

To: Carie Anne & Ross Hitchcock Date: 8/27/19

From: Mark Wesolowski, PE

Subject: Rear Yard Drainage Assistance Program Project No. 18-R0670

At the Committee of the Whole meeting on August 20, 2019, the Village Board discussed the potential modifications to the Rear Yard Drainage Assistance Program, which would expand the type of eligible projects that residents can implement to alleviate their rear yard ponding issues, such as regrading swales and installation of dry wells, rain gardens and infiltration trenches; in addition to clarifying the program process and participation eligibility. At that time, Staff was directed to review the eligible reimbursement amounts for the program.

Based on discussions with Public Works along with review of the recently permitted projects, which included the installation of a rear yard drain and pipe connection to the Village's storm sewer, the project costs ranged between \$3,000 to \$8,500.

The costs of implementing any of the proposed additional program options such as regrading swales and installation of dry wells, rain gardens and infiltration trenches should also fall within a similar cost range or less than the installation of a drainage structure and piping.

It is our opinion that the current reimbursement amount of 50% up to \$3,000 adequately covers 50% of the costs associated with the majority of the submitted projects and anticipated projects; and have not proposed a revision to the current reimbursement amount.



Public Works Department  
411 N. Prospect Ave • Itasca, Illinois 60143  
630.773.2455 • Fax 630.773.9856 • www.itasca.com

## **REAR YARD DRAINAGE ASSISTANCE PROGRAM SUBMITTAL PACKAGE**

### Package Enclosures:

- Program Requirements (~~43~~ Pages)
- Application for Village Cost Participation (2 Pages)
- Checklist for Building Permit Application Submittal (1 Page)
- Building Permit Application (2 Pages)
- Request for Reimbursement (1 Page)

If you have any questions, please call Mike Subers, Village Utilities Superintendent, at (630) 773-2455.



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## REAR YARD DRAINAGE ASSISTANCE PROGRAM

### PROGRAM REQUIREMENTS

The Rear Yard Drainage Assistance Program ("Program") has been implemented to enhance the health and safety of the residents of the Village of Itasca. The Village of Itasca recognizes that some areas within the Village do not have positive drainage of stormwater from the rear yard areas to the Village rights-of-way. The Village understands the value in public-private partnerships in some situations and, as such, has developed the Rear Yard Drainage Assistance Program to allow Village residents the opportunity to participate in a cost sharing program to improve the drainage conditions of their property. This ~~P~~rogram is valid for any approved storm~~water sewer system improvement~~ that provides either positive drainage of the rear yards or an infiltration or evapotranspiration mechanism if the situation meets the eligibility requirements set forth below. In these cases, the Village will reimburse residents 50% of the costs up to \$3,000, as further explained within this packet. When applicable, and if Village-owned storm sewer is within 300 feet of the homeowner's nearest property line, the Village may also make a connection to the Village storm sewer and extend a small diameter storm sewer to the property line for the property owner to connect. Individual property owners will be responsible for their own property, construction of the improvements, and maintenance of the improvements. The Village of Itasca has no ownership or maintenance responsibilities for any part of the private storm sewer infrastructure being constructed. The following information is provided to aid in the requirements to participate in this ~~program~~Program.

#### Minimum Requirements to Qualify:

- Applicable to Itasca residents only; and
- One of the following ~~three~~ must apply:
  - Overland ~~storm water~~stormwater flow or standing water is causing direct damage to a structure or home; or
  - Following a rainfall event, standing ~~water~~ water stands is present for over a ~~72~~ 72-hours ~~dry period following a rainfall of at least 0.5 inches in 24 hours~~; or
  - Issue impacts multiple residential/home owners; and.
- The owner must provide picture evidence showing that stormwater is causing direct damage to a structure or home, or, if applicable, showing that standing water is present over a 72-hour dry period following a rainfall of at least 0.5 inches in 24 hours ;and:

- The owner must not have any code violations issued in the past 12 months, unpaid fees, or past due accounts with the Village of Itasca.

#### Eligible Projects Include:

- Installation of a rear yard drain and connection to the existing storm sewer
- Regrading property to provide proper drainage to storm sewer or yard drain
- Installation of a dry well
- Inatallation of a rain garden
- Installation of an infiltration trench
- Installation of bioretention

Any of the following are ineligible for Village funding through this ~~program~~Program:

- Rental or income property;
- New construction, or remodeling, or redevelopment that requires stormwater control measures;
- Relief from sump pump discharge;
- Multiple installations at same property (one-time participation only);
- Maintenance ~~of,~~ repair, replacement, or addition to ~~of~~ an existing storm sewer system.
- Any stormwater issues caused by the owner's lack of downspout extensions;
- Any other stormwater issue not listed in the minimum requirements.

#### General Program Requirements:

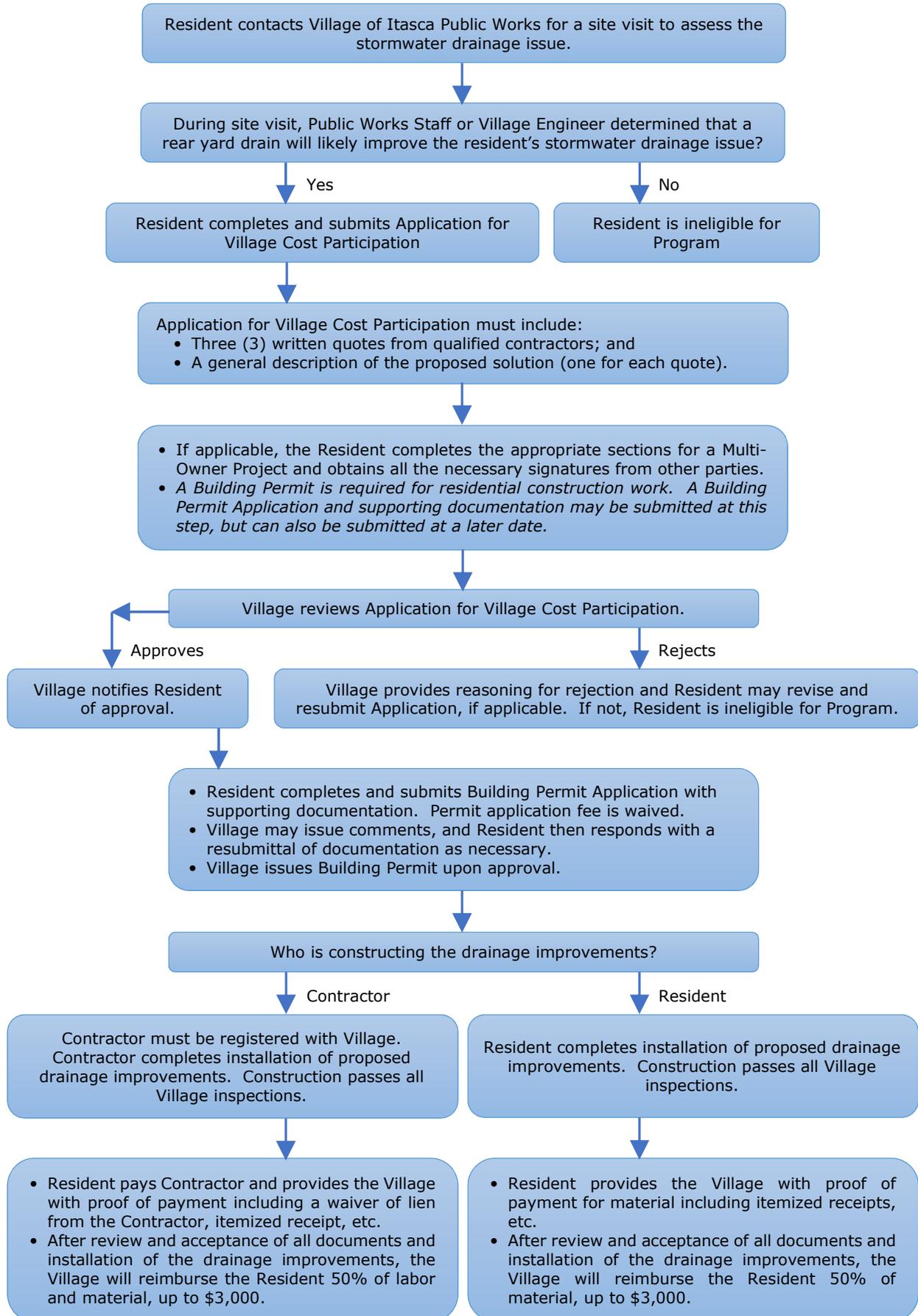
1. Upon request by a resident, the Public Works Department will meet with the resident and assess the problem, when necessary, consult our engineers to determine the best course of action.
2. Once a resident is considered eligible by the Village for the ~~Rear Yard Drainage Assistance~~ Program, the resident must complete the Application for Village Cost Participation. The Public Works Department reviews the application and either approves or rejects the application.
  - a. With the application, the resident must include three (3) itemized written quotes from contractors. All permits, insurance, and contractor registration are the resident's responsibility.
3. Following approval of the application, the resident must complete a Building Permit Application and submit the application, a copy of the letter of eligibility from Public Works, -and required plan/drawings to the Community Development Department. The building permit application fee is waived for improvements proposed under this ~~program~~Program. **Prior to submitting, Please please refer to the Checklist for Building Permit Application for ~~more information~~additional requirements.**
4. The Community Development Department and Village Engineer will review the Building Permit Application for compliance with Village Ordinances and best engineering practices. The Community Development Department may return comments to the resident. All comments will need to be addressed by the resident before a building permit is issued.

5. After the Building Permit is issued, the contractor or resident will construct the proposed drainage improvements in accordance with the approved drawings. **The resident is responsible for scheduling all inspections as required by the Building Permit. At minimum, the resident must call Community Development to schedule an inspection prior to any improvements being backfilled, in order to allow for the work to be inspected.**
5. **Note: Starting construction prior to issuance of a Building Permit may result in permanent disqualification from the Program in addition to any fines imposed in accordance with Village Ordinances.**
6. The resident will pay all costs to construct the proposed drainage improvements and provide the Public Works Department with a completed Request for Reimbursement and proof of payment. Please see the Request for Reimbursement form for more information.
7. Prior to release of the reimbursement, the project must be 100% completed and the Building Permit must be closed out. After review and acceptance of all documentation, the Village will issue a reimbursement to the resident in the amount of: 1) If a contractor installed the drainage improvements, 50% of the cost of labor and material up to \$3,000, or 2) If the resident installed the drainage improvements themselves, 50% of only the cost of materials up to \$3,000.
- ~~7.~~
8. The resident is responsible for all future maintenance of the installed drainage improvements.

The Village reserves the right to deny participation in this Program for any reason. A resident may appeal a denial to the Infrastructure Committee. At no time does the Village participation relieve the resident of their responsibilities under the Village of Itasca Code of Ordinances, Federal, State, and/or County stormwater regulations. Residents choosing to install a private drainage system without participation in this Program shall follow existing Community Development Department requirements.

~~8.~~

# Program Flow Chart:





# VILLAGE OF ITASCA

## PUBLIC WORKS DEPARTMENT

411 N. PROSPECT AVENUE, ITASCA, IL 60143

TEL: 630-773-2455 FAX: 630-773-9856

### REAR YARD DRAINAGE ASSISTANCE PROGRAM APPLICATION FOR VILLAGE COST PARTICIPATION

To be considered for Village cost participation, please fill out this form as completely as possible and submit it to the Public Works Department, along with three (3) written quotes. If there are multiple property owners participating, please note the reimbursement amount being requested for each property and the total amount. A building permit for the proposed work is required prior to work being started. You may submit the building permit application along with this application, and it will be routed to the Itasca Community Development Department.

#### General Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Parcel No: \_\_\_\_\_

Are you an Itasca resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the above address a rental or income property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is standing water present for over 72 consecutive hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the storm water issue affecting your property also impact other nearby properties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you constructing other home improvements or renovations which require the proposed drainage improvements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you proposing to connect your sump pump discharge to the proposed drainage improvements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has this property participated in the Rear Yard Drainage Assistance Program in the past?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the proposed drainage improvements to maintain <del>or</del> repair, <u>or replace</u> an existing storm sewer system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is overland storm water causing direct damage to the principle structure and/or outbuildings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>Have you been issued any code violations in the past 12 months, have unpaid fees, or past due accounts with the Village of Itasca?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>

Total Reimbursement Amount Requested: \$ \_\_\_\_\_

Reimbursement Amount per Property (if applicable): \$ \_\_\_\_\_

#### Required to Be Attached:

<u>Pictures showing that stormwater is causing direct damage to a structure or home, or showing that standing water is present over a 72-hour dry period following a rainfall of at least 0.5 inches in 24 hours</u>	Included <input type="checkbox"/>
Three (3) written quotes from qualified contractors to construct the proposed drainage improvements with general description of work to be performed	Included <input type="checkbox"/>

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*By submitting this signed application, I am certifying that all of the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I acknowledge that the Village has no ownership or maintenance responsibility for any part of the proposed private storm sewer infrastructure and that failure on my part as the current Property Owner, or on the part of a future Property Owner, to maintain the proposed private storm sewer infrastructure may result in code enforcement action by the Village. I believe that constructing the drainage improvements which I have proposed will improve my storm water issue.*

**Office Use Only** – Review of Application: Date Received: \_\_\_\_\_  
Approved  Amount Approved: \$ \_\_\_\_\_ Rejected  Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
If rejected, reason for rejection:



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# VILLAGE OF ITASCA

**PUBLIC WORKS DEPARTMENT**

**411 N. PROSPECT AVENUE, ITASCA, IL 60143**

**TEL: 630-773-2455 FAX: 630-773-9856**

## **REAR YARD DRAINAGE ASSISTANCE PROGRAM APPLICATION FOR VILLAGE COST PARTICIPATION**

### **Multi-Owner Project (If Applicable):**

Additional Resident Participation

By signing below, I agree to the construction of private storm sewer infrastructure on my private property as part of a joint rear yard drainage project. I acknowledge that the Village has no ownership or maintenance responsibility for any part of the private storm sewer infrastructure. Each Property Owner is responsible for that portion of the private storm sewer infrastructure on their respective property and that failure on the part of any current Property Owner or future Property Owner to maintain the proposed private storm sewer infrastructure may result in code enforcement action by the Village. Each Property Owner believes that constructing the proposed drainage improvements will improve his or her respective storm water issue.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Community Development Department  
550 W. Irving Park Rd • Itasca, Illinois 60143  
630.773.0835 • Fax 630.773.2505 • www.itasca.com

## REAR YARD DRAINAGE ASSISTANCE PROGRAM

### CHECKLIST FOR BUILDING PERMIT APPLICATION SUBMITTAL

A Building Permit Application may be submitted with the Application for Village Cost Participation or following Village approval of the application.

The Building Permit Application must include:

- Copy of Letter of Eligibility from Public Works;
- 4 copies of the Plat of Survey for each participating property;
- 4 copies of overall plan of construction showing:
  - General location of area(s) experiencing stormwater issue;
  - Elevations of the existing ground surface, edges of pavement, and rims and inverts of nearby stormwater, sanitary, and water manholes, as applicable, relative to a benchmark onsite;
  - Locations of existing utilities in the parkway, if applicable;
  - Locations of nearby landscaping, fencing, trees, etc., if applicable;
  - Location, length, diameter, pipe material, type, size, and slope of proposed storm sewer and rim and invert elevations of proposed manhole(s), catch basin(s), and yard drain(s);
  - Cross section detail of any proposed dry well, bioretention or infiltration area along with planting information, as applicable;
  - Location of required backflow preventer (check valve), including cut sheets or details of the proposed backflow preventer, manholes, catch basins, yard drains, and grate & lid;
  - Location and invert of proposed connection to the public storm sewer system including pipe material, size, and slope of public storm sewer; and
  - Details addressing sidewalk removal and replacement to Village standards, if applicable; and



# VILLAGE OF ITASCA

COMMUNITY DEVELOPMENT DEPARTMENT  
550 W. Irving Park Road, Itasca IL 60143  
630-773-5568 Fax: 630-773-0852

Date Received \_\_\_\_\_

Date Issued \_\_\_\_\_

## BUILDING PERMIT APPLICATION

PERMIT EXPIRES ONE YEAR FROM DATE ISSUED

### \* REQUIRED INFORMATION

All words, terms, and phrases contained in this application shall be construed and interpreted in accordance with, and have the same meaning as, those defined in the Itasca Municipal Code, as which may be amended, from time to time. All references in this application shall be deemed to be the property that is the subject of this application and any and all improvements located thereon.

Parcel No. \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

\*Proposed Project Address: \_\_\_\_\_ Unit/  
Suite No. \_\_\_\_\_

#### \*Type of Work (check all that apply):

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ New Structure \_\_\_\_\_ Alteration \_\_\_\_\_ Addition \_\_\_\_\_ Demo \_\_\_\_\_  
Driveway \_\_\_\_\_ Garage \_\_\_\_\_ Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Siding \_\_\_\_\_ Roofing \_\_\_\_\_ Other \_\_\_\_\_

#### \*Detailed Description \_\_\_\_\_

Owner/ \_\_\_\_\_ \*Total Estimated Cost \$ \_\_\_\_\_

\*Tenant Name: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_  
New or Existing

	Name	Address	Phone	Office Use Only		
				Lic	Bond	Reg
Gen. Contractor	_____	_____	_____			
Architect	_____	_____	_____			
Excavator	_____	_____	_____			
Concrete	_____	_____	_____			
Carpenter	_____	_____	_____			
Plumber	_____	_____	_____			
Electrician	_____	_____	_____			
HVAC	_____	_____	_____			
Drywall	_____	_____	_____			
Insulation	_____	_____	_____			
Roofer	_____	_____	_____			
Paver	_____	_____	_____			
Fire Prot	_____	_____	_____			
Fire Alarm	_____	_____	_____			
Other	_____	_____	_____			
Other	_____	_____	_____			

Historical Commission Approval Required? Yes \_\_\_ No \_\_\_

Historical Commission Chairman \_\_\_\_\_ Date \_\_\_\_\_

**BY SIGNING, THE APPLICANT AGREES TO ABIDE BY THE FOLLOWING:**

**The applicant does hereby certify, acknowledge, agree, and affirm to the Village that:**

1. The applicant either (a) is the Owner of Record of the real estate, (b) has a binding contractual or beneficial interest in the real estate, or (c) is a duly authorized agent of the Owner of Record of the real estate and executes this application with lawful authority.
2. Any permit issued pursuant to this application may be revoked by the Village in the event that the Village determines in its sole and absolute discretion that (a) such permit was wrongfully or erroneously issued by the Village, (b) the applicant misrepresented, whether intentionally or innocently, any fact on the application upon which the Village relied on issuing such permit.
3. The applicant acknowledges Village construction management regulations and takes responsibility for a safe construction site.
4. The Village has the right, and is hereby granted permission, to enter upon the real estate and into any structure located thereon for purposes of conducting the inspections required pursuant to the Itasca Municipal Code and for discharging and enforcing the provisions of all applicable statutes, laws, rules, codes, regulations, and ordinances.
5. The Village has the authority to cause to be removed, at the applicant's expense, any material that might interfere with a thorough inspection of the real estate if such material has been put in place prior to the Village's having been given an opportunity to inspect the work in question.
6. The Village has the right to issue stop work orders pursuant to and in accordance with the Itasca Municipal Code, and the applicant shall immediately comply with any such order.
7. All work performed pursuant to any permit issued relative to this application shall be in strict compliance with all provisions of the Itasca Municipal Code and all other applicable statutes, laws, rules, codes, regulations, and ordinances.
8. Noise from construction/demolition sites is restricted within 1,000 feet of an occupied residence, motel, hotel, or similar establishment and must be conducted only between 7:00 a.m. and 7:00 p.m., Monday through Friday, and 8:00 a.m. and 7:00 p.m. on Saturdays, Sundays, and Itasca-observed holidays.
9. The building permit expires twelve (12) months after it is issued. Once the permit has been issued, the applicant has up to six (6) months to commence with work and a total of twelve (12) months to complete the work. An extension may be granted only at the direction of the Director of Community Development.
10. The applicant acknowledges that in accordance with the Itasca Municipal Code, the Village of Itasca may use the services of professional consultants for research, investigation, and professional opinion in the processing of any building application and may bill the applicant separately from, and in addition to, permit fees. Such consultants may include but are not limited to those who provide advice in the fields of civil engineering, planning, traffic, elevators, cellular technology, building codes, and structural and architectural design. The applicant whose building permit application requires the use of such professional services shall reimburse the Village the reasonable cost it incurred for the services rendered by its consultants within ten (10) days after the submission of the bill by the Village.
11. In addition to permit fees, a cash bond may be required to insure code compliance and the preconstruction condition of all parkways. If any parkways are adversely affected by construction, the Village is authorized to use as much of the cash bond as is necessary for repairs. This use of bond monies is considered liquidated damages, and the Village reserves the right to bring suit to collect any additional costs incurred.
12. The applicant acknowledges that in accordance with the Itasca Municipal Code, no final certificate of occupancy for this building permit shall be issued by the Village until all outstanding fees are paid.
13. The applicant (a) has carefully read this application, (b) fully understands the terms and provisions of this application, and (c) unconditionally agrees to comply with and be bound by each and every term and provision of the application and all applicable statutes, laws, rules, codes, regulations, and ordinances including, but not limited to, the Itasca Municipal Code.
14. All of the information contained herein is true and correct and that all contractors to be engaged in any of the work for which this permit is to be issued shall comply with all pertinent local codes and ordinances.

\*Applicant's Name (please print) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_ \*Phone \_\_\_\_\_  
 \*email \_\_\_\_\_

\*Applicant Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_



# VILLAGE OF ITASCA

**PUBLIC WORKS DEPARTMENT**

**411 N. PROSPECT AVENUE, ITASCA, IL 60143**

**TEL: 630-773-2455 FAX: 630-773-9856**

## REAR YARD DRAINAGE ASSISTANCE PROGRAM REQUEST FOR REIMBURSEMENT

Prior to a reimbursement being approved by the Village, the Resident must:

- Construct the drainage improvements as proposed in the Application for Village Cost Participation in accordance with all Village ordinances and standards; and
- Pay all costs to construct the proposed drainage improvements; and
- If a contractor constructed the proposed drainage improvements, submit proof of payment in full to the contractor and an itemized receipt showing a breakdown of all labor costs and purchases made; or
- If the Resident constructed the proposed drainage improvements, submit proof of payment in full for the materials to construct the drainage improvements.

### General Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Parcel No: \_\_\_\_\_ Building Permit No: \_\_\_\_\_

Who constructed the drainage improvements?	Contractor <input type="checkbox"/>	Resident <input type="checkbox"/>
Did construction involve multiple property owners?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the drainage improvements been constructed as proposed in the Application for Village Cost Participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the drainage improvements been constructed in accordance with all Village ordinances and standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you either 1) paid the contractor in full for the project, or 2) paid for all materials to construct the drainage improvements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Required to Be Attached:

Proof of payment in full Included

Itemized receipt Included

**Total Project Cost:** \$ \_\_\_\_\_

**Total Reimbursement Amount Requested:** \$ \_\_\_\_\_

**Reimbursement Amount per Property:** \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

*By submitting this signed application, I am certifying that all of the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I acknowledge that the Village has no ownership or maintenance responsibility for any part of the proposed private storm sewer infrastructure and that failure on my part as the current Property Owner, or on the part of a future Property Owner, to maintain the proposed private storm sewer infrastructure may result in code enforcement action by the Village. I believe that constructing the drainage improvements which I have proposed will improve my storm water issue.*

**Office Use Only** – Review of Application: Date Received: \_\_\_\_\_

Approved  Amount Approved: \$ \_\_\_\_\_ Rejected  Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Check No: \_\_\_\_\_

If rejected, reason for rejection:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_