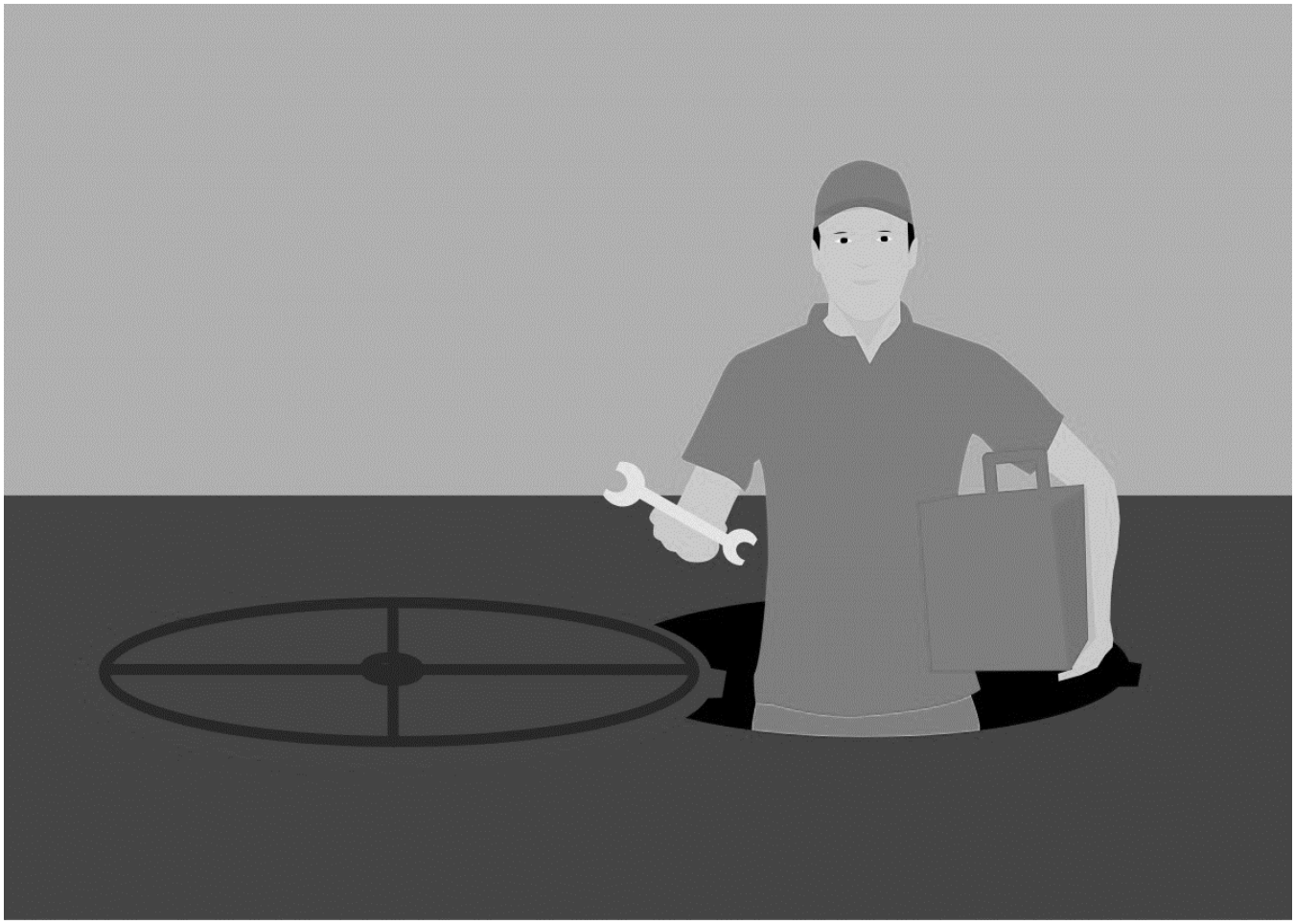
INCORPORATED 1880
RIVER FOREST
Proud Heritage
Bright Future

RESIDENT ASSISTANCE PROGRAM

Sewer Lateral Repair Reimbursement Program



Revised 10/13/21

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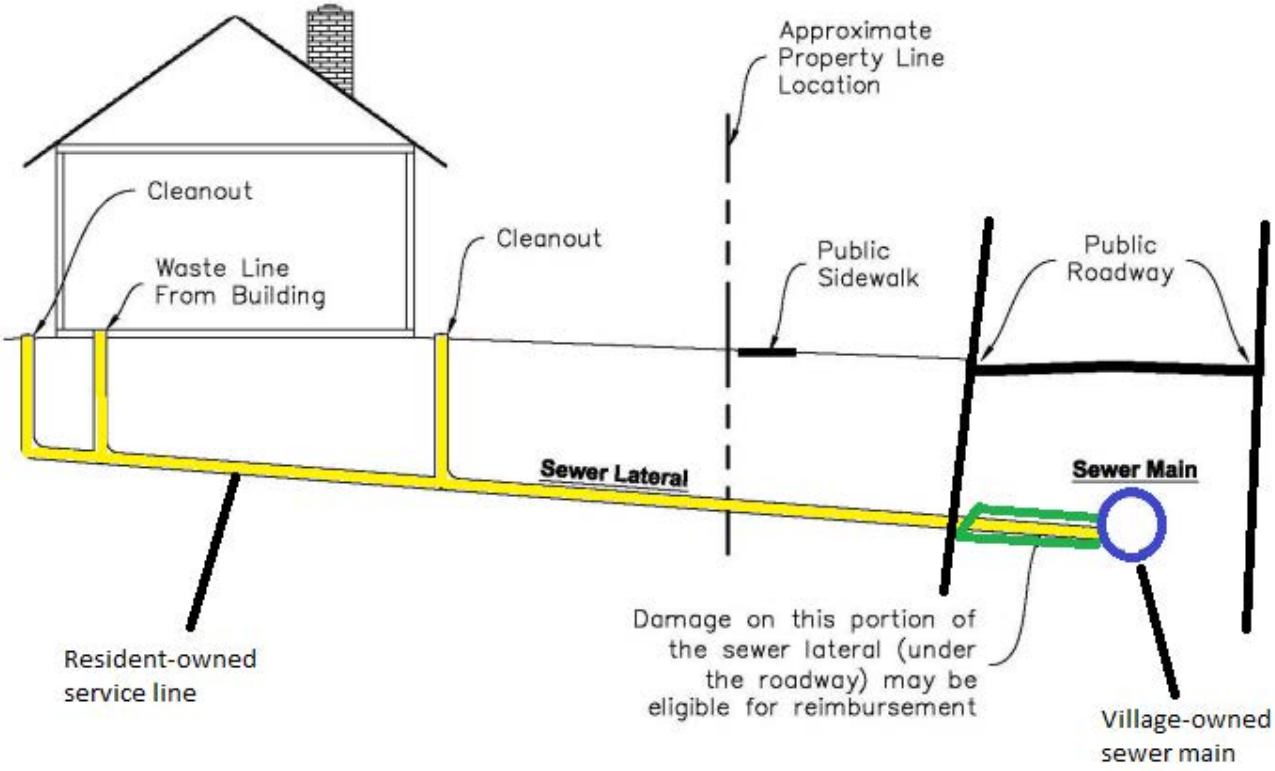
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Sewer Lateral Layout



Items Worth Noting:

1. The property owner is the "owner" of the sewer lateral, from the building up to and including the connection between the sewer lateral and the sewer main.
2. A **sewer lateral** is the pipe that carries wastewater from a home or building out to the Village of River Forest's **sewer main**, which is typically located along the center of the roadway.
3. Most sewer services in River Forest were constructed with clay tile sewers.
4. Some buildings have a sewer cleanout located near the back, side or front of the building - this allows a contractor to access the sewer for the purpose of performing regular maintenance.
5. The Village performs regular maintenance (cleaning and televising) only within the sewer main.

Sewer System Background

All buildings within the Village of River Forest have a sewer lateral that carries wastewater from the building to the Village's sewer network. Some communities have a **separate sewer system**, which contains two different sewer networks – one for conveying stormwater and another for conveying wastewater. River Forest and many of the surrounding communities have a **combined sewer system**, which contains only a single sewer network of piping to convey both stormwater and wastewater. This combined sewer system network consists of approximately 27 miles of piping in River Forest, typically ranging in size from 9" to 15" in diameter.

At various collection points, the Village's combined sewer network ties into a much larger and regional sewer network owned and maintained by the Metropolitan Water Reclamation District (MWRD). These larger pipes ultimately convey wastewater (and any stormwater collected) to the MWRD's treatment plant in Stickney, Illinois.

Reimbursement Program

Ownership of a sewer lateral between the building and the sewer main is that of the property owner. All ongoing maintenance and general care for the sewer lateral is the responsibility of the property owner at all times.

The purpose of this subsidy program is to help facilitate the repair of structural damage to sewer laterals at **residential properties and only when occurring within the roadway.** This program is not intended to help fund sewer lateral repair/replacement associated with new construction projects. The program is also not intended to help fund repairs located within private property or portions of the public right of way that are not within the roadway.

This program offers reimbursement based on the following criteria:

Repairs Located Within the Limits of the Roadway

The reimbursement for structural damage repairs will be a **50% match**, up to a maximum of $7,500.00 per property.

Repairs Located Outside the Limits of the Roadway

The cost of all sewer lateral repairs located beyond the limits of the roadway shall be the responsibility of the property owner.

It should be noted that the location of any damage is to be determined by a contractor hired by the property owner and verified by Village Staff.

Cost Eligibility

The following lists are intended to indicate the more common elements of sewer lateral repair that are eligible or ineligible for reimbursement through this program:

Eligible Costs

1) Costs associated with excavation from the sewer main to the curb
2) Costs associated with sewer lateral replacement from the sewer main to the curb
3) Costs associated with fittings required to reconnect the sewer lateral to the sewer main or to the remaining portion of sewer lateral (beyond the limit of the roadway)

4) Costs associated with backfill
5) Costs associated with pavement restoration
6) Costs associated with curb replacement
7) Costs of applicable permit fees

Ineligible Costs

1) Costs associated with materials not meeting program specifications or the Village Ordinance
2) Costs associated with ancillary improvements that are not required as part of this program
3) Costs associated with restoration beyond those identified above

Please note that these lists are not inclusive and additional project elements may be determined eligible/ineligible for replacement on a case-by-case basis. Staff will notify the applicant of those costs that are eligible/ineligible prior to approval of the reimbursement application.

Program Specifications

The following items are required of each project:

1) Only those sewer laterals serving residential structures shall be eligible.
2) Only sewer lateral repairs that include structural damage (missing section of pipe no less than 5 square inches, joints separated by more than 1", etc.) within the roadway shall be eligible for reimbursement.
3) Village Staff will make the ultimate determination as to what does and does not qualify as structural damage.
4) Repair shall include full replacement of the sewer lateral from the curb to the main with Polyvinyl Chloride (PVC) Pipe, SDR 26 with gasketed joints.
5) Additional work beyond the limits of the roadway shall not be eligible for reimbursement.
6) A detailed cost proposal shall be submitted with the program application, detailing the cost of all elements of the work.
7) A three-year warranty shall be provided for all labor and materials.
8) All required permits and program approval shall be acquired prior to work beginning.
9) All required permits and inspections shall be approved before a reimbursement will be issued.
10) All restoration within the public right-of-way shall be completed in accordance with Village requirements before a reimbursement will be issued.
11) This program is not intended to be retroactive. Costs associated with any work taking place prior to program approval shall not be considered reimbursable.
12) Each property shall only be entitled to a single reimbursement as part of this Program.

Please note that each property and sewer lateral replacement is slightly varied. As such, additional project elements may be required on a case-by-case basis. Staff will notify the applicant of any additional items that are required prior to approval of the reimbursement application.

Procedure

The following list identifies the commonly followed procedure when completing a sewer lateral replacement project:

1. The property owner should engage with a contractor to televise the sewer lateral to determine the location and extent of any structural damage.
2. If the damage meets the criteria of this Program, the property owner should engage with a contractor and get an estimate for costs of the sewer lateral repair. It is recommended that at least three estimates be obtained. Village Staff cannot provide contractor recommendations, however,

a list of Village-licensed contractors can be found on the Village website at www.vrf.us/contractorlists under the category "Plumbing with ROW Digging". It should be noted that contractors not currently licensed/bonded with the Village may still apply for permits, however, they will need to meet all licensing and bonding requirements before the permit can be approved.

3. Once a contractor and scope of work are selected by the Property Owner, the Property Owner should fill out and sign the Reimbursement Application Form (page 7) and the Property Owner Participation Agreement (pages 8-10).
4. Once these forms are filled out, a single full permit submittal should be made to the Village which includes the following items:
    a. Reimbursement Program Application Form
    b. Property Owner Participation Agreement
    c. Detailed Project Cost Estimate
    d. Description of the proposed scope of work (to include lateral replacement from the main to the curb)
    e. Site plan showing all required information (see the sample site plan on page 11)

All permits should be submitted through the Village's online permit portal, which can be found at:
https://riverforest.onlama.com
The Permit Type to be used for this work should be "Plumbing with Digging"

If there is documentation missing from this application submittal, Village Staff will be unable to provide a comprehensive review. If this occurs, the applicant will be asked for any remaining documentation prior to continuing review of the materials.

1. Once all required documents and information have been submitted and reviewed, Village Staff will contact the applicant regarding permit approval and to confirm reimbursement amount.
2. At this point, the approved scope of work may be completed - all required inspections will need to be requested by the contractor per the applicable permit conditions.
3. Once all work is completed and all inspections are approved, the Property Owner will need to fill out and sign the Request for Reimbursement Form (page 14) along with the contractor. Once the form is filled out and both signatures are acquired, the form should be submitted to Village Staff to initiate the reimbursement process. P**lease note that this form should not be signed/submitted until the project is complete, inspections are approved and payment has been made in full.**
4. Upon receiving the Request for Reimbursement Form, Village Staff will conduct a final review of all paperwork and inspections. If all required information is submitted, the reimbursement will be processed and if additional information is required, Staff will contact the applicant. It typically takes two to four weeks for reimbursements to be issued and mailed to the Property Owner.

The Village reserves the right to modify this Program, as well as policies, procedures and rules adopted under the Program as deemed necessary.

Sewer Lateral Repair Reimbursement Program

Application Form

Name: _____

Address: _____

Phone: _____

Email: _____

Name of Contractor Performing the Work: _____

Proposed Cost of Improvements: _____

Requested Reimbursement Amount: _____

Each of the following documents must be submitted prior to Staff providing a comprehensive review:

- ☐ Reimbursement Program Application Form (page 7)
- ☐ Property Owner Participation Agreement (pages 8-10)
- ☐ Detailed Project Estimate
- ☐ Description of Work
- ☐ Site Plan (page 12)

Note: The Request for Reimbursement Form (page 14) should not be completed/submitted until all work is complete, inspections have all passed and payment has been made in full.

Residential 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").

W I T N E S S E T H:

WHEREAS, Property Owner is the owner of a building located at the address indicated above and such building has a sewer lateral with structural damage beneath the roadway; and

WHEREAS, the Village has adopted a program to replace the sewer laterals experiencing structural failures beneath the roadway in the Village and such program provides for the reimbursement to Property Owner for certain basic costs of upgrading their plumbing in order to prevent damage to the roadway, 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 at 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: Incorporation. 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 repair damaged sewer laterals within the Village as established by an administrative program adopted by the Village.

"Proposal" shall mean a detailed bid for equipment, material and labor. Quantities shall be itemized.

"Program 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 Program 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 facilities will require a permit issued by the Village.

Section 7: Inspections. The Village must be notified so that it can inspect the plumbing 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 $7,500.00 unless otherwise approved by Village Staff.

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 all landscaping within the parkway.

(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 reseeding of the parkway.

(c) Future maintenance of the sewer lateral improvement, from the sewer main to the building. Like all infrastructure, this infrastructure 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 Property Owner or 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, defend and hold Village harmless against any and all claims and further covenants not to sue the Village for any and all claims.

Section 12: 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:	For the Residential Property Owner:
Director of Public Works and Development Services	
Village of River Forest	Name:_____
400 Park Avenue	Address:_____
River Forest, Illinois 60305	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 13: 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 14: 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

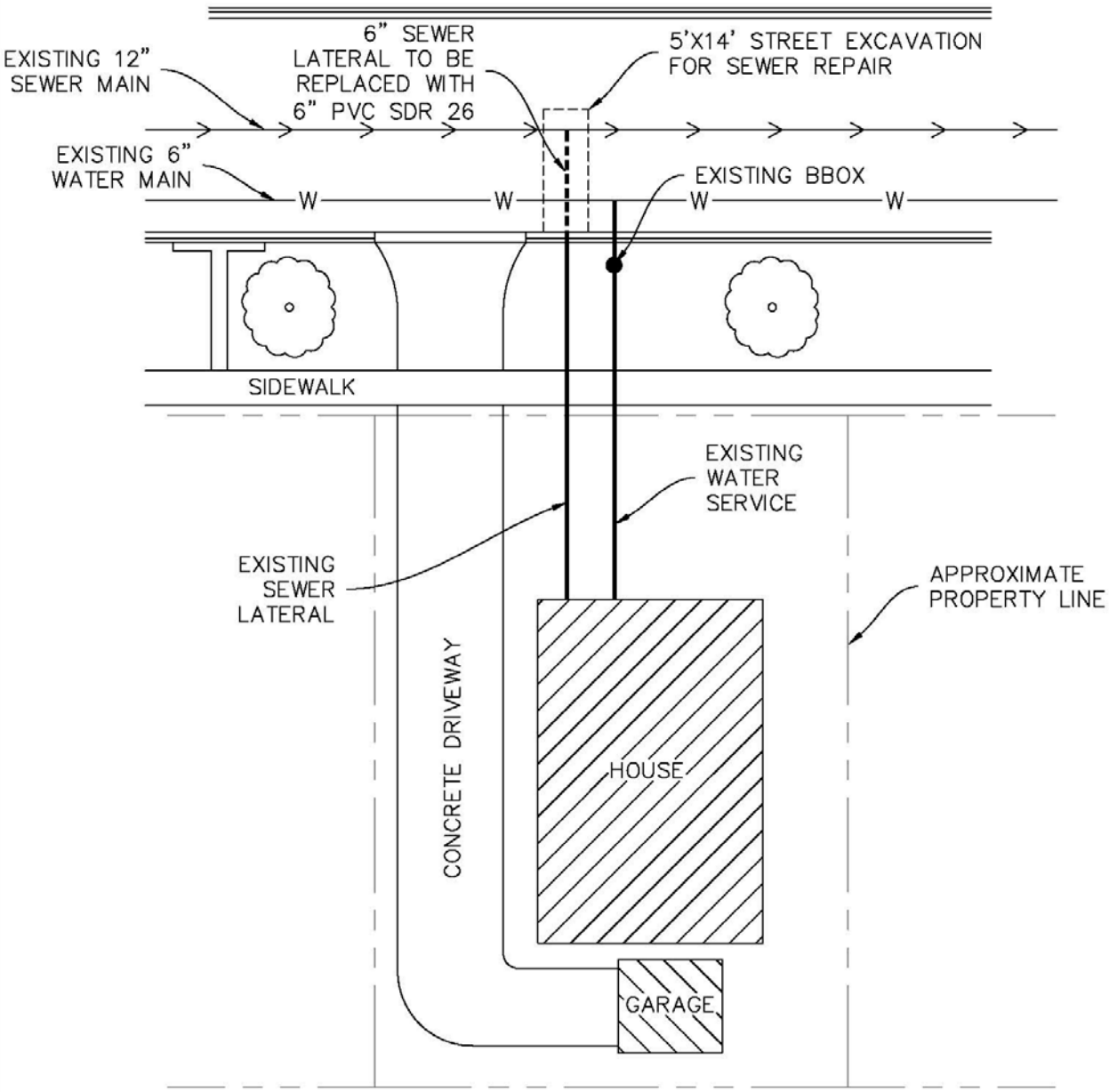
By: _____
Director of Public Works and Development Services

Signature(s) of Property Owner(s)

_____

_____

PROPERTY ADDRESS: 123 MAIN STREET



NOTES:

1. CONTACT VILLAGE STAFF (708-366-8500) FOR EXISTING UTILITY ATLAS INFORMATION
2. SEE SEWER SERVICE CONNECTION DETAIL FOR ADDITIONAL REQUIREMENTS
3. DIMENSIONS AND INFORMATION SHOWN ABOVE ARE PROVIDED AS A REPRESENTATION OF THE INFORMATION NEEDED AS PART OF A SUBMITTAL. IT IS NOT INTENDED TO CONVEY ALL PERMIT REQUIREMENTS.

REVISION: 10/4/21

INCORPORATED 1880 RIVER FOREST Proud Heritage Bright Future

VILLAGE OF RIVER FOREST
PUBLIC WORKS - ENGINEERING
400 PARK AVE.
RIVER FOREST, IL 60305
PH. (708)-366-8500

SEWER LATERAL REPAIR SITE PLAN

(EXAMPLE ONLY)

PROPERTY ADDRESS:

REQUIRED INFORMATION:

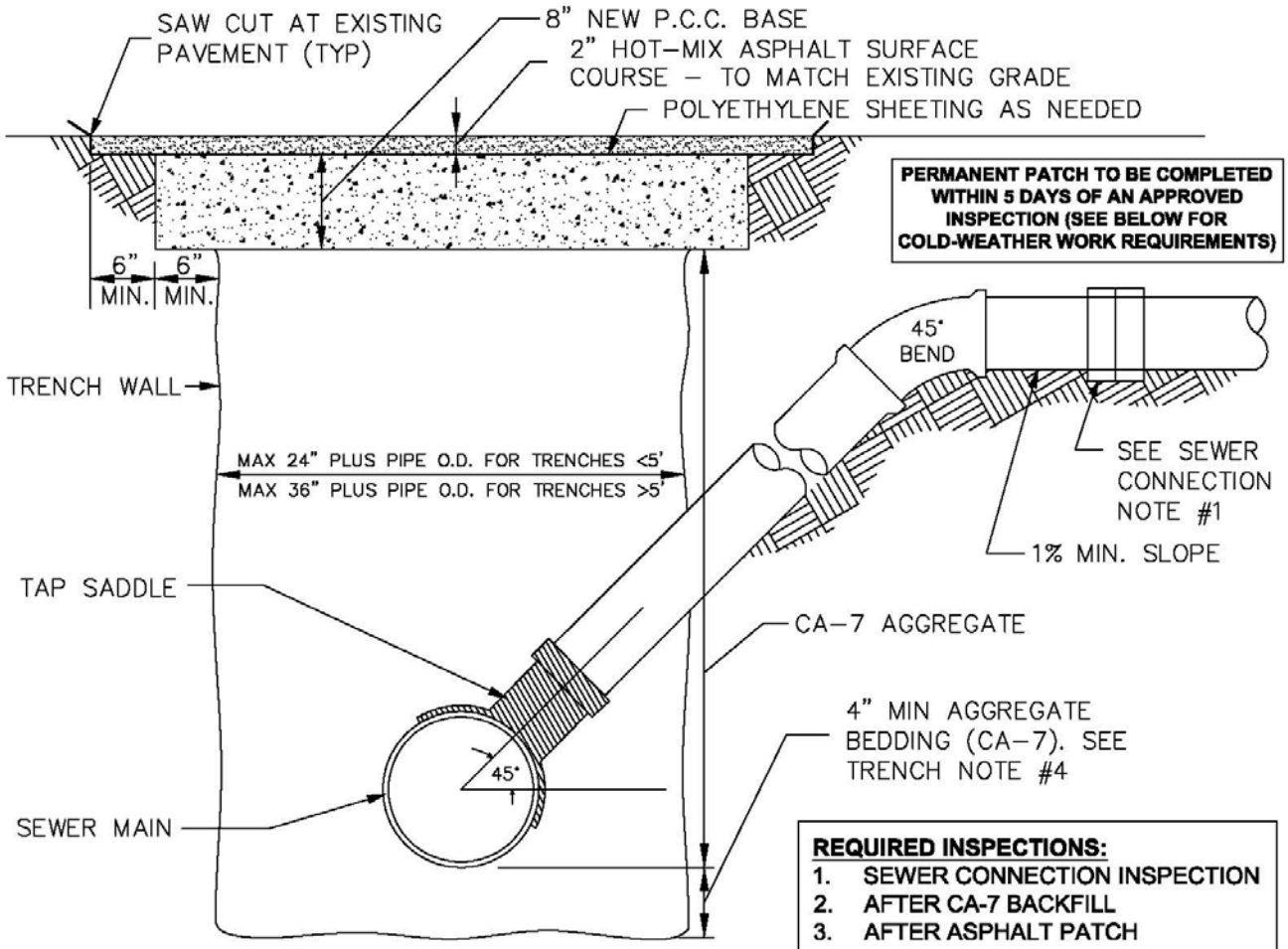
1. PROPERTY ADDRESS, LIMITS, AND DIMENSIONS
2. LOCATION OF STRUCTURES AND PAVEMENTS WITHIN THE AREA OF WORK
3. LOCATION OF EXISTING SEWER AND WATER MAINS
4. EXISTING/PROPOSED WATER AND SEWER SERVICE SIZE AND LOCATIONS
5. DISTANCE BETWEEN EXISTING/PROPOSED WATER AND SEWER SERVICE LOCATIONS
6. DISTANCE BETWEEN PROPOSED EXCAVATIONS AND NEAREST PARKWAY TREE (SUBJECT TO APPROVAL BY VILLAGE FORESTER)
7. LIMITS OF ALL AREAS PROPOSED TO BE EXCAVATED
8. SHOW LIMITS OF CURB (BOTH SIDES OF STREET) AND SIDEWALK

REVISION: 10/4/21

INCORPORATED 1880
RIVER FOREST
Proud Heritage
Bright Future

VILLAGE OF RIVER FOREST
PUBLIC WORKS - ENGINEERING
400 PARK AVE.
RIVER FOREST, IL 60305
PH. (708)-366-8500

SEWER LATERAL REPAIR SITE PLAN



SEWER CONNECTION NOTES:

1. CONNECTION TO EXISTING HOUSE SERVICE SHALL BE WITH **FERNCO NON-SHEAR FLEXIBLE-TYPE COUPLING** OR VILLAGE -APPROVED EQUIVALENT.
2. THE CONNECTION TO THE EXISTING SEWER MAIN SHALL BE ACCOMPLISHED BY CORING THE MAIN WITH A SEWER PIPE TAP MACHINE AND INSTALLING A **FERNCO FLEXIBLE TAP SADDLE** OR VILLAGE-APPROVED EQUIVALENT. THE CORED HOLE SHALL BE NO LARGER THAN THE INSIDE DIAMETER OF THE SADDLE GASKET. ALL METAL HARDWARE SHALL BE STAINLESS STEEL.
3. NEW SEWER SERVICE MATERIALS SHALL CONSIST OF 6" DIA. PVC SDR 26 OR C900.

COLD WEATHER WORK:

WHEN TEMPERATURES ARE LOWER THAN 45°F, THE FOLLOWING REQUIREMENTS SHALL BE IMPLEMENTED:

1. POLYETHYLENE SHEETING SHALL BE INSTALLED BETWEEN THE PCC BASE AND SURFACE COURSE.
2. THE SURFACE COURSE SHALL TEMPORARILY CONSIST OF P.C.C. OR COLD PATCH - INSTALLED AFTER BASE IS CURED.
3. CONTRACTOR IS RESPONSIBLE FOR RETURNING TO INSTALL PERMANENT HMA SURFACE PATCH BY **MAY 1ST**
4. STEEL PLATES NOT PERMITTED - EXCAVATIONS TO BE FILLED AT THE END OF EACH WORKDAY.
5. NO LESS THAN 2 BARRICADES WITH WORKING BEACONS TO BE USED TO BLOCK OFF WORK AREA.
6. TEMPORARY PAVEMENT RESTORATION TO BE MADE WITHIN 5 WORKING DAYS OF INITIAL EXCAVATION.

TRENCH NOTES:

1. TRENCH BACKFILL UNDER A PAVED SURFACE (OR WITHIN 5' FROM EDGE OF PAVEMENT) SHALL CONSIST OF CA-7
2. ALL MATERIALS SHALL BE PROPERLY MECHANICALLY COMPACTED PER SPECIFICATIONS (INUNDATION/WATER JETTING WILL NOT BE ALLOWED).
3. ALL TRENCH EXCAVATIONS SHALL MEET OSHA REQUIREMENTS.
4. BEDDING MATERIAL FOR PVC PIPE INSTALLATION SHALL COMPLY WITH ASTM D-2321.
5. IF APPROVED BY THE VILLAGE, A 1" THICK STEEL PLATE SHALL BE PROVIDED AND MAINTAINED BY THE CONTRACTOR UNTIL SURFACE RESTORATION IS COMPLETE. THE PLATE SHALL BE PROTECTED FROM SLIDING WITH BITUMINOUS RAMPS IF REQUIRED.
6. PRIOR TO PLACEMENT OF PAVEMENT MATERIALS, THE EXISTING EXPOSED EDGES SHALL BE SAWCUT TO PROVIDE A SMOOTH CLEAN EDGE, FREE OF LOOSE MATERIAL.
7. THE PLACEMENT OF PAVEMENTS SHALL NOT BE ALLOWED WITHOUT PRIOR INSPECTION (AND APPROVAL) BY VILLAGE STAFF.

REVISION: 12/9/20

INCORPORATED 1880 RIVER FOREST Proud Heritage Bright Future

VILLAGE OF RIVER FOREST
PUBLIC WORKS - ENGINEERING
400 PARK AVE.
RIVER FOREST, IL 60305
PH. (708)-366-8500

SEWER SERVICE CONNECTION DETAIL

Request for Reimbursement Form

(DO NOT SIGN/SUBMIT UNTIL THE PROJECT IS COMPLETE)

Name: _____

Address: _____

Phone: _____

Email: _____

Name of Contractor that Performed the Work: _____

Final Cost of Improvements: _____

Final Requested Reimbursement Amount: _____

RESIDENTIAL PROPERTY OWNER

I, _____, am the owner of the
(Name)
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

I, _____ of _____
(Name) (Company)
certify that all work completed as part of this project has been performed in accordance with all Village Codes and requirements of this Program and that payment has been made, in full, by the Property Owner.

_____ _____
Signature Date

OFFICE USE ONLY

I, Jeff Loster, Director of Public Works and Development Services 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