



# Village of Itasca

Rear Yard Drainage Assistance Program  
(RYDAP)



**VILLAGE OF ITASCA**

**PUBLIC WORKS DEPARTMENT**

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

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

**Program Submittal Package  
REAR YARD DRAINAGE ASSISTANCE PROGRAM**

<u>Table of Contents</u>	<u>Page</u>
Program Summary .....	2
Qualification Requirements .....	2
Eligible Projects .....	3
General Program Requirements .....	3
Program Flowchart .....	5
Application for Village Cost Participation.....	6
Application for Multi-Owner Project .....	7
Checklist for Building Permit Application .....	8
Building Permit Application .....	9
Request for Reimbursement.....	10

If you have any questions, please call Brandon Hansen, Village of Itasca Utilities Superintendent, at (630) 773-2455.



## **VILLAGE OF ITASCA**

**PUBLIC WORKS DEPARTMENT**

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

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

### **Program Requirements REAR YARD DRAINAGE ASSISTANCE PROGRAM**

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 right-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 (RYDAP) to allow Village residents the opportunity to participate in a cost sharing program to improve the drainage conditions of their property. This Program is valid for any approved stormwater 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.

If deemed eligible by Public Works, 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 150 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.

#### **Requirements to Qualify:**

Must be an Itasca Resident in good standings with the Village; and one of the following must apply:

1. Overland stormwater flow or standing water is causing direct damage to a structure or home.
2. Following a rainfall event, standing water is present for over a 72-hour dry period following a rainfall of at least 0.5 inches in 24 hours.
3. Issue impacts multiple residential/homeowners.
4. Property owner has not received funding through the RYDAP program within the prior five (5) year period. (The (5) year reapplication period does not apply to new property owners.)
5. Property owner must not have any code violations issued in the prior 12-month period, unpaid fees, or past due accounts with the Village of Itasca.

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

**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
- Installation of a rain garden
- Installation of an infiltration trench
- Installation of bioretention

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

- Rental or income property
- New construction, remodeling, or redevelopment that requires stormwater control measures
- Relief from sump pump discharge
- Maintenance, repair, replacement, or addition to 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 or designee will meet with the resident and assess the issue to determine if the property is eligible.
2. Once a resident is considered eligible by the Village for the Program, the resident must complete the Application for Village Cost Participation and submit the request to the Itasca Public Works Department for review.
  - a. The application must include three (3) itemized written quotes from contractors.
  - b. All contractors must have experience in the field of construction being proposed which will be determined by Village Staff and/or the Village Engineer.
  - c. Property owners planning to use their own companies will be reimbursed for materials only under
  - d. Estimates which do not conform to reasonable cost estimates by Village Staff or the Village Engineer may be denied at the Village's discretion
  - e. All permits, insurance, and contractor registration are the resident's responsibility.
3. Following approval of the application, the resident will receive a letter of approval from the Public Works Department.
4. The resident must complete a Building Permit Application and submit the application with a copy of the letter of approval from Public Works and the required plan/drawings to the Community Development Department. The building permit application fee is waived for improvements proposed under this Program. **Prior to submitting, please refer to the Checklist for Building Permit Application for additional requirements.**

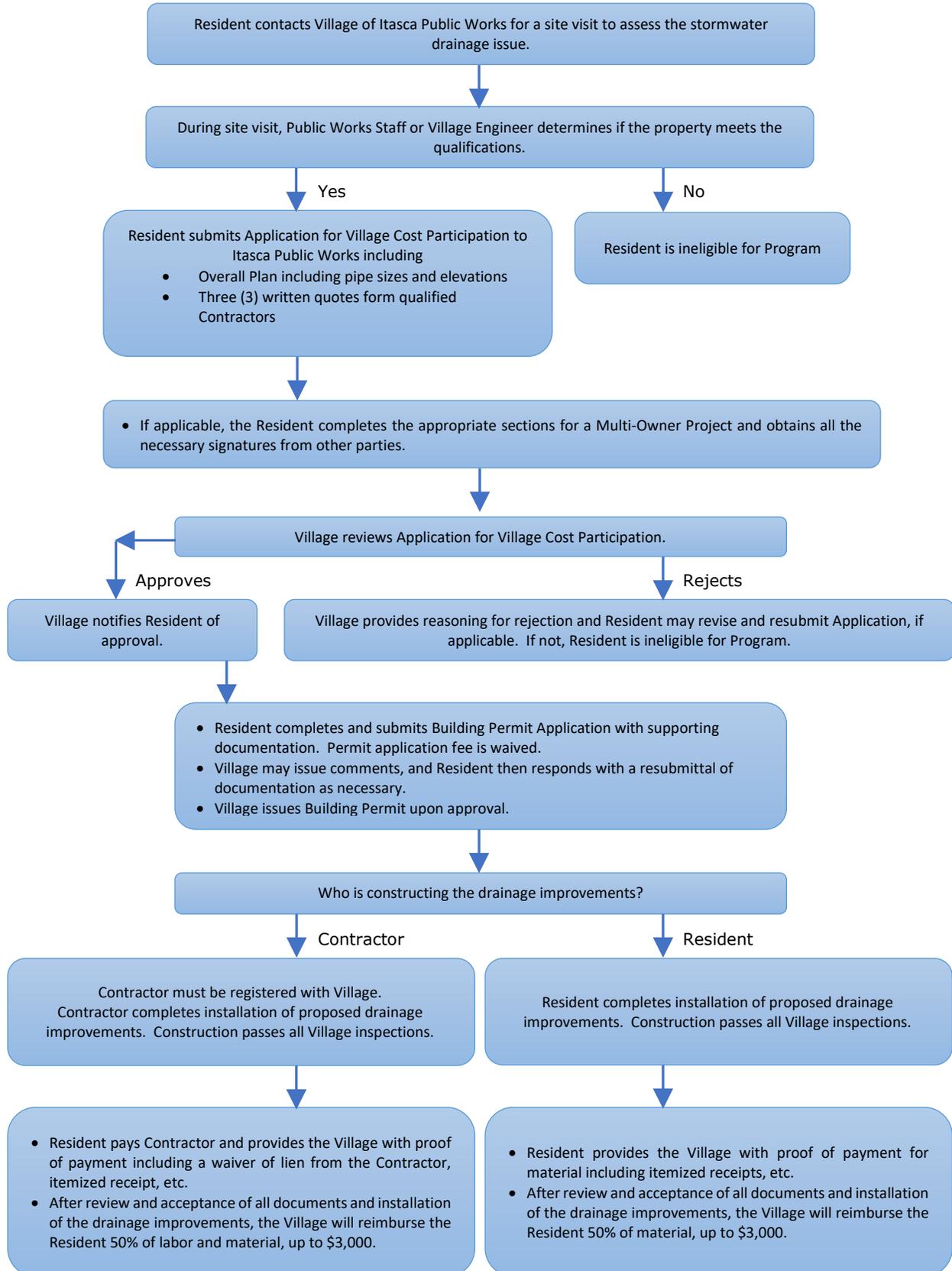
5. The Community Development Department and Village Engineer will review the Building Permit Application for compliance with Village Ordinances and best engineering practices. The Community Development Department may return comments to the resident which must be addressed prior to permit approval or the start of construction.
6. 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.**

**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.**

7. 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.
8. 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 a or b below:
  - a. If a contractor installed the drainage improvements, 50% of the cost of labor and material up to \$3,000, or
  - b. If the resident installed the drainage improvements themselves, 50% of only the cost of materials up to \$3,000.
9. 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.*

# Program Flow Chart:





VILLAGE OF ITASCA

PUBLIC WORKS DEPARTMENT

411 N. PROSPECT AVENUE, ITASCA, IL 60143

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

APPLICATION FOR VILLAGE COST PARTICIPATION
REAR YARD DRAINAGE ASSISTANCE PROGRAM

To be considered for Village cost participation, please fill out this form as completely as possible and submit to Itasca 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: \_\_\_\_\_

Table with 2 columns: Question and Yes/No checkboxes. Questions include: Are you an Itasca resident?, Is the above address a rental or income property?, Is standing water present for over 72 consecutive hours?, Does the storm water issue affecting your property also impact other nearby properties?, Are you constructing other home improvements or renovations which require the proposed drainage improvements?, Are you proposing to connect your sump pump discharge to the proposed drainage improvements?, Has this property participated in the Rear Yard Drainage Assistance Program in the past?, Are the proposed drainage improvements to maintain, repair, or replace an existing storm sewer system?, Is overland storm water causing direct damage to the principal structure and/or outbuildings?, Have you been issued any code violations in the past 12 months, have unpaid fees, or past due accounts with the Village of Itasca?

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

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

Required to Be Attached:

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 Included

Three (3) written quotes from qualified contractors to construct the proposed drainage improvements with general description of work to be performed Included

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:

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

If rejected, reason for rejection: \_\_\_\_\_



# VILLAGE OF ITASCA

PUBLIC WORKS DEPARTMENT

411 N. PROSPECT AVENUE, ITASCA, IL 60143

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

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

### 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: \_\_\_\_\_



## VILLAGE OF ITASCA

PUBLIC WORKS DEPARTMENT

411 N. PROSPECT AVENUE, ITASCA, IL 60143

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

### **Checklist for Building Permit Application Submittal REAR YARD DRAINAGE ASSISTANCE PROGRAM**

A Building Permit Application must be submitted, approved and closed to receive funding through this program. The building permit application is available through our Community Development Department located at 550 W. Irving Park Rd., Itasca IL 60143.

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.
  - Length, diameter, pipe material, type, 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 check valve (if required by Village Staff or the Village Engineer) 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
  - Details addressing sidewalk removal and replacement to Village standards, if applicable
  - Details addressing restoration of the parkway to Village standards, if applicable.



# VILLAGE OF ITASCA

PUBLIC WORKS DEPARTMENT

411 N. PROSPECT AVENUE, ITASCA, IL 60143

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

## Request for Reimbursement REAR YARD DRAINAGE ASSISTANCE PROGRAM

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 (if Multi-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: \_\_\_\_\_

If rejected, reason for rejection:

\_\_\_\_\_  
\_\_\_\_\_