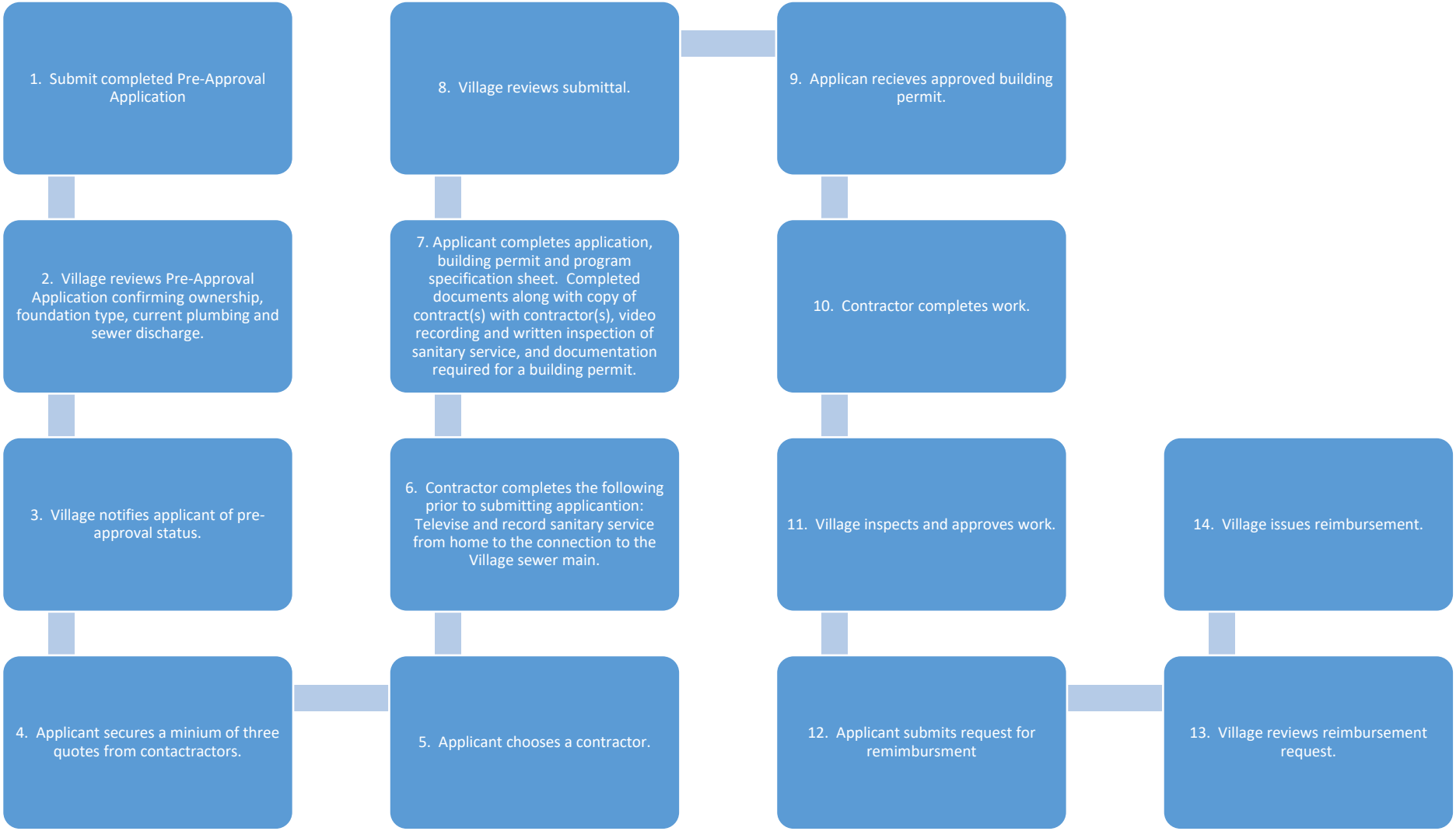
1. Submit completed Pre-Approval Application
2. Village reviews Pre-Approval Application confirming ownership, foundation type, current plumbing and sewer discharge.
3. Village notifies applicant of pre-approval status.
4. Applicant secures a minium of three quotes from contactractors.
5. Applicant chooses a contractor.
6. Contractor completes the following prior to submitting applicantion: Televise and record sanitary service from home to the connection to the Village sewer main.
7. Applicant completes application, building permit and program specification sheet. Completed documents along with copy of contract(s) with contractor(s), video recording and written inspection of sanitary service, and documentation required for a building permit.
8. Village reviews submittal.
9. Applican recieves approved building permit.
10. Contractor completes work.
11. Village inspects and approves work.
12. Applicant submits request for remimbursment
13. Village reviews reimbursement request.
14. Village issues reimbursement.