROTECTION PROGRAM APPLICATION FORM

GENERAL INFORMATION

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Date you moved into this home: (Month) _____ (Year) _____

Are the roof drains/downspouts disconnected from the Village's sewer system?

Yes No

Does your home have an outside catch basin? Yes No

Does your home have a foundation/footing drain? Yes No

Please check all basement plumbing fixtures found in your home:

Floor drain

Shower/tub

Slop sink/wash basin

Sump Pump

Lavatory/toilet

Ejector Pump

Other (please describe) _____

How many basement flooding events did you experience during the last 12 months?

During the last 5 years? _____

SELECTION OF IMPROVEMENT OPTION

Indicate the type of improvement you wish to install:

- Modification of the soil stack to direct the flow out of the house in a new overhead sewer and elimination of all gravity drainage below the basement floor slab.
- Installation of a backflow prevention valve and bypass pump in an underground vault.
- Replacement or lining of the sewer service from building to Village sewer main.
- Other. Please provide detailed description _____

ADDITIONAL APPLICATION REQUIRED

Each of the following documents must be attached to this application in order for the application to proceed and for a permit to be issued:

- Copy of a detailed contract from plumbing contractor selected to do the work. If work is being performed by the property owner, this requirement does not apply.
- Completed plumbing and electrical permit application forms (*with all applicable fees paid*).

I certify that the information as provided in this application is true and correct. I further certify that I have read and accept the conditions and requirements stated in the PARTICIPATION REQUIREMENTS and GUIDELINE SPECIFICATIONS, which are attached to this application.

Signature

Date



**SEWAGE BACKUP PROTECTION PROGRAM
REIMBURSEMENT FORM**

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Date work was completed: _____

Plumbing/electric permit number: _____

Name of Contractor(s): _____

Village Inspection Date: _____
(Attach copy of inspection report)

Total cost of work incurred: _____
(Attach proof of payment)

OWNER CERTIFICATION

I, _____ am the owner of the property indicated above and I certify that the information contained in this request for reimbursement is true and accurate.

Signature

Date

Village of Schiller Park

Sewer Check Valve Grant Program

Program Description

The Village of Schiller Park has a new program to assist single family, two-flat, and three-flat homeowners that want to take additional steps to protect their homes from basement flooding due to sewer backups. To that end the Village has approved funding beginning May 1, 2009 for grants to residents to help defray the costs of installing a "check valve" in the sewer line leading to their house. The purpose of a check valve is to block the excess sewer water from coming back through the pipes into the basements of a home. This usually happens when due to a large rainstorm the sewer lines fill-up and there is nowhere for the excess storm water to go.

The program details are as follows:

- The Village will pay 50% of the cost of the installation of a check valve up to a maximum grant amount of one thousand dollars (\$1,000.00).
- The grant is only available to single family, two-flat, and three-flat homes that are owner occupied.
- The work must be done by a licensed professional of the homeowner's choosing.
- The homeowner must obtain a permit from the Village before installation begins.
- The normal cost of the permit will be waived by the Village.
- The homeowner must present a paid invoice from their contractor showing the total cost of the check valve installation to obtain reimbursement from the grant fund.
- The homeowner must present the final inspection report from the Village inspector
- The program will be available to homeowners that had a check valve installed in the past five years (From January 1, 2004 – Present) so long as they obtained a permit at the time their check valve was installed and they were the homeowner at the time the work was done.
- Homeowners seeking reimbursement for a past installation of a check valve (as mentioned in the previous bullet point) must submit an invoice and proof of payment along with a copy of their permit (obtained at the time the check valve was installed). In the event a homeowner cannot find their original permit paperwork the Village may be able to locate records related to their past permit. Please request this search in your application.
- Funds for this program will only be available to the extent they are budgeted by the Village.

*Finances
671-8506*

In order to participate in the grant program the homeowner must, after installation work is completed and inspected, submit a completed application (a copy is attached) and all relevant paperwork to the Village at:

Sewer Check Valve Grant Program
9526 W. Irving Park Rd.
Schiller Park, IL 60176

Please contact the Village at (847) 678-2550 if you have any questions about this form or the grant program. Questions about obtaining a permit to install a check valve should be directed to the Community Development Department at (847) 671-8555.

Village of Schiller Park
Sewer Check Valve Grant Program

Application

Date: _____

Name: _____ Phone Number: _____

Address: _____

Is this a single family, two-flat, or three-flat owner-occupied home?

Yes No

Is this a new installation? **OR** Is this a past installation?
(Must be within past 5 years and had permit)

Past Installations Only:

If you don't have your permit from a past installation (that occurred within the past 5 years), please tell us the month and year the work was done so the Village can attempt to find it in our records:

Month & Year of Installation

Please note that you have attached copies of:

Contractor's Invoice

Proof of Payment

Village Issued Permit

Final Inspection Report

<p><u>VILLAGE USE ONLY:</u></p> <p>Amount of Installation: \$ _____</p> <p>Reimbursement Amount: \$ _____ (50% of installation cost not to exceed \$1,000)</p>

I am certifying the following: (1) That the above information and submitted paperwork is true and accurate to the best of my knowledge, (2) That I am currently the owner of the single family, two-flat, or three-flat home at the address listed above, (3) That I meet the program criteria set forth by the Village in the Program Description, and (4) That I was the owner when the installation of the check valve was done.

Signature

VILLAGE OF DOWNERS GROVE

Stormwater Improvement Cost Share Policy

Description of Policy

Public/Private partnerships may be undertaken in order to mitigate one or more of the conditions indicated in the 'Cost Share Project Priority Criteria' listed below.

Definitions

Developed Lot: a lot of record within which a structure has been constructed.

Drainage Easement: Recorded documentation granting the Village the right, but not the obligation, to enter upon the property and take corrective action if the facility is not properly maintained.

Nuisance Condition: Anything that unlawfully hurts or offends others with respect to their persons or property.

Outlet: An outlet is that portion of a storm sewer or ditch and associated structures installed within the public right-of-way or easement that has the hydraulic and structural ability to accept storm drainage from private property.

Private Overland Drainage: Private overland drainage means the surface flow of storm water originating on or passing through private property.

Project Applicant: The individual who makes application to the Village for participation in a public/private partnership as defined herein.

Public/Private Partnership: Public/Private partnership means those instances where the Village may provide technical and limited financial assistance to a homeowner for the correction of a drainage/flooding problem.

Cost Share Project Priority Criteria

- Priority 1) Drainage circumstances that result in the direct flooding of homes or create conditions that render these structures virtually uninhabitable. Examples are surface water entering window wells, basements, or first floor entrances. Other adverse conditions that qualify for Priority No. 1 status are inundation of septic fields and/or private well heads or flooding within the public rights-of-way such that access to and from the house(s) is severely limited or cut off.
- Priority 2) Drainage circumstances listed as Priority No. 1 criteria that affect accessory buildings, such as garages, rather than the home or primary structure on the property.
- Priority 3) Locations where flooding also occurs in the public right-of-way to the degree which the public roadway must be closed to traffic; however, no structures are adversely affected
- Priority 4) Flooding conditions where flooding is limited to private property of more than one developable lot; however, no structures are adversely affected.

Conditions not meeting the above requirements shall not be eligible for public/private partnerships.

Conditions caused by sump pump and/or downspout discharge are not eligible for public/private partnerships nor are extensions of sump pump or downspout discharges.

Public/private partnerships shall not be considered for ponding/conveyance conditions where the drainage issue is limited to private property on a single, developed lot, creating an inconvenience as opposed to a threat to a structure or the motoring public.

Applications that do not meet the requirements listed above will not be approved by Village Staff for a public/private partnership. A denied application may be appealed to the Stormwater and Flood Plain Oversight Committee.

All construction under a public/private partnership on private property shall be the responsibility of the property owner. A right-of-entry agreement shall be required and a stormwater easement may be required in order to provide the necessary access to maintain the storm water control measures in an emergency situation.

If a drainage improvement project has begun prior to an application being submitted, it shall not be eligible for a public/private partnership.

Village Reimbursement

Considering the costs associated with these types of projects and the limited financial resources available, the following guidelines for financial assistance are established to allow more residents to participate:

- 1) The Village may pay up to one half of the cost of eligible projects, not to exceed \$1,500 per property participating, for work done by a private contractor, or for material purchase and/or equipment rental if the work is done by the property owner. The total Village contribution will not exceed \$10,000 per project. This cost share shall not include those items necessary to be constructed within rights-of-way or public property to the proposed facility's outlet point. The Village will provide the outlet provisions as defined below. Such cost sharing shall be provided on a reimbursement basis following proper completion of all work and verification of payments to the contractor(s)/supplier(s).
- 2) Property owners receiving such reimbursement shall indemnify and hold harmless the Village, its officers, agents and employees, from any claim, damages or liability whatsoever arising out of the design, construction, existence or maintenance of the facility. In addition, rights-of-entry will be required which grant the Village the right, but not the obligation, to enter upon the property and take corrective action if the corrective measures are not properly maintained. **Provided, any funds provided under this policy shall be subject to such budget limitations and other restrictions as may, from time to time, be set by the Village.**
- 3) The Village reimbursement will be provided to the project applicant. Its distribution among participating property owners shall not be the responsibility of the Village.
- 4) The respective property owners are responsible for the operation and maintenance of facilities constructed under this policy on their property.

Outlet Provisions

The Village will provide an outlet stormwater facility for public/private residential storm drainage projects subject to the following criteria:

- 1) A stormwater facility constructed under this policy must meet all reasonable construction procedures, engineering criteria and be hydraulically feasible and functional, including appropriate flow restriction.

- 2) The Village will not provide an outlet in locations where an existing stormwater facility is adjacent to the affected property in any portion of the right-of-way or easement.
- 3) Any outlet stormwater facility extension shall not exceed two (200) hundred lineal feet for a single connection, and one (100) hundred lineal feet for each additional connection.
- 4) Outfall stormwater facilities exceeding these limits must be considered as potential capital projects by the Village and planned and addressed separately from this policy.

Procedure

- 1) Upon notification that a ponding/conveyance issue exists, Village Staff will enter residential information into a database. Site inspections will take place within 30 days (weather permitting) and residents will be contacted thereafter. Village Staff will provide a preliminary indication of cost share eligibility at that time.
- 2) If participation in the Cost Share Program is desired, the property owners shall submit a Cost Share Program Application along with a preliminary drainage improvement plan. Modifications of the improvement plan may be required prior to receiving approval. If approved, Village Staff will send a letter of approval to the applicant, which will include the cost of required permit and bond fees and may include various permit conditions or other requirements deemed necessary by the Village.
- 3) Upon receiving approval of the drainage improvement plan, the project applicant must provide a cost estimate for the work. This may include an estimate of material purchase and/or equipment rental for self-performed work, a contractor's quote, or an engineer's estimate. Please note that three quotes will be required for approval (excluding self-performed work) in accordance with the Village's Purchasing Policy.
- 4) Once the cost estimate(s) are acquired, they shall be submitted along with a stormwater permit application. Village reimbursement will be based on the estimate from the lowest responsible contractor. The acceptable estimate and contractor will be conveyed to the applicant in writing.
- 5) Some drainage improvement projects will require the recording of a stormwater easement. For these particular projects, as determined by the Village, the easement, which requires the signatures of all affected property owners, must be recorded prior to the commencement of work.
- 6) Upon receipt of an approved stormwater permit, work may commence. The project applicant is generally responsible for contracting and completing all work on private property.
- 7) Once the project is completed, the applicant shall submit a copy of all bill(s) along with proof(s) of payment. An "as-built" survey may also be required at this time. If permit conditions required a sealed engineering plan, a sealed "as-built" survey will be required, which the Village shall cause to be completed.
- 8) A final Village inspection will take place to verify compliance with the improvement plan and general permit conditions. Restoration of all disturbed areas shall be completed at this time.
- 9) Village reimbursement will take place upon final approval of the project. It will be provided to the project applicant within 30 days thereafter.

Property Owners requesting public/private partnership reimbursement after previously participating in the program will be placed on a wait-list until the end of the current calendar year. If additional funding remains, these requests will be reviewed based on the priority criteria listed herein.



VILLAGE OF RIVER FOREST

PROGRAM TO PROTECT BASEMENTS

PROGRAM TO PROTECT BASEMENTS

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**ADMINISTRATIVE PROCEDURES FOR THE
PROGRAM TO PROTECT BASEMENTS
IN THE VILLAGE OF RIVER FOREST**

INTRODUCTION

The Village of River Forest is served by combined sewers which carry sewage and storm water in the same pipes. During intense rains the capacity of the combined sewer system is not adequate to carry the peak flow, resulting in pressurized sewers. When pressurized, the combined sewage will backflow through house laterals into basements if there is not backflow prevention. To address this long-standing problem, the Village embarked on a program of constructing large relief sewers in the 1980's. This approach was taken to reduce the risk of basement flooding to about 10% each year. These relief sewers are in the southern third of the community. The remainder of the community was judged to have less severe problems which would be addressed in subsequent phases of the sewer relief program.

In 1992-1994 the Village re-examined the recommendations of the earlier study and considered a different approach, termed inlet control. This approach would restrict the flow of storm water into the combined sewers such that they would not be pressurized. The restrictions would force the storm water to remain on the street surface and/or be directed to new relief storm sewers. The cost of this approach was estimated to exceed \$20 million which raised a question about the cost/benefit of continuing to install relief sewers. Because the remaining two thirds of the Village, which is without relief sewers, does not experience street flooding with significant frequency or magnitude, the concept of backflow protection by the individual Property Owner was explored in 1995 as a more cost effective way to address the problem. At this same time, the Village enacted legislation which prohibited the discharging of roof drainage/downspouts to the combined sewer system. This program was implemented as a low-cost effort to reduce additional clear water flow into the combined sewer system, thereby further reducing the risk of basement flooding. The downspout disconnection program also includes an opportunity for exemption under certain limited conditions.

In general, the remaining two thirds of the community are served by Village sewers which are rated to carry the two-year storm. Unfortunately, they discharge into trunk sewers which also receive flow from other communities, so the trunk sewers are subject to flows outside the control of the Village. This situation resulted in relief sewer plans which require the installation of expensive cross-town sewers. The cross-town relief sewers would provide a Village-only relief plan, but add significantly to the cost of the relief sewer approach. In any event, the continuation of the program to install relief sewers could take 20 years to implement as the financing costs and construction-related disruption would need to be phased.

In 1995, the Village initiated a program designed to help property owner's defray a portion of the costs of providing protection from the backup of sewage in the basement. This approach will offer more immediate results for basement protection in the areas without relief at this time.

At the same time, the Village is continuing a concerted program to clean and inspect the existing sewers so their capacity is undiminished by debris and roots which can impede the flow in the sewers. When discovered, structural deficiencies in the sewers are corrected by reconstruction or re-lining of the sewer.

The program's intent is to offset a portion of the expense that a property owner will incur to revise the building plumbing system such that sewage cannot backflow into the building when the combined sewer is pressurized. ***Property owner(s) can receive a subsidy covering 50% of the costs of eligible improvements up to a maximum reimbursement amount of \$4000.*** A typical layout of plumbing is shown in Figures 1 and 2. To modify this plumbing, there are three basic options available to the property owner as listed below:

- 1) Modification of the soil stack to direct the flow out of the house in a new **OVERHEAD SEWER** and elimination of all gravity drainage below the basement floor slab. (Figure 3).
- 2) Installation of a **BACKFLOW PREVENTION VALVE** and bypass pump on the sewer lateral in an underground vault. (Figure 4);.
- 3) Disconnect all basement level plumbing fixtures from the gravity drainage system and redirect their discharge to an ejector pump. The pump shall discharge into an existing soil stack. This improvement is referred to, for purposes of this program, as a **MODIFIED OVERHEAD SEWER.**

Each approach has different costs and degrees of disruption, as well as different implications on the property owner(s) use of the revised plumbing. **It should be noted, however, that Option 1 above, the installation of a new overhead sewer, is strongly recommended to provide the greatest protection under all weather conditions and storm events to prevent sewage from entering the building.** Property owners who wish to proceed with a backflow prevention valve (Option 2) or modified overhead sewer (Option 3) will be required to have the contractor quote a price on an overhead sewer (Option 1), and have the contractor explain the advantages and disadvantages of the various improvements before the Village will authorize the backflow prevention valve (Option 2) or modified overhead sewer (Option 3.)

Important: Property owner(s) are required to disconnect roof drainage/downspouts as an integral component of this program except in specific cases where an exemption is granted by the Village.

GOALS AND OBJECTIVES

This program has several goals. A primary goal is to provide protection from the backup of sewage into basements, increase property values by eliminating detrimental basement back up, eliminate unsafe sanitary conditions, and to save substantial taxpayer dollars in the long term. Ancillary goals are to minimize property owner costs, provide technical assistance to property owners interested in the program, and to assess public interest in continuance of this program for all property owner(s), either as a substitute for new relief sewers or as a supplemental program for basement protection.

This program is structured and implemented to include monitoring of the performance of the plumbing changes as backflow protection to the residences and to offer this information to others who may be interested in this approach.

PROPERTY OWNER PROTECTION

Modification of the plumbing in a building can prevent the backflow of sewage into the basement during times the combined sewer system is overloaded or pressurized. Installation of pump(s) to lift the building's sewage above the elevation of the street will provide this positive protection and will reduce the risk of basement backup.

GUIDE SPECIFICATIONS

All work performed under this program should be in accordance with the Guide Specifications beginning on page 11.

PROCEDURES

The Village reserves the right to modify this Administrative Program, as well as policies, procedures and rules adopted under the Administrative Program as a result of the information and experience compiled throughout the program.

The basic steps in the procedure for the overall program are as follows:

- 1) Property owner establishes initial intent to participate in the program, either in writing or by phoning the Village offices at 366-8500.
- 2) Public Works Director or designee undertakes the building inspections to establish the existing conditions and record the property owner intent to proceed with one of the three improvement options.
- 3) Property owner gives final notice of intent to participate in the program by signing and returning a completed application packet. The application materials consist of:
 - a) Completed Application Form
 - b) Detailed proposal from licensed plumbing contractor which includes technical information on pumps, valves, electrical panels, etc.
 - c) Completed plumbing and electrical permit application forms (with applicable fees paid).
- 4) Village reviews application packet and formally replies to property owner of approval or denial. The Village's response will identify the elements of the proposed construction which are eligible and which are not eligible as well as the maximum amount of eligible reimbursement.
- 5) Property owner authorizes Contractor to have the work completed by executing the contract and obtains applicable permit(s).
- 6) Contractor follows requirements and schedules inspections by the Village during construction. Village inspects, maintains a record of the inspections, and approves final

installation.

- 7) Property owner submits Request for Reimbursement form with necessary certifications from contractor that work is completed in accordance with Village Code to the Public Works Director.
- 8) Public Works Director reviews the Request for Reimbursement form, certifies the eligible improvement costs and requested reimbursement amounts, and forwards the Request for Reimbursement form to the Village Finance Department for payment.

ELIGIBLE REIMBURSEMENTS

The success of the rebate program depends on establishing a clear set of guidance documents which set forth the Village's policy on which costs are and are not eligible for reimbursement by the Village. The following guidelines are set for eligibility:

Eligible Costs

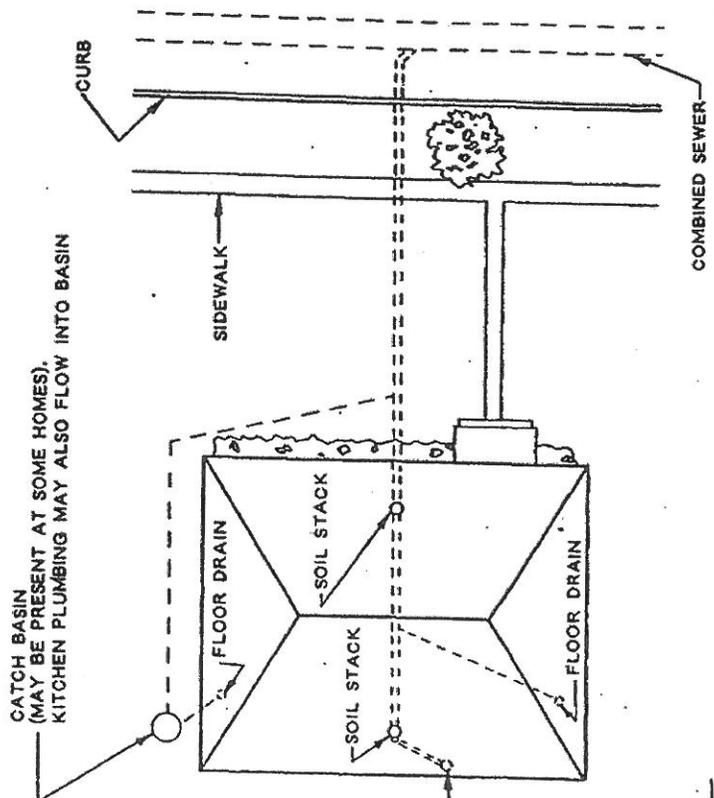
- Cost of location, excavation and exposure of the building lateral, including the support of existing structures, for re-connection of a new overhead sewer to the existing lateral.
- Cost of a new pump pit, ejector pump, and associated electrical and plumbing work needed to lift drainage from basement plumbing fixtures to an overhead sewer or existing soil stack.
- Cost of trenching and concrete floor replacement.
- Cost of installing a backflow prevention valve with a bypass (new sump and sump pump in an underground vault) and associated electrical and plumbing work.
- Cost of grass seeding or sod to restore disrupted landscape.
- Battery back-up system.
- Applicable permit fees.

Non-Eligible Costs

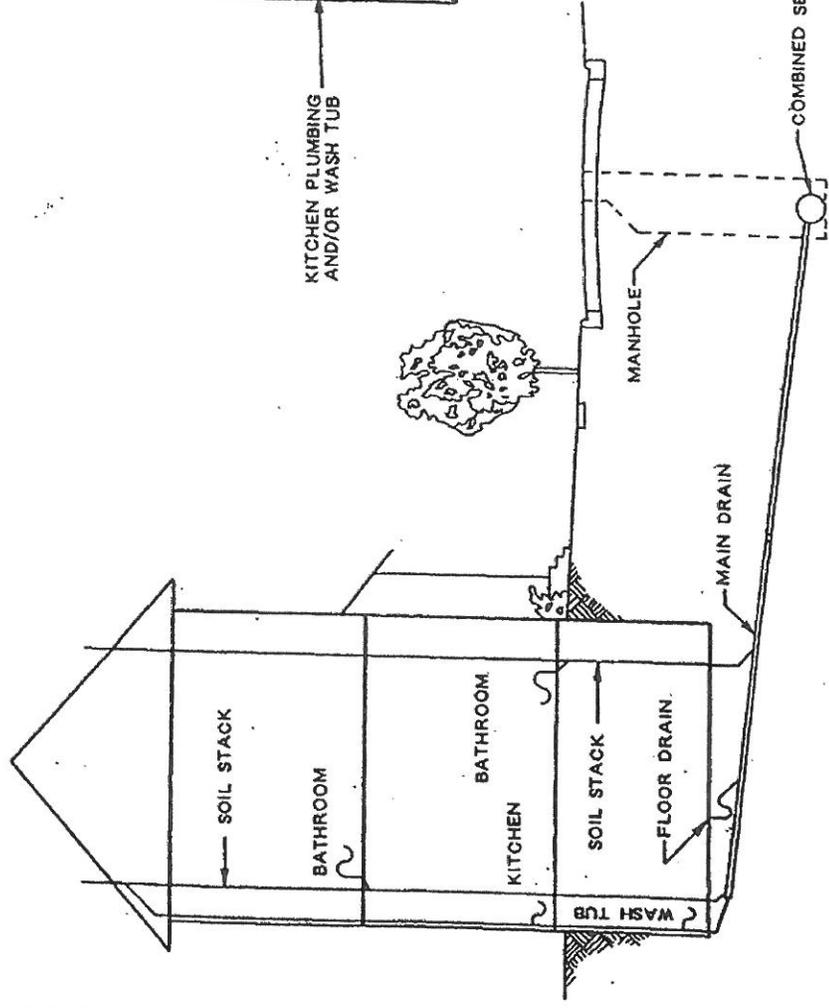
- Removal and replacement of interior basement walls and finishes.
- Use of materials not meeting the requirements of the Village's guide specifications.
- Ancillary property owner improvements not necessary to provide backup protection of basement.
- Planting of new landscaping (bushes and trees) other than grass.
- New electrical panels and/or upgrading the house electrical supply.

- Cost to install an ejector pump and pit when associated with a improvement project that would otherwise require this installation. (The incremental cost, however, of connecting additional basement level plumbing fixtures may be considered an eligible expense upon specific approval of the Public Works Director).

CATCH BASIN
(MAY BE PRESENT AT SOME HOMES).
KITCHEN PLUMBING MAY ALSO FLOW INTO BASIN



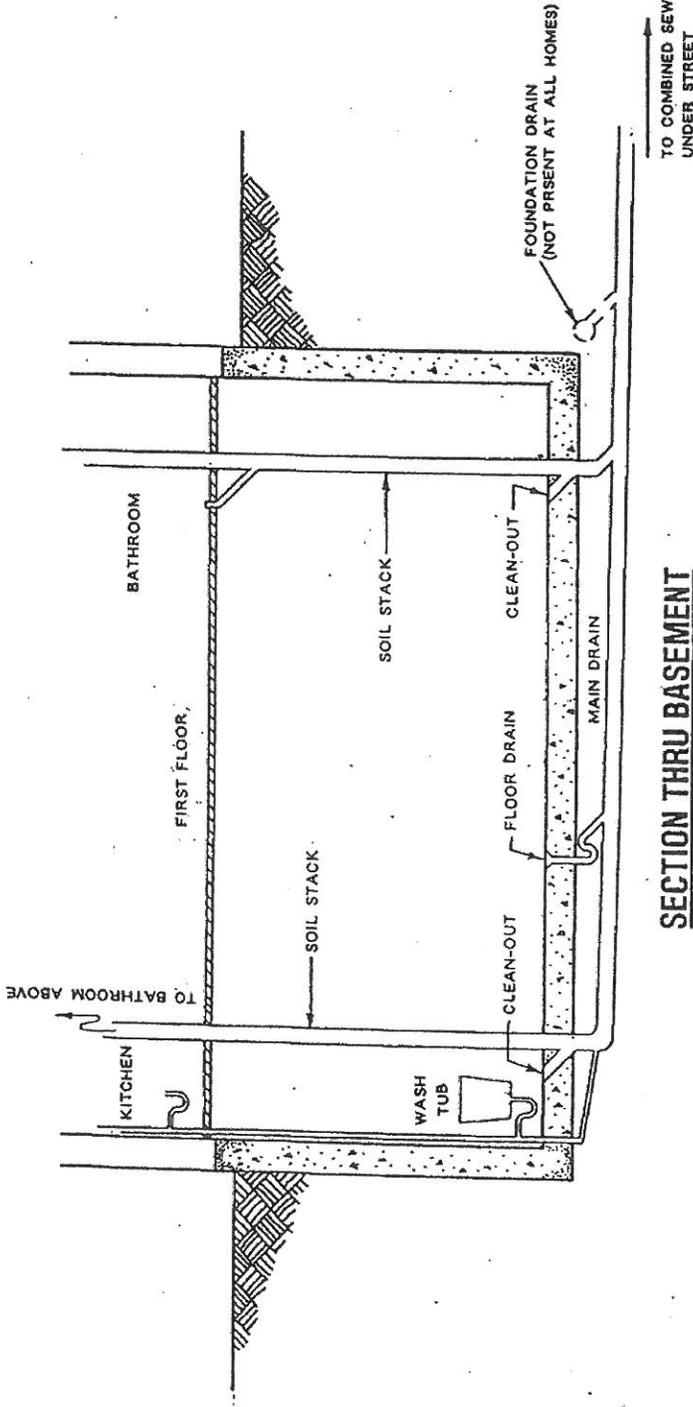
PLAN



SECTION

VILLAGE OF RIVER FOREST

SCALE: NONE	APPROVED BY: G.W.A.	DRAWN BY: T.M.L.
DATE: 11/27/75		REVISED
TYPICAL PLUMBING CONNECTION		
		DRAWING NUMBER FIGURE 1

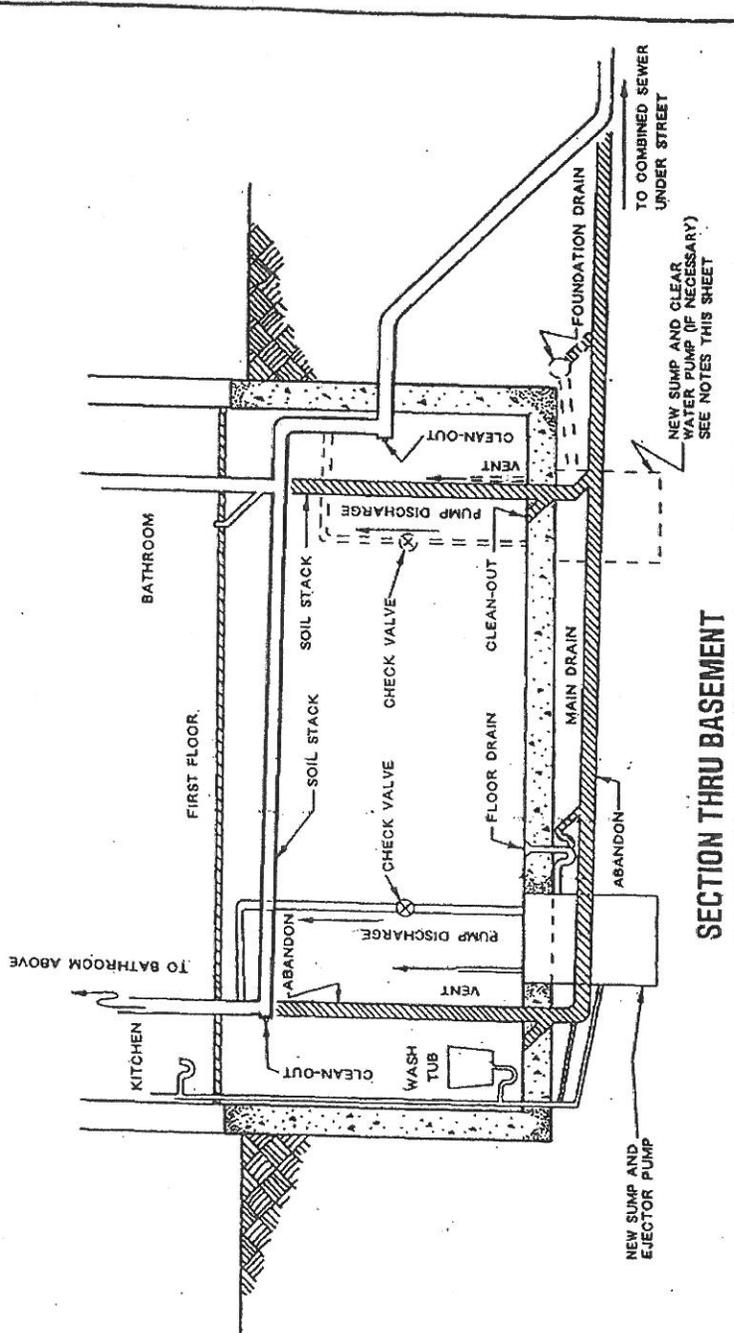


SECTION THRU BASEMENT

NOTES

- IN SOME HOMES, THE BASEMENT WASH TUB, FLOOR DRAINS AND KITCHEN PLUMBING MAY DISCHARGE TO AN EXTERIOR CATCH BASIN LOCATED BEHIND OR ALONG SIDE THE BUILDING.
- SOME HOMES MAY ALSO HAVE A FOUNDATION DRAIN WITH A GRAVITY CONNECTION TO THE BUILDING SEWER OR WHICH FLOWS TO A SUMP PUMP IN THE BASEMENT.

VILLAGE OF RIVER FOREST	
SCALE: NONE	APPROVED BY: G.W.A.C.
DATE: 11/27/88	DRAWN BY: E.W.M.
	REVISED
TYPICAL PLUMBING	
DRAWING NUMBER	
FIGURE 2	



NOTE.

PUMP DISCHARGE MAY BE CONNECTED TO OVERHEAD SEWER OR TO A FRONT OR REAR YARD WHERE SUFFICIENT SPACE EXISTS TO ACCEPT FLOW.

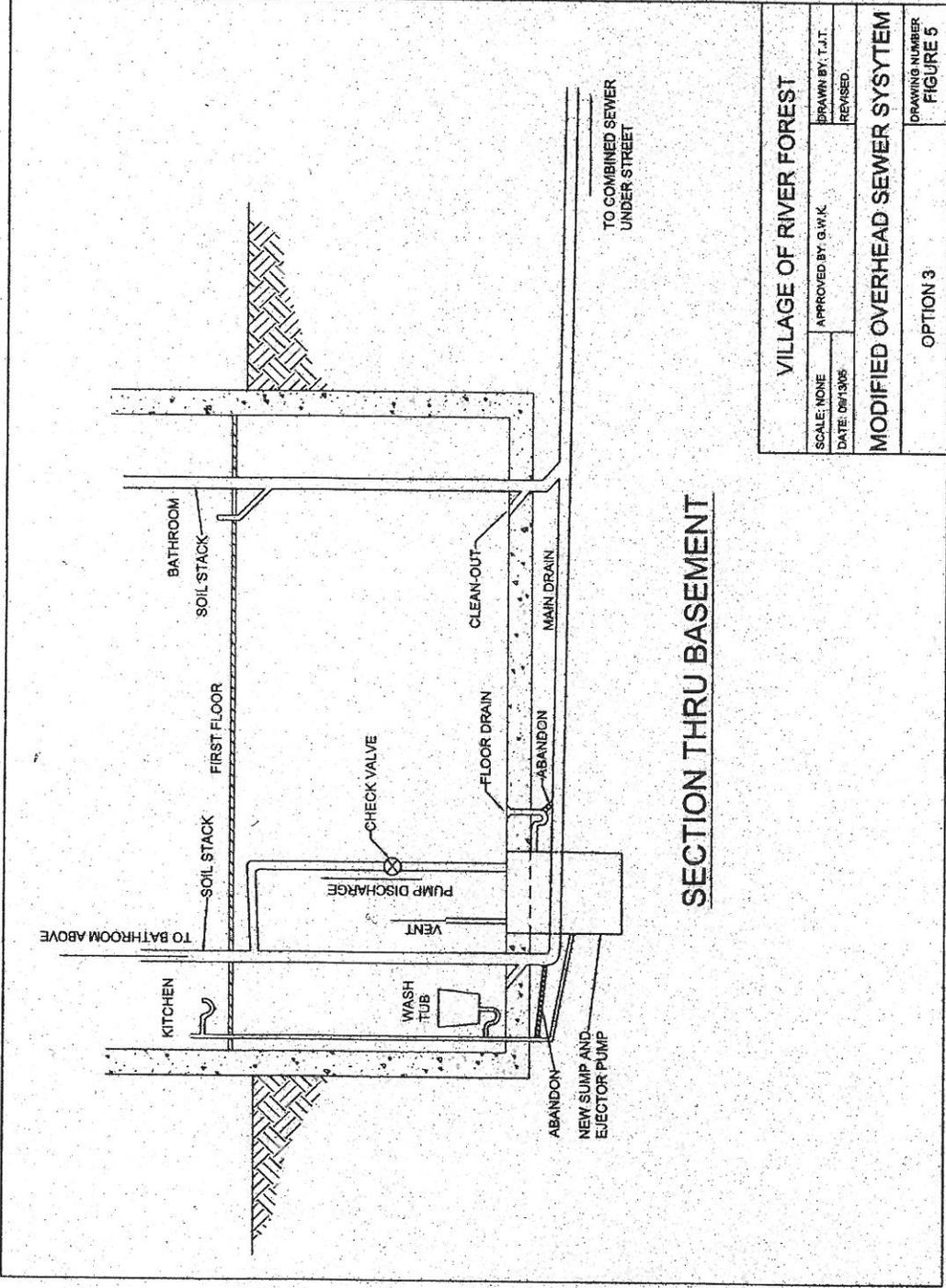
VILLAGE OF RIVER FOREST

SCALE: NONE APPROVED BY: G.W.E. DRAWN BY: S.M.C.
 DATE: 11/27/78 REVISED

OVERHEAD SEWER MODIFICATION

Drawings number
FIGURE 3

OPTION 1



SECTION THRU BASEMENT

VILLAGE OF RIVER FOREST	
SCALE: NONE	APPROVED BY: G.W.K.
DATE: 06/13/05	DRAWN BY: T.J.T. REVISED:
MODIFIED OVERHEAD SEWER SYSTEM	
OPTION 3	DRAWING NUMBER FIGURE 5

**GUIDE SPECIFICATIONS
VILLAGE OF RIVER FOREST
PROGRAM FOR BASEMENT PROTECTION**

GENERAL

All work performed under this program shall meet all applicable requirements of the Building Codes of the Village of River Forest including, but not limited to, the Illinois Plumbing Code, National Electric Code and BOCA Codes.

The Contractor shall provide the property owner with at least a three-year warranty on all workmanship and materials.

The Contractor shall provide the property owner and Village with as-built drawings depicting final installation conditions. Drawings may be sketches that are not to scale but which show actual dimensions of the installation relative to the building. Drawings shall also be accompanied with applicable specifications and manufacturer catalog information on all valve and pump units.

Nothing in these Guide Specifications shall prevent the property owner and Contractor from including further specifications or more strict specifications for the work or from including additional work items in their contract.

Sump and Pump

The sump basin shall be minimum 18" x 30".

The ejector pump shall be a minimum 2" submersible pump which is capable of pumping from 25 to 90 gallons per minute at 5 feet total dynamic head. The pump shall have a minimum horsepower of 1/2. Manufacturer's pump specifications and catalog sheets must be provided.

Wiring/Electric

All work shall conform to the minimum requirements of the currently adopted edition of the National Electric Code.

All pumps shall be provided separate dedicated circuits and pumps shall operate on normal 110 volt household electric service. The electrical lead-in to the pump shall be long enough to enable easy removal of the pump from the basis for maintenance purposes.

Alarm/Test Panel

An alarm panel is required to be integral part of the ejector pump operating system. This panel is to be located inside the building as near to the electrical panel as possible. The panel shall have a fuse, on/off switch and test button for operating motor from inside the building. The light

display on the panel should indicate power availability, high water level, and actual motor start up. Panel configuration must be submitted and approved prior to permit issuance. Additional alarm indications may be included with this panel, but are non-reimbursable items.

Backflow Prevention Valve

Backflow prevention valves for the sanitary sewer building lateral shall be the same diameter as the building lateral. Access for maintenance and repair of the backflow prevention valve shall be provided by installing the unit in a minimum 48" precast vault in the front yard area of the property.

Line Locating

The Contractor shall locate all sewer lines to establish existing drainage conditions prior to starting work. Location shall be accomplished using an appropriate sonic radio or electric field emitting device intended for sewer line locating purposes.

Restoration

All interior and exterior surfaces disturbed due to excavation shall be restored in-kind by the Contractor. Interior restoration, however, shall be limited to replacement of the Portland cement concrete floor slabs and not finished surfaces such as tile or carpeting.

Exterior surfaces including landscape areas, asphalt drives and Portland cement concrete sidewalks, drives, patios, etc. shall be restored in kind by the Contractor. The Contractor shall not be responsible for restoration of decorative walks, pavers, etc. In addition the contractor shall not be responsible for replacement of trees and shrubs but shall make every attempt to minimize disturbance to them.

**VILLAGE OF RIVER FOREST
PARTICIPATION IN PROGRAM TO PROTECT BASEMENTS
APPLICATION FORM**

GENERAL INFORMATION

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Date you moved into home/building: (Month) _____ (Year) _____

Are the roof drains/downspouts disconnected from the Village's sewer system? Yes No

Does the building have an outside catch basin? Yes No

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

Please check all basement plumbing fixtures found in your building:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Floor drain | <input type="checkbox"/> Shower/tub |
| <input type="checkbox"/> Slop sink/wash basin | <input type="checkbox"/> Sump pump |
| <input type="checkbox"/> Lavatory/toilet | <input type="checkbox"/> Ejector pump |

Other (please describe) _____

What is the frequency of basement flooding? (Check one) _____ every year _____ every other year _____ other (please specify)

SELECTION OF IMPROVEMENT OPTION

Indicate the type of improvement you wish to install:

- Modification of the soil stack to direct the flow out of the building in a new overhead sewer and elimination of all gravity drainage below the basement floor slab (Option 1)
- Installation of a backflow prevention valve and bypass pump in an underground vault (Option 2)
- Modification of basement plumbing to discharge into ejector pump - Modified Overhead Sewer (Option 3)

ADDITIONAL APPLICATION MATERIALS REQUIRED

Each of the following documents must be attached to this application in order for the application to proceed and for a permit to be issued:

- Copy of a detailed proposal from the plumbing contractor to complete the work;
- Copy of signed Property Owner Participation Agreement; and
- Completed plumbing and electrical permit application forms (with all applicable fees paid).

**PROGRAM TO PROTECT BASEMENTS AND PREVENT
SEWAGE BACKUP-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.

"Guide 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 Guide 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.

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 reseeded.

(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:

Public Works Director
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 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: _____
Village President

ATTEST:

By: _____
Village Clerk

PROPERTY OWNER

VILLAGE OF RIVER FOREST
Application for Electrical Permit

Permit # _____ Date _____

Fees Must Accompany Application

Property Owner _____

Job Address _____

Change Service to _____ AMPS \$ _____

Circuits Added _____ X \$9.00 \$ _____

No. of Openings _____ X \$1.75 \$ _____

Base Fee \$ 100.00

Total Fee \$ _____

DESCRIPTION OF WORK: _____

CONTRACTOR _____

PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Signed _____
(Application must be signed by Registered Supervising Electrician)

ELECTRICAL PERMIT FEES

4-3-7 MINIMUM INSPECTION FEE: \$100.00 PLUS COST INDICATED BELOW.

The fees for the inspection of wiring of any building or of any electrical apparatus to be paid to the Village shall be as follows:

A. WIRING: \$9.00 for each circuit or meter

B. New fixtures, outlets, cans, switches, etc on new or existing circuits: \$1.75 *each*

D. New or replaced services:

- Up to 200 amps \$ 75.00
- 201 to 399 amps \$100.00
- 400 to 799 amps \$150.00
- 800 and up \$200.00

E. SIGNS: \$100.00 plus 0.5 cents per square foot of sign area, including all sides.

G. RE-INSPECTION FEE: THERE SHALL BE A RE-INSPECTION FEE OF \$75.00 FOR EACH ADDITIONAL INSPECTION DUE TO FAILURE TO COMPLETE THE WORK OR FOR A FAILED INSPECTION.

Number of OPENINGS (include NEW fixtures, outlets, cans, switches, etc. on new or existing circuits, etc.)

VILLAGE OF RIVER FOREST

Application for permit to install plumbing fixtures

Permit # _____ Date _____

Fees Must Accompany Application

Property Owner _____
Address _____
Contractor _____
Address _____ Phone _____
City & Zip _____

INDICATE NUMBER OF FIXTURES

Sinks _____ Dishwasher _____
W.C. _____ Disposal _____
Shower _____ Bath tubs _____
Sump Pump _____ W/tr Htr _____
Laundry Tub _____ Other _____

Total No. of Fixtures _____ X \$15.00 \$ _____
Base Fee \$ _____ 100.00

Parkway opening - \$100.00 Water _____ Sewer \$ _____
Street opening 3'x5' \$100.00 Water _____ Sewer \$ _____

TOTAL FEE \$ _____

State of Illinois License on File _____ Exp. Date _____

Letter of Intent Attached (See Reverse)

PERMITS SHALL ONLY BE ISSUED TO PLUMBERS LICENSED IN ILLINOIS

X _____ Lic. # _____
(Application must be signed by Registered Supervising Plumber)
If other work is done it must be covered by additional permit

Water/Sewer Fee Worksheet (Village Use Only)
Address: _____

Street Opening Sewer \$ _____
Parkway Opening Sewer \$ _____

Street Opening Water \$ _____
Parkway Opening Water \$ _____
Street Opening (Disconnect
Old Water) \$ _____

Sewer Connection Fee \$ _____
Water Connection Fee \$ _____

Meter charge \$ _____
MXU Charge \$ _____

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 license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.

**VILLAGE OF RIVER FOREST
PARTICIPATION IN PROGRAM TO PROTECT BASEMENTS
REQUEST FOR REIMBURSEMENT FORM**

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Date plumbing work was completed: _____

Plumbing permit number issued: _____

Name of Contractor performing the work: _____

Total cost of eligible expenses: _____

Total amount of reimbursement requested: _____

(50% of eligible expenses not to exceed \$4,000)

PROPERTY OWNER CERTIFICATION

I, _____, 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 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 Village Codes.

Signature Date

DIRECTOR OF PUBLIC WORKS CERTIFICATION

I, Gregory W. Kramer, 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