



Village of Itasca

Sanitary Service
Separation Program

Approved March 5, 2024

Program Introduction

The Village of Itasca has developed the Sanitary Service Separation Program (SSSP) to assist property owners who have a combined sanitary sewer service connection with another homeowner. Very few shared sanitary service connections have been identified within the Village of Itasca, however they can present a sanitary maintenance issue between homeowners. The SSSP is designed to provide residents financial assistance towards the cost associated with separating combined service connections to create conventional individual connections.

Participation in the program is based on a first-come-first-serve basis and may be limited based on the amount of funding approved by the Village Board for this program.

Eligible Subsidies

The SSSP program offers a 50% cost-sharing opportunity for eligible homeowners up to a maximum of \$3,000 towards the construction costs of creating individual conventional connections. Permit and inspection fees are waived for this program.

Eligible Properties

The Following Properties are eligible for participation:

- Single Family residential located within the corporate limits of the Village of Itasca that are connected to the Village's sanitary sewer system and
- The property must have a sanitary service which converges with another privately owned sanitary service prior to connecting to the Village's Sanitary Sewer System
- The property owner and all tenants must be in good standing with the Village of Itasca with regard to outstanding debt owed to the Village (utility bills, vehicle stickers, parking tickets, fines/fees owed to the Village, etc.)

Disconnection From All Stormwater Sources

To qualify for this program, ALL sources of stormwater (roof drainage/downspouts, foundation drains, sump pump systems, etc.) must be disconnected from the Village's sanitary sewer system. The Village Code prohibits the discharge of stormwater into sanitary sewers and may inspect the property to confirm such illegal connections do not exist prior to approving any reimbursement.

Eligible Costs

- Cost of location, excavation, and exposure of the sanitary service and connection(s)
- Cost of new connection(s) to the Village Sanitary Main
- Cost of spoils removal and trench backfill
- Cost of concrete/asphalt replacement
- Cost of lawn restoration and grass seeding
- Cost of replacing existing convergence point with new separate maintainable piping configuration

Non-Eligible Costs

- Cost to disconnect illegal stormwater connections
- Use of materials not meeting the requirements of Village Codes
- Ancillary homeowner improvements not necessary to provide sanitary service separation
- Planting or replacement of new landscaping (bushes, trees, sod, fences, walls, etc.)

General Requirements

1. All work performed under this program shall meet all applicable requirements of the Building Codes of the Village of Itasca, including but not limited to the Illinois Plumbing Code, National Electric Code, and the Internal Building Code, if applicable
2. All plumbing work must be performed by a licensed and bonded contractor. Contractors will be required to provide a current copy of their State of Illinois License and be registered with the Village of Itasca
3. Reimbursement through this program is limited to one time per address

No Warranty or Guarantee

The Village's agreement to cost share as set forth in this policy is not and shall not constitute a warranty, promise, or guarantee by the Village. The Sanitary Service Separation Program cost shared by the Village is to reduce future maintenance issues property owners with shared sanitary services may encounter.

Program Instructions

1. Contact Public Works at (630)-773-2455 to schedule a meeting to discuss the discovery and potential separation of the shared sanitary services.
2. After being deemed eligible for the program, solicit proposal(s) from plumbing contractor(s). Request that the selected plumber prepare a detailed drawing of the proposed improvements and provide a written proposal that contains a detailed description of the scope of work, including any restoration.
3. Complete and submit the Shared Sanitary Separation Program application along with the contractor proposal(s) to Itasca Public Works, 411 N. Prospect Ave. Itasca, IL 60143.
 - a. Once the application and selected contractor proposal are received, Staff will review the submittal and confirm the availability of the funds.
4. The property owner will receive an Approval/Acceptance letter from Public Works, which will be required at Community Development to waive the permit fees.
5. The contractor or homeowner will need to apply for a permit at Community Development, located at 550 W. Irving Park Road. **Please ensure that the applicant has the signed letter of acceptance from the Public Works Department.**
6. The contractor performs the permitted work, and the work is inspected by the Village.
7. After the work has been inspected and approved, the property owner will need to pay the full amount to the contractor and then submit the following to Public Works for reimbursement.
 - a. Request for Reimbursement Form
 - b. Copy of paid and itemized invoice from the contractor(s) that performed the work.
 - c. Copy of the canceled check (both sides), credit card receipt, or waiver of lien that shows that the homeowner paid the contractor(s) in full.
8. The homeowner will receive the Village's reimbursement Check approximately four weeks after all the required paperwork is submitted and approved by Public Works.



Village of Itasca Public Works Department

411 N. Prospect Ave, Itasca, IL 60143

TEL: 630-773-2455

FAX: 630-773-9856

Sanitary Service Separation Program Application

To be considered for the Village cost participation program, please fill out this form as completely as possible and submit it to the Itasca Public Works Department along with the written proposals from the contractors. A building permit issued from Community Development is required prior to beginning work.

General Information (applicant 1)

Name: _____

Phone Number: _____

Address: _____

Email: _____

Please Check Yes/No	Yes	No
Are you an Itasca Resident?		
Is the Above Address a Rental or Income Property?		
Have you been issued any code violations in the past 12 months, have unpaid fees, or past due accounts with the village?		

General Information (applicant 2)

Name: _____

Phone Number: _____

Address: _____

Email: _____

Please Check Yes/No	Yes	No
Is the second applicant participating in the project?		
Are you an Itasca Resident?		
Is the Above Address a Rental or Income Property?		
Have you been issued any code violations in the past 12 months, have unpaid fees, or past due accounts with the village?		

COST PROPOSAL WORKSHEET

Cost of Proposed Work	\$
Total Reimbursement Request (50% cost of proposed work or Maximum of \$3,000 per property)	\$
Reimbursement Request Property 1	\$
Reimbursement Request Property 2	\$

Signature (applicant 1)

Date

Signature (applicant 2)

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 sanitary sewer service and the failure on my part as the current Property owner, or on the part of a future property owner, to maintain the proposed privately owned sanitary sewer infrastructure.

OFFICE USE ONLY- Review of Application

Date Received: _____

Approved: Yes No

Approval Amount: _____

If rejected, state reason: _____

Approved By

Date



Village of Itasca Public Works Department

411 N. Prospect Ave, Itasca, IL 60143

TEL: 630-773-2455

FAX: 630-773-9856

Sanitary Service Separation Program Reimbursement Form

Prior to Reimbursement being approved by the Village, the property owners must provide the following information:

1. Construct the sanitary service improvements as proposed and in accordance with all Village ordinances and standards; and
2. Pay all costs to construct the sanitary service improvements; and
3. Submit proof of payment in full to the contractor (cancelled check, credit card receipt, or waiver of lien)

General Information (applicant 1)

Name: _____ Phone Number: _____

Reimbursement amount Requested: \$ _____

General Information (applicant 2)

Name: _____ Phone Number: _____

Reimbursement amount Requested: \$ _____

Signature (applicant 1)

Date

Signature (applicant 2)

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 sanitary sewer service and the failure on my part as the current Property owner, or on the part of a future property owner, to maintain the proposed privately owned sanitary sewer infrastructure.

OFFICE USE ONLY- Review of Application

Date Received: _____ Total Reimbursement Amount: \$ _____

Approved: Yes No Approved By: _____