

Village of Franklin Park

Cost Share Program

The Village of Franklin Park Cost Share Program includes a Rear Yard Drainage Program and an Overhead Sewer Program. Both programs have been created to assist private property owners within the Village of Franklin Park with drainage issues. The program will combine the efforts of the Village with those of the residents to form a mutually beneficial partnership to resolve flooding experienced on private property throughout the Village.

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PROGRAM OVERVIEW

In response to continued drainage complaints on private properties, the Village has developed two programs to assist residents with private property flooding issues. Under these programs the Village will reimburse residents up to 50% of the costs to help minimize the frequency and/or severity of future flooding.

The first program is the Rear Yard Drainage Cost Share Program, which is intended to reduce standing water in low areas on private property. Low areas in rear yards are very common in highly urbanized areas like Franklin Park and can range in severity from nuisance ponding to structural flooding. The cost share program will provide residents financial assistance along with design guidance from village staff to solve these problems.

The second program is the Overhead Sewer Cost Share Program, which provides financial assistance to resident wishing to replace existing gravity sewer services with overhead sewers. Overhead sewers provide additional protection to homes from sewer back-ups as a result of the village sewers being overburdened from heavy storm events.

REAR YARD DRAINAGE COST SHARE PROGRAM

Ponding of stormwater in rear yards can occur for a wide variety of reasons. Homeowners wishing to participate in the rear yard drainage program will work with village staff to determine a solution that will improve the drainage in the rear yard, while maintaining existing drainage patterns within the neighborhood. Additionally, village staff will help to provide solutions that are in accordance with local, state and federal regulations, particularly for those properties located within the floodway and floodplain. Some of the options available to alleviate standing water in rear yards may include:

- Re-grading yards
- Constructing/re-establishing drainage swales,
- Installing drainage pipes and inlets,
- Raising window wells
- Installing rain gardens or rain barrels.

Residents with flooding conditions that qualify for this program can hire a contractor and can be reimbursed up to 50% of the improvement cost, up to a maximum amount of \$3,500 per property. Residents who choose to install rear yard drainage system themselves can be reimbursed for 100% of the cost of materials, up to a maximum amount of \$3,500 per property. Reimbursements are subject to funding availability. If there are a large number of applicants and the funding requested exceeds the funding available, projects may be placed on a list for future consideration. In order to qualify for the program, the applicant must meet the following criteria:

- Applicants must be Franklin Park residents
- Only residential properties are eligible

- The problem must be caused by overland stormwater (see the overhead sewer cost share program for information on basement backups from sanitary sewer services).
- Applications to address multiple properties are encouraged
- Standing water must be present for over forty-eight (48) consecutive hours following a storm event.

Residents are reminded that a Building Permit, review by the Village Engineer and inspection of this work is required regardless of whether or not a property owner is participating in this cost share program.

REAR YARD DRAINAGE PROGRAM PROCEDURE

Please follow the steps below to add a property for consideration to this program.

STEP 1. Submit an application, drawings/plans showing the project area and photographic documentation of the drainage problem to the Building Department. Applications are available at the Village Hall or from the Village's website (www.vofp.com).

STEP 2. The Village will call each applicant within five (5) business days of the date the application is received to schedule a meeting to discuss the drainage problem.

STEP 3. Meet with Village staff to determine a solution that is in compliance with good engineering practices and is consistent with village policies and procedures.

STEP 4. Once a solution is determined, the resident(s) must either submit three (3) quotes from qualified contractors, or (if doing the work themselves) must submit a detailed estimate of material costs.

STEP 5. The Village will review the estimates and send each property owner(s) a cover letter and agreement that must be signed and returned to the Village

STEP 6. Once the Village receives the signed agreement, the address(s) will be added to the list of projects.

STEP 7. Projects will be selected based on amount of interior home damage. The property owners will be notified when their application has been approved for funding. Projects must be constructed within six (6) months of approval to receive funding.

STEP 8. Residents will pay the contractor and/or purchase the materials. Once the project is finished, complete the rebate form and mail it in with your itemized receipt and proof of payment to: **Village of Franklin Park, Cost Share Reimbursement Program, 9500 Belmont Street, Franklin Park, IL 60131**

STEP 9. After review and acceptance of all documents, the Village will reimburse the resident 50% of labor and material up to \$3,500 per property (subject to

funding availability). If a resident chooses to install rear yard drainage system themselves, the Village will reimburse 100% the cost of materials up to \$3,500 per property (subject to funding availability).

STEP 10. Check your mailbox for your reimbursement check from the Village. This could take up to thirty (30) days.

RULES AND RESTRICTIONS

- Commercial property as well as new construction or remodeling that requires stormwater control measures are not eligible.
- Original receipt (clearly indicating purchase) and completed Request for Reimbursement Form must be post-marked within six (6) months of the date the project was approved. The Village of Franklin Park reserves the right to deny rebate applications with unclear receipts.
- The resident will assume all maintenance responsibilities on their property. All permits, insurance, and bonding will be the resident's responsibility. All connections must be inspected by the Village.
- If multiple properties work together, an easement or other legal document may be required by the Village.
- Limit one rebate per installation address, per year.
- At no time does the Village participation relieve the resident of their responsibilities under Municipal Ordinance Code, Federal, State, and/or County stormwater regulations. Residents choosing to install stormwater improvements without Village Cost Participation will follow existing Building Department requirements.
- Reimbursement by the Village for properties that pre-qualified for the Rear Yard Drainage Cost Share Program will be processed only upon completion of all work.
- Village shall make payments to applicants only, not to contractors.

REAR YARD DRAINAGE COST SHARE APPLICATION



Village of Franklin Park Building Department
9500 W. Belmont Ave., Franklin Park, IL 60131
Phone: (847) 671-8245; Fax: (847) 671-8790

Each property shall complete a separate application form if filing a joint application for multiple addresses
Please attach plans or drawings and photos to this application

Section 1 – General Information

Homeowner’s Name: _____

Property Address: _____

Phone Numbers: _____ (home) _____ (mobile)

Number of Properties Affected: _____

e-mail Address: _____

Number of Properties Included in the Application: _____

Section 2 – Description of the Problem

1. How long has the problem existed? _____

2. Have you experienced flooding inside your home? Yes No

How often? _____

Where did the water enter the home? _____

3. Is there ponding water your yard following a storm event? Yes No

If yes, how long does it stay? _____

4. Provide a detailed description of the problem: _____

5. Who will be doing the work: I will hire a Contractor I will do the work myself

If my project is approved, I understand that all work must be completed and inspected prior to issuance of reimbursement by the Village and the work must be installed and maintained in accordance with Village’s Ordinances.

Signature: _____ Date: _____

PLEASE DO NOT MARK BELOW THIS LINE (OFFICE USE ONLY)

Agreed Upon Reimbursement Amount: _____

Using a Contractor? Yes No If yes, Contractor Name: _____

Approved by Village Engineer Date: _____ Initials: _____

Approved by Building Department Building Permit #: _____

Construction Inspection Complete Date: _____ Initials: _____

Request for Reimbursement Received Date: _____ Initials: _____

Reimbursement Amount: _____ Date Sent: _____

**REAR YARD DRAINAGE COST SHARE PROGRAM
REQUEST FOR REIMBURSEMENT FORM**



*Village of Franklin Park Building Department
9500 W. Belmont Ave., Franklin Park, IL 60131
Phone: (847) 671-8245; Fax: (847) 671-8790*

(Each property shall complete a separate form if filing a joint application for multiple addresses)

Section 1 – General Information

Homeowner's Name _____

Property Address: _____

Phone Numbers: _____ (home) _____ (mobile)

e-mail Address: _____

List below a minimum of three (3) proposals received from contractors licensed with the Village. Attach all detailed proposals to this document.

	Contractor	Proposal Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____

Low Contractor: _____

Total Amount of Reimbursement Requested: _____
*(50% of eligible expenses not to exceed \$3,500
subject to funding availability)*

Explain any discrepancies between the amount agreed upon at the time the project was approved and the amount listed above: _____

Section 2 – Owner Certification

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

Applicant Signature: _____ Date: _____

Notary Signature: _____ Date: _____

OVERHEAD SEWER COST SHARE PROGRAM

Many older homes in the village have gravity sewer systems that can backup when the Village's sewer system fills. Gravity sewers are located underneath the basement floor and drain to the Village's sewer by gravity. See Figure 1 below.

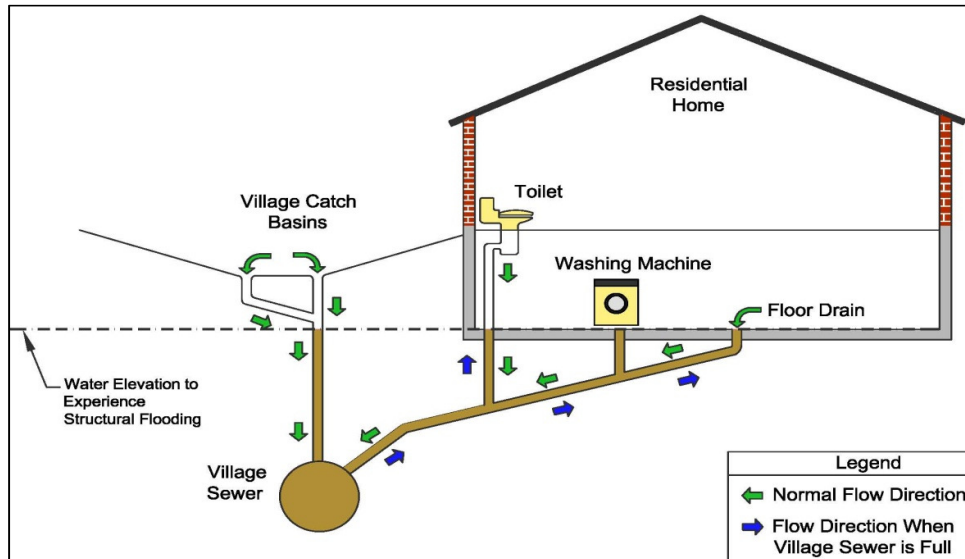


Figure 1. Typical Gravity Sewer System

With a gravity sewer system as shown in the above figure, gravity sewers are subject to backup when the Village sanitary sewers become overloaded. Changing a sewer service from a gravity sewer to an overhead sewer can protect the basement from back-ups. This is accomplished by changing the plumbing in the basement and directing the flows to an ejector pit. The ejector pit lifts the sewage up and overhead, where it passes through a check valve. The check valve only allows flow in one direction (out of the house). See the below figure of a typical overhead sewer system.

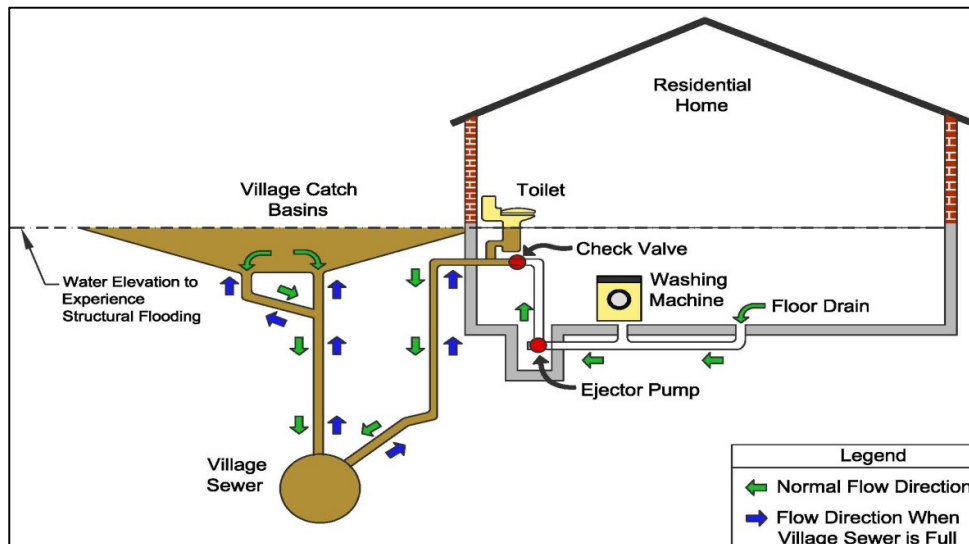


Figure 2. Overhead Sewer System (Option 1)

The check valve and higher elevation of the overhead sewer can dramatically reduce the possibility of the backup of sewage into the basement when the Village's sewer system is overloaded.

An alternative to the overhead sewer system shown above is to install a sanitary lift station in the front yard. The lift station would pump the sewage to the same elevation as the overhead sewer system, but would not require any alterations to the existing basement plumbing. See Figure 3 below.

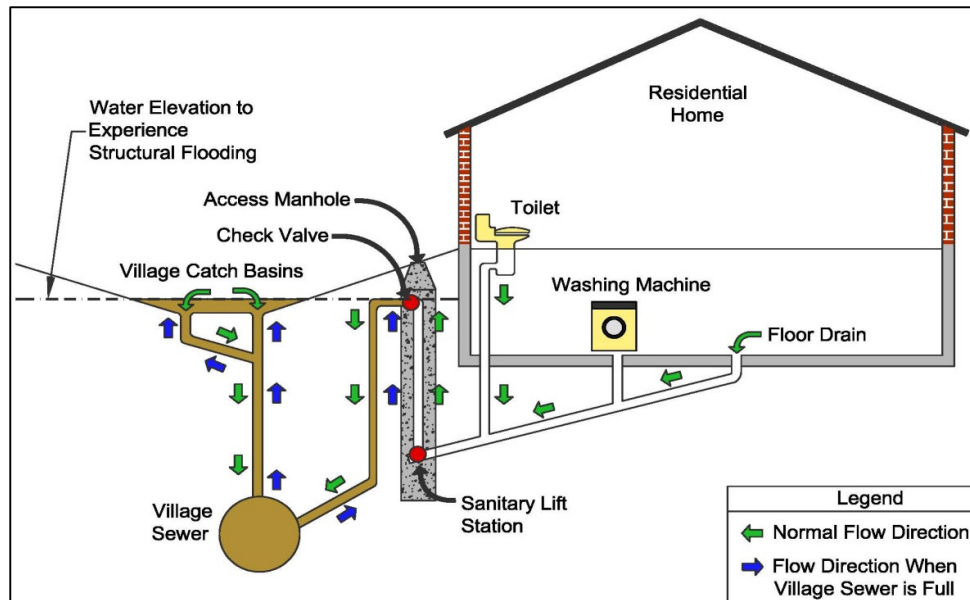


Figure 3. Overhead Sewer System (Option 2)

The above option may be more suitable for homes with finished basements or homes where the existing plumbing cannot be easily altered into the overhead sewer system shown in Figure 2.

The Overhead Sewer Cost Share Program provides financial assistance to property owners wishing to replace their gravity sewer with an overhead sewer. The program allows residential property owners to be reimbursed up to a maximum of \$3,500 (subject to funding availability) for an overhead sewer. Eligible costs are as follows:

- Cost of location, excavation and exposure of the sewer service including the support of existing structures for re-connection of a new overhead sewer to the existing lateral.
- Cost of a new sump pit, ejector pump and associated electrical and plumbing work needed to lift sanitary drainage from basement plumbing fixtures to an overhead sewer.
- Battery backup system for the new sump pump and installation of stormwater sumps or associated piping pits or materials.

- Cost of trenching and concrete floor repairs.
- Cost of grass seeding to restore disrupted grass/lawns.
- Applicable permit fees.

Residents are reminded that a Building Permit, review by the Village Engineer and inspection of this work is required regardless of whether or not a property owner is participating in this cost share program.

OVERHEAD SEWER PROGRAM PROCEDURE

Please follow the steps below to add a property for consideration to this program.

STEP 1. Obtain a minimum of three quotes from plumbing contractors licensed with the state of Illinois and the Village of Franklin Park to perform the work.

STEP 2. Submit drawings, quotes and the completed application form to the Building Department at **Village Hall, Overhead Sewer Program, 9500 Belmont Street, Franklin Park, IL 60131**. The application form can be obtained from the Village Hall or on the Village website (www.vofp.com).

STEP 3. The drawings will be reviewed and will either be approved as noted or returned for revisions. When all documentation is received and is in order, the Village will send the property owner a cover letter and agreement that must be signed and returned to the Village.

STEP 4. Once the Village receives the signed agreement, the address will be added to the list.

STEP 5. Projects will be selected based on amount of interior home damage. The property owners will be notified when their application has been approved for funding. Projects must be constructed within six (6) months of approval to receive funding.

STEP 6. The plumber needs to contact the Building Department to schedule normal inspections during the course of work and at completion for a final inspection.

STEP 7. Projects will be selected based on amount of interior home damage. The property owners will be notified when their application has been approved for funding. Projects must be constructed within six (6) months of approval to receive funding.

STEP 8. The homeowner will receive the Village's reimbursement check in the mail within 30 days after all of the required paperwork is submitted to the Building Department.

RULES AND RESTRICTIONS

- Commercial property as well as new construction or remodeling that requires stormwater control measures are not eligible.
- Original receipt (clearly indicating purchase) and completed Rebate Form must be post-marked within six (6) months of the date the project was approved. The Village of Franklin Park reserves the right to deny rebate applications with unclear receipts.
- The resident will assume all maintenance responsibilities on their property. All permits, insurance, and bonding will be the resident's responsibility. All connections must be inspected by the Village.
- Limit one rebate per installation address.
- At no time does the Village participation relieve the resident of their responsibilities under Municipal Ordinance Code, Federal, State, and/or County stormwater regulations. Residents choosing to install stormwater improvements without Village Cost Participation will follow existing Building Department requirements.
- The resident will assume all maintenance responsibilities on their property. All permits, insurance, and bonding will be the resident's responsibility. All connections must be inspected by the Village.
- Removal and Replacement of interior walls and finishes, materials not meeting the requirements of the Village codes, ancillary homeowner improvements not necessary to provide sanitary sewer back-up protection of the basement, Planting or replacement of new landscaping (bushes, trees, sod, fences, walls, etc.), and new electrical panels and/or upgrading the house electrical supply are not eligible for reimbursement.
- Reimbursement by the Village for properties that pre-qualified for the Overhead Sanitary Sewer Cost Share Program will be processed only upon completion of all work.
- Village shall make payments to applicants only, not to contractors or suppliers.

OVERHEAD SEWER COST SHARE APPLICATION



Village of Franklin Park Building Department
9500 W. Belmont Ave., Franklin Park, IL 60131
Phone: (847) 671-8245; Fax: (847) 671-8790

Section 1 – General Information

Homeowner's Name _____
Property Address: _____
Phone Numbers: _____ (home) _____ (mobile)
e-mail Address: _____

Section 2 – Description

1. Have you ever experienced a sewer backup inside your home? Yes No
How often? _____

What was the amount of the damages? _____

2. List below a minimum of three (3) proposals received from licensed plumbing contractors.
Attach all detailed proposals to this document.

Plumbing Contractor	Proposal Amount
_____	_____
_____	_____
_____	_____

Low Contractor: _____

If my project is approved, I understand that all work must be completed and inspected prior to issuance of reimbursement by the Village and the work must be installed and maintained in accordance with Village's Ordinances.

Signature: _____ Date: _____

PLEASE DO NOT MARK BELOW THIS LINE (OFFICE USE ONLY)

Approved by Village Engineer Date: _____ Initials: _____
 Approved by Building Department Building Permit #: _____
 Construction Inspection Complete Date: _____ Initials: _____
 Request for Reimbursement Received Date: _____ Initials: _____
Reimbursement Amount: _____ Date Sent: _____

**OVERHEAD SEWER COST SHARE APPLICATION
REQUEST FOR REIMBURSEMENT FORM**



*Village of Franklin Park Building Department
9500 W. Belmont Ave., Franklin Park, IL 60131
Phone: (847) 671-8245; Fax: (847) 671-8790*

Section 1 – General Information

Homeowner's Name _____

Property Address: _____

Phone Numbers: _____ (home) _____ (mobile)

e-mail Address: _____

Total Amount of Reimbursement Requested: _____
*(50% of eligible expenses not to exceed \$3,500
subject to funding availability)*

Explain any discrepancies between the amount agreed upon at the time the project was approved and the amount listed above: _____

Section 2 – Owner Certification

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

Applicant Signature: _____ Date: _____

Notary Signature: _____ Date: _____