

Village of Mount Prospect



Overhead Sewer Rebate Program

TO QUALIFY FOR THE VILLAGE OF MOUNT PROSPECT OVERHEAD SEWER REBATE PROGRAM:

- The homeowner must be a Village water utility consumer.
- The perimeter drain tile and any other stormwater source must be disconnected from the Village's sanitary or combined sewer.
- Installation of a sump pit and sump pump is required.
- The sump pump is to discharge the stormwater onto the ground in the property's front or rear.

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Introduction

This packet contains information regarding the Overhead Sewer Rebate Program. If you have questions or need additional information, please contact the Public Works Department. To be eligible for this program, the homeowner must be a Village wastewater utility consumer.

The Village of Mount Prospect has established the Overhead Sewer Rebate Program. The program will provide financial assistance to residents who want to convert their existing gravity-fed sanitary system into an overhead sanitary sewer system (Exhibit A). *Note: This program does not cover an alternate flood control system, a "backwater valve", or solutions for overland stormwater flooding.*

Homeowners of single-family dwellings are eligible to participate in the Overhead Sewer Rebate Program. Multi-family homes and commercial buildings are not eligible.

The program offers a rebate for costs incurred by a homeowner converting an existing gravity sewer system to an overhead sewer system. The Village will reimburse an eligible homeowner for up to **50%**, but not more than **\$7,500** of actual costs incurred.

Low-income homeowners may be eligible for a 0% interest deferred loan. Additional details are located on page 3.

Only work performed with a valid Village of Mount Prospect permit issued by the Building and Inspection Services Department will be considered for this program. All applicable permit fees and bonds will apply.

The program is not retroactive. Work performed in the past is not eligible.

For technical questions regarding installation, please contact the Village of Mount Prospect Plumbing Inspector at (847) 870-5675.

For all other questions, call the Public Works Department at (847) 870-5640 or publicworksdept@mountprospect.org.

Note: To qualify for the program, applicants must be Village of Mount Prospect wastewater customers. Illinois American Water Company customers, Elk Grove Township sewer customers, or residents with privately-owned septic systems, are not eligible to participate in this program.



Application Process

To take advantage of the program, homeowners will need to:

- ✓ Complete a Pre-Approval Application (Exhibit B).
- ✓ Complete an Overhead Sewer Rebate Program Application (Exhibit C).
- ✓ Submit a completed Specification Sheet (Exhibit D).
- ✓ Apply for and obtain all necessary permits (Exhibit E).
- ✓ Obtain all permit-required inspections.
- ✓ Submit a Rebate Application (Exhibit F) after final inspection.

Instructions

Applying for the program

1. **Complete and submit the Pre-Approval Application (Exhibit B) for submittal with:**
 - A. Proof of ownership - Include a copy of your most recent tax bill or other proof of property ownership.
2. **Before submitting a Program Application (Exhibit C):**
 - A. Get estimates from at least three (3) contractors. Estimates should be sufficiently detailed and identify the make and model of proposed equipment.
 - B. Choose a contractor and have the contractor perform an initial inspection. The initial inspection should include:
 - ✓ CCTV inspection to identify all underground connections to the wastewater sewer service line up to and including the connection to the Village sewer main.
 - ✓ A determination whether drain tiles discharge into the wastewater collection system.
 - ✓ A discussion highlighting any other existing problems that could affect installation of an overhead sewer system.
 - ✓ The video and the contractor's written report should accompany the program application (Exhibit C) submittal.
3. **Complete forms for submittal:**
 - Program Application (Exhibit C).
 - Specification Sheet (Exhibit D).
 - Building Permit Application (Exhibit E) – check: *basement remodel & electrical*, in the description write: *Overhead Sewer Rebate Program*.
 - Please include a copy of selected contractor's State of Illinois Plumbing Contractor's 055 License as well as a letter of intent for the subject project. If needed, a copy of the selected contractor's (or sub-contractor's) electrician's license should be included as well.
4. **Submit the following to the Building Department (2nd Floor, Village Hall):**
 - ✓ All forms completed in step 3 above.
 - ✓ A copy of the three (3) separate contractor estimates.
 - ✓ A copy of the sewer video and written report from the selected contractor.
5. **Complete Construction.**
 - A. Homeowner has one (1) year from date of pre-approval to complete work and submit for reimbursement.



Obtaining Inspections

The homeowner needs to ensure that their contractor obtains and passes all the required permit inspections to install the system and restore any public right-of-way (sidewalk, parkway, curb, street, or driveway apron). Inspections vary depending on project detail.

The list of possible inspections include:

1. Underground plumbing – done after plumbing piping is installed before being covered with dirt.
2. Underground electric – done after electrical piping is installed before being covered with dirt.
3. Rough plumbing – done after plumbing piping is installed in any walls, ceilings, or floors before they are covered.
4. Rough electric – done after electrical piping is installed in any walls, ceilings, or floors before they are covered.
5. Final plumbing – done after all plumbing work is complete and fully operational (including power for pumps). *All public right-of-way restorations must be completed as well.
6. Final electric – done after all electrical work is complete.

*Right-of-way work is handled differently for this program specifically. The rules for work in the public right-of-way outside of this program shall follow the Village's standard procedures. Contact the Buildings Department for details.

Requesting a Rebate

Once all inspections are passed, the owner can request a rebate by submitting:

- ✓ Overhead sewer (Exhibit E)
- ✓ A copy of the contracts from the plumbing and electrical contractors, including any addendums to the agreement (Contracts must be for only direct costs; separate contracts must be written for other work).
- ✓ Proof of payment – invoice and copies of canceled checks or credit/debit statements made to your contractors. Payments must match up to the contracts.

Note: For security purposes, please remove your card number from the invoices.

Refunds are processed upon review and approval by the Village. Please allow 4-6 weeks to receive the rebate.

General Information

Village staff will verify that your application and rebate request conforms to the rules of the program. You may be asked for additional information if your contracts are written too vaguely or are otherwise unclear. Assuring your contracts indicate that they are for the program's work helps ensure your rebate's timeliness. Once the last inspection has been approved, please allow inspectors to record the inspection information in our computer system and avoid submitting the rebate request the same day the inspections occur. This will help us ensure that your rebate is processed promptly and not delayed.



Low-Income Homeowners Options

Low-income homeowners may be eligible for a 0% interest, deferred loan to cover the homeowner's share of the direct costs. There are no monthly payments on the loan. When the homeowner ceases to be the full-time owner-occupant (usually upon the property's sale) or sometimes if the home is refinanced, the balance is paid in full. To be eligible for this program, the homeowner must be a Village water utility consumer.

Homeowners should apply to the Village's Single-Family Rehabilitation Loan Program before submitting the Overhead Sewer Rebate Application. Income qualifications for the Single-Family Rehabilitation Loan Program are shown below. Other program guidelines also apply.

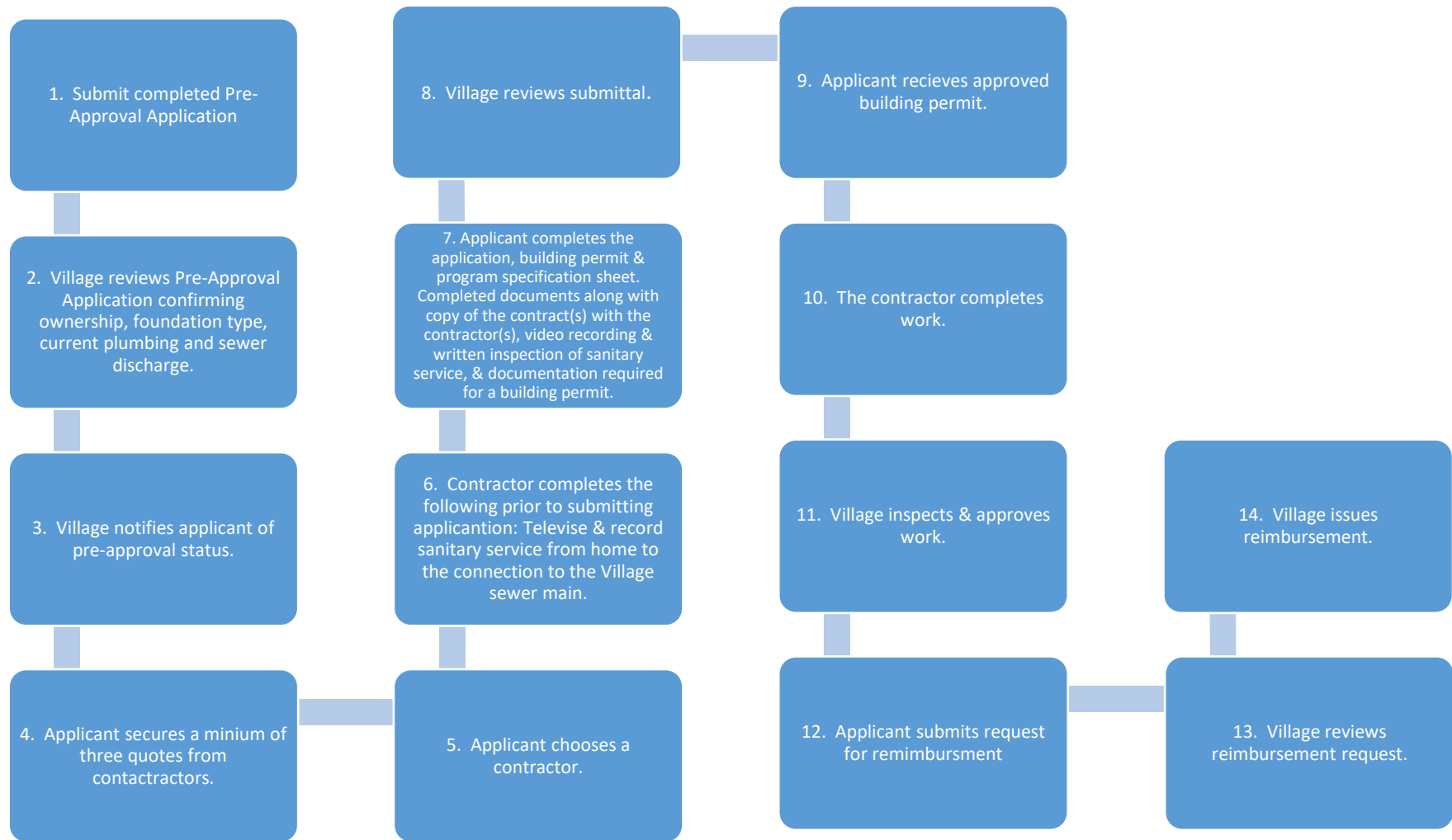
Contact Public Works at 847-870-5640 or publicworksdept@mountprospect.org for a Single-Family Rehabilitation Loan Program application form and any questions related to it.

Household Size	1	2	3	4	5	6	7	8
Maximum Annual Household (adjusted gross) Income*	51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

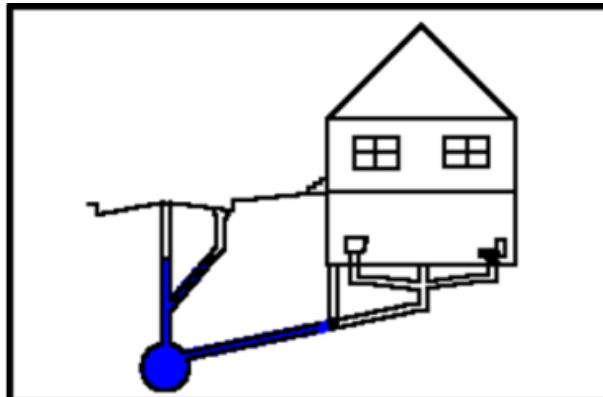
*Household income includes the income of all members of the household who are age 18 and over, non-taxable income.



Overhead Sewer Program Process

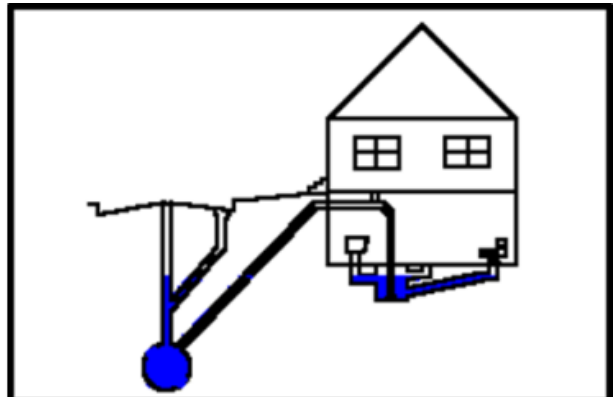


Sewer Line Depiction



Before

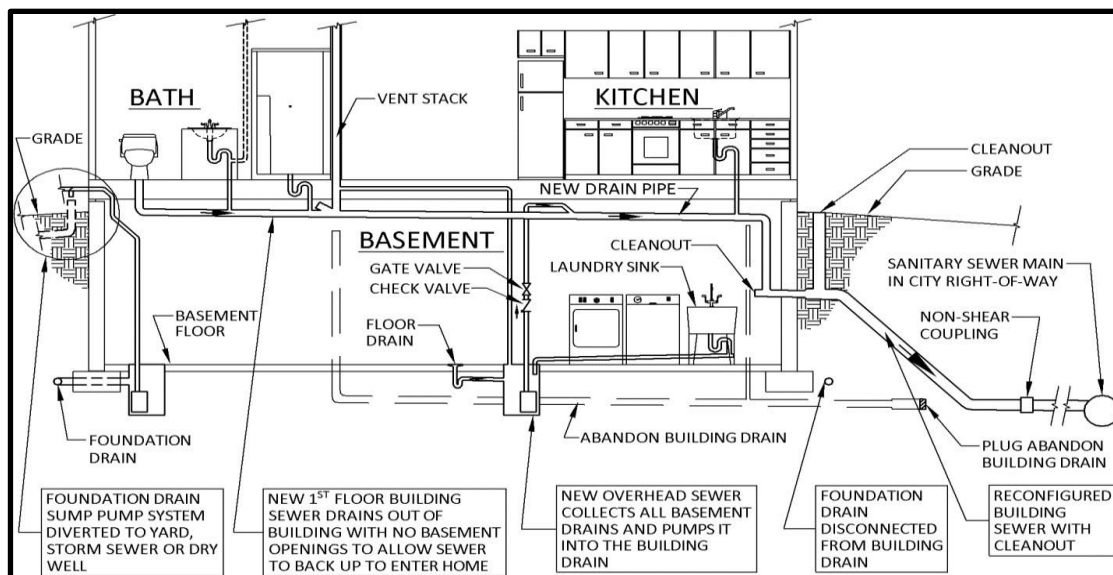
With standard plumbing, sewage runs to basement and then down a pipe to the City's sewer system. In times of heavy rain, the City's sewer line can hit capacity. The mixture of storm water and sewage can back up and discharge through a basement drain or toilet.



After

With an overhead system, sewage leaves the home just below the first floor. Plumbing from the basement is pumped up and out of the home through a newly constructed outlet. Sewage runs at a diagonal to the City's sewer. Backups become extremely rare.

Overview Drawing





Village of Mount Prospect

Public Works Department
1700 W. Central Road
Mount Prospect, IL 60056
847-870-5640 www.mountprospect.org

Overhead Sewer Rebate Program

Pre-Approval Application

Note: To be eligible for this program, the homeowner must be a Village water utility Consumer.

Name: _____

Project Address: _____
Mount Prospect, Illinois 60056

Telephone: _____

Email Address _____

The following information will be verified before program approval:

- ✓ Confirmation of the property's foundation type (basement, crawl space, slab).
- ✓ Confirmation of sewer discharge.

For this application to be considered, all steps must be completed within one year of the Village's application approval.

STATEMENT OF DISCLOSURE

I hereby attest that I am the owner or legal agent of this property. This application and attached documents are true, accurate, and represent only direct cost work associated with this program to the best of my knowledge. Further, I agree the Village has the sole discretion to determine all monies to be reimbursed. Also, I understand that the Village shall have no present or future liability or responsibility for the system installed by this program; malfunctions, maintenance, or other problems that may occur are my sole responsibility. My signature below indicates that I accept these terms.

Owner's Signature	Printed Name	Date
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Village Representative Signature	Printed Name	Date
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FOR OFFICE USE ONLY

Verify and then check the following:

- | | |
|--|--|
| <input type="checkbox"/> Proof of Ownership | <input type="checkbox"/> Confirmation of sewer discharge |
| <input type="checkbox"/> Confirmation of foundation type | Date of approval: _____ |





Village of Mount Prospect
 Public Works Department
 1700 W. Central Road
 Mount Prospect, IL 60056
 847-870-5640 www.mountprospect.org

Overhead Sewer Rebate Program

Specification Sheet

(Circle one from each category that applies)

WASTE & VENT MATERIAL	Copper	Cast Iron	PVC Schedule 40
SEWER PIPING	Cast Iron	SDR 26	PVC Schedule 40
SEWER CONDITION	OK to Main	OK to Parkway	Replacing
SEWER COUPLINGS	Non-Sheer	Hub x Hub Adapter	
CLEANOUTS	In Driveway	In Grass	
PIPE	Through Foundation Wall	No Pipe Through Foundation Wall	
CHECK VALVES	Cast Iron	PVC Schedule 40	
EJECTOR PIT SIZE & MATERIAL	Cast Iron 18 x 30	Fiberglass 18 X 30	
SUMP PUMP SIZE	1/3 Horsepower	½ Horsepower	
PUMP DISCHARGE TO	Rear of the House	Front of the House	

SUMP PUMP TYPE: _____

EJECTOR PUMP TYPE: _____

WATER SERVICE PIPE MATERIAL: _____





Village of Mount Prospect

Phone: (847) 870-5675

Fax: (847) 870-6620

building@mountprospect.org

Building Permit Application

Permit # _____

Issue Date: _____

A COPY OF CONTRACT/PROPOSAL IS REQUIRED WITH THIS APPLICATION UNLESS ARCHITECTURAL PLANS ARE SUBMITTED IF THE PERMIT APPLICANT IS NOT THE PROPERTY OWNER, THEN THE PROPERTY OWNER MUST ALSO SIGN THE APPLICATION; SEE LAST PAGE

Applicant's Name: _____

Project Address: _____ Real Estate Index P.I.N.: ____ - ____ - ____ - ____ - ____

Construction Cost (include labor and material): _____ Square Footage of Project: _____

Disposal of Demolition Debris Requirements (Commercial Projects Only): The Village of Mount Prospect has an exclusive commercial franchise agreement with Republic Services. The service includes the collection of construction and demolition debris. Please contact Republic Services at (847) 981-0091 for service.

Choose One:

- COMMERCIAL
- RESIDENTIAL
- MULTI FAMILY/CONDO/TOWNHOME - Requires letter from Multi Family/Condo/Townhome Association

Choose One:

And if there is an * next to permit type, there is a handout with further information

- Driveway/flatwork* HVAC (ac/furnace/rooftop)* Deck* Basement remodel*
- Generator* (Old meter socket may require new meter socket)
- Garage* Fence* Swimming pool* Out Door Fire Pit/Fire Table/Fire Place* Roof* Shed*
- Electrical Service Upgrade or Panel Change out Only [No arc fault required. If using aluminum or copper clad-aluminum service entrance conductors, all conductors must be upsized in accordance with the 2014 National Electric Code standards. If using Copper service entrance conductors, 3 AWG/kcmil for 100 amp and 3/0 for 200 amp. If using aluminum or copper-clad aluminum, 2 AWG/kcmil for 100 amp and 4/0 for 200 amp.]
- SIGN (please select type)
- Wall Freestanding/Monument Canopy/Awning Temporary/Banner Electronic Message Center [EMC]

Description of project; Include any buried downspouts or other scope of work:

**** means required information; PRINT CLEARLY;**

	Name**	Address/City/State/Zip**	EMAIL** Phone**	Office Use Only	
				L	R
Project ** Contact					
Property ** Owner					
Tenant ** As applicable					
Architect** As applicable					
General ** Contractor					
Excavating					
Concrete					
Carpenter					
Mason					
Fire Sprinkler					
Fire Alarm					
Fire Suppression					
Mechanical/ HVAC					
Electrical					
Plumbing Interior					
Plumbing H2O Service					
Roofer					

LETTER OF INTENT IS REQUIRED

LETTER OF INTENT IS REQUIRED

STANDARD PERMIT TREE PROTECTION PLAN REQUIREMENT; ANY QUESTIONS, CONTACT PUBLIC WORKS FORESTRY DIVISION AT (847) 870-5640

Tree protection code requirements see Chapter 9 of Village Code: (view on-line at www.mountprospect.org) and the Village Arboricultural Standards Manual available in the Village Clerk’s Office. These regulations prohibit removal of public trees without a permit, grade changes within the dripline, pruning, trunk wounding, etc.

Failure to follow the tree protection regulations in the Village Code (Chapter 9) may result in a Stop Work Order and possible fines, up to \$500.00 **per violation, per day** until the violation is corrected. Parkway excavation may require a customized tree protection plan, which may require placement of snow fencing at the dripline of parkway trees before equipment mobilization, and maintenance of the fence during construction. If tree root damage is too extensive, the Forestry/Grounds Division may determine that the tree needs to be removed and charge the cost of removal/replacement to the party who signed the permit application.

Except for existing paved areas, do not excavate or place equipment inside the dripline of any parkway tree without written authorization by the Village in a Custom Tree Protection Plan. There are two exceptions; a) Driveway aprons may be replaced “in-kind” without any widening, but roots must be pruned as described below and b) Excavations for emergency sewer repairs may be made within the dripline if necessary. Properly prune tree roots 2” or larger with a saw before backfilling. Do not backfill the upper 18” of soil within the critical root zone before the Forestry/Grounds Division has inspected it (inspections can be scheduled by calling (847) 870-5640).

STANDARD PERMIT APPLICATION CONDITIONS; ANY QUESTIONS CONTACT BUILDING DIVISION AT (847) 870-5640

The acceptance of this permit shall constitute a legal and binding contract between the Village as one party and the property owner and contractor, as joint obligees as to the other party. Failure to adhere to Village of Mount Prospect Code and permit guidelines is enforceable in the circuit court of Cook County, in both law and equity. No error or omission in either plans or application, regardless of having been approved by the Village or not, shall allow or excuse the Applicant from adhering to all the ordinances of The Village of Mount Prospect. **See permit conditions for list of required inspections;** Failure to comply will result in bond forfeiture, holds placed on transfer stamps, and can result in court fines.

I acknowledge that there are **re-inspection fees** for any failed inspection and trade as allowed by code. 1st failed inspection No Charge, 2nd failed inspection \$50.00 and any subsequent inspections are \$75.00

The Applicant having prepared and read this application and fully understanding the intent thereof declares that the statements made are true to the best of his/her ability, knowledge and belief. Construction must be started within sixty (60) days and completed within one (1) year of the date of issuance (Sec. 21.203.B).

PERMIT APPLICANT - SIGNATURE REQUIRED

(Permit Number _____)

Signature: _____

Date: _____

PRINTED Name _____

Company Name: _____

PROPERTY OWNER - SIGNATURE REQUIRED IF THE PERMIT APPLICANT IS NOT THE PROPERTY OWNER, PLEASE COMPLETE THE FOLLOWING:

I hereby designate the applicant to act as my agent for the purpose of seeking the building permit described in this application and the associated supporting material.

Signature: _____

Date: _____

PRINTED Name _____

Company Name: _____



Village of Mount Prospect
Public Works Department
1700 W. Central Road
Mount Prospect, IL 60056
847-870-5640 www.mountprospect.org

Overhead Sewer Rebate Program

Rebate Application

Name: _____

Project Address: _____

Mount Prospect, Illinois 60056

Telephone: _____

E-Mail Address: _____

This Rebate Application will not be processed until all final permit inspections associated with the sewer system modification have been passed. The contracts and payments submitted must be for direct costs only and must match invoices.

The following information must be supplied with this application:

- ✓ A copy of the contracts from the plumbing and electrical contractors, including any addendums to the agreement.
- ✓ Proof of payment – invoice and copies of canceled checks or credit/debit statements made to your contractors. Payments must match up to the contracts.

Note: For security purposes, please remove your card number from the invoices.

STATEMENT OF DISCLOSURE

I hereby attest that I am the owner or legal agent of this property. This application and attached documents are true, accurate, and represent only direct costs of work associated with this program to the best of my knowledge. Further, I agree the Village has the sole discretion to determine all monies to be reimbursed. Also, I understand that the Village shall have no present or future liability or responsibility for the system installed by this program; malfunctions, maintenance, or other problems that may occur are my sole responsibility.

Owner's Signature	Printed Name	Date
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Village Signature	Printed Name	Date
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FOR OFFICE USE ONLY

Verify and then check the following:

Reimbursed

Total Amount: \$ _____

