

Village of Mount Prospect



Lead and Galvanized Steel Water Service Replacement Cost Sharing Program

TO QUALIFY FOR THE VILLAGE OF MOUNT PROSPECT
LEAD AND GALVANIZED STEEL WATER SERVICE
REPLACEMENT COST-SHARING PROGRAM:

- The homeowner must be a Village water utility consumer.
- The homeowner's property must have an existing lead or galvanized steel water service line.
- The homeowner must obtain the required building permit.

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

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Introduction

This packet contains information regarding the Lead and Galvanized Steel Water Service Replacement Cost Sharing Program. Please contact the Public Works Department if you have questions or need additional information. To be eligible for this program, the homeowner must be a Village water utility customer.

The Village of Mount Prospect has established the Lead and Galvanized Steel Water Service Replacement Cost Sharing Program. The program will provide financial assistance to residents who want to replace their existing lead or galvanized steel water service with a copper water service from the public water main to the water meter inside the property (Exhibit A).

Homeowners, multi-family homes, and commercial buildings are all eligible to participate in the Lead and Galvanized Steel Water Service Replacement Cost Sharing Program.

The program offers a rebate for costs incurred by an owner to replace an existing lead or galvanized service line with copper. The Village will reimburse 100% of the cost to replace the service line from the water main to the water shutoff valve, known as the B-box. And 2/3 of the cost to replace the shutoff valve to the water meter, but not more than \$10,000 of the actual expenses incurred.

Low-income homeowners may be eligible for a 0% interest deferred loan. Additional details are located on page 7.

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 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 water customers. Illinois American Water Company customers and residents with privately owned wells 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 a Lead and Galvanized Steel Water Service Replacement Cost Share Application (Exhibit C)
- ✓ Submit the required pre-qualifications
- ✓ Apply for and obtain all necessary Permits (Exhibit D)
- ✓ Obtain all Permit-required inspections
- ✓ Submit a Rebate Application (Exhibit E) after the final inspection

Instructions

Applying for the program

1. Complete and submit the pre-approval application (Exhibit B) for submittal with the following:

- 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 an estimate from at least three (3) contractors.
- B. Choose a contractor and have the contractor submit the following information on the homeowner's plat of survey:
- ✓ Piping from the new tap at the Villages water main to the new b-box and from the b-box to the existing one.
 - ✓ Submit a detailed layout showing size, location, and dimensions of the proposed water line water meter within the property.
 - ✓ Complete disconnection of the old water service from the corporation stop on the Villages water main, removal of the old b-box and curb stop.
 - ✓ Size and material of proposed water line.
 - ✓ Proposed sidewalk, curb, and pavement removal, and replacement.
 - ✓ House and accessory structures.
 - ✓ Property lines.
 - ✓ Existing sidewalk and curb.
- C. Contractors Proposal
- ✓ Itemized items in compliance with design standards. (Exhibit A shows details for the water service disconnect and new water service installation). The following items are not qualified for reimbursement including, but not limited to the following:
 - Carpet
 - Flooring
 - Dry Wall
 - Finishes of any sort other than concrete
 - Landscape enhancements
 - Private property trees
 - Temporary water facilities
 - Deposits

No other work will be allowed as part of the permit that is not exclusively related to replacing a lead or galvanized steel water service, subject to the Department of Public Works Review.

3. Complete forms for submittal:

- Program Application (Exhibit C).
- Design drawings
- Building Permit Application (Exhibit D) – Check *basement remodel*, and in the description, write: *Lead Service Line Replacement Program*
- Please include a copy of the selected contractor's State of Illinois Plumbing Contractor's 055 License and a letter of intent for the subject project. If needed, a copy of the chosen contractor's (or subcontractor's) electrician's license should also be included.

4. Submit the following to the Department of Public Works

- ✓ All forms are completed in step 3 above.
- ✓ A copy of the three (3) separate contractor estimates.
- ✓ A copy of the Plat of Survey containing the necessary requirements.

5. Complete construction:

- A. The property owner has one (1) year from the date of pre-approval to complete work and submit reimbursement.

6. How the Reimbursement cost is calculated

1. $(\text{Proposal cost} - \text{Itemized exceptions}) \div \text{Total Length of Water Line} = \text{Project cost per foot}$
2. $\text{Project Cost per Foot} \times \text{Length from water main to Existing B-Box} = \text{VOMP ROW Reimbursement}$
3. $(\text{Project Cost Per Foot} \times \text{Length from B-Box to Meter}) \times 2/3 = \text{Private Reimbursement}$
4. $\text{VOMP ROW Reimbursement} + \text{Private Reimbursement} + \text{Permit Fees} = \text{Total Reimbursement}$

The Maximum reimbursement is \$10,000 plus permit fees.

Obtaining Inspection

The property owner must ensure that their contractor obtains and passes all the required permit inspections to replace the water service and restore any public right-of-way (sidewalk, parkway, curb, street, or driveway apron).

The list of inspections includes the following:

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

*The rules for work in the public right-of-way shall follow the Village's standard procedure. Contact the Villages Buildings Department for details.

Requesting a Rebate

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

- ✓ Submit a rebate application (Exhibit E).
- ✓ A copy of contracts from the plumbing contractor, 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: *Please remove your card number from the invoice for security purposes.*

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 program's rules. You may be asked for additional information if your contracts are written too vaguely or are otherwise unclear. Ensuring your contracts indicate that they are for the program's work helps guarantee the timeliness of your rebate. 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. Doing 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.

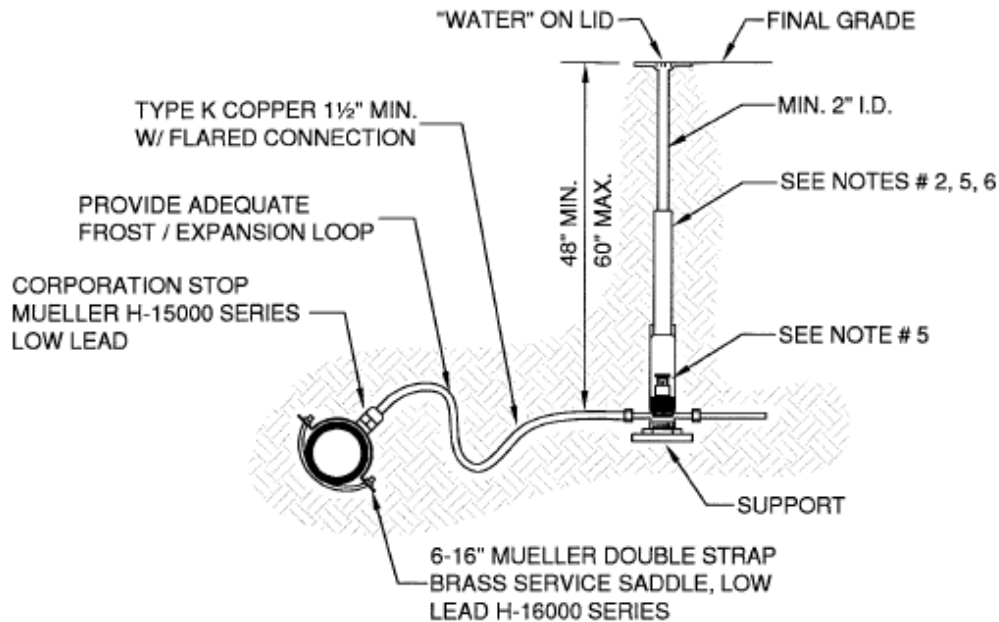
Homeowners should apply to the Village's Single-Family Rehabilitation Loan Program before submitting the Lead and Galvanized Steel Water Service Replacement Program. Income qualifications for the Single-Family Rehabilitation Loan Program are shown below. Other program guidelines also apply.

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 Income* (adjusted gross)	51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

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

Lead Service Replacement Program Process

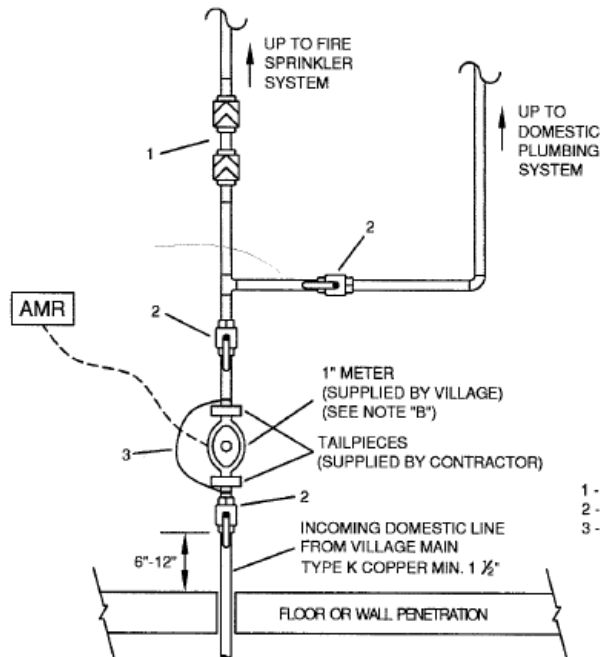


NOTES:

1. ALL BRASS FITTINGS, SUCH AS TAILPIECES, VALVES, CORPS, FLANGES, STRAINERS, SHALL BE NO LEAD, LOW-LEAD OR ENVIROBRASS CONFORMING TO 2014 EPA REQUIREMENTS SHALL BE CLEARLY LABELED OR MARKED.
2. A MINIMUM OF 10' SEPARATION MUST BE MAINTAINED BETWEEN THE NEW WATER SERVICE AND THE EXISTING SANITARY SERVICE, AND 2' SEPARATION BETWEEN THE NEW TAP AND ANY EXISTING TAPS ON THE MAIN (INCLUDING ANY ABANDONED TAPS).
3. THE NEW B-BOX MUST BE CENTERED IN THE PARKWAY, AND MUST BE AT LEAST 2' FROM ANY SIDEWALK, DRIVEWAY, CURB OR HYDRANT.
4. THE NEW WATER SERVICE SHALL BE AUGERED UNDER THE STREET PAVEMENT AS NECESSARY, NO OPEN CUTS ACROSS THE STREET SHALL BE PERMITTED.
5. CURB STOPS AND B-BOXES SHALL BE REQUIRED FOR ALL WATER SERVICES TWO INCHES (2") IN DIAMETER OR SMALLER.
6. 1 1/2" - 2" MUELLER MARK II ORISEAL H-15154 LL CURBSTOP (FLARED TYPE ONLY) WITH H-10304 LL B-BOX.
7. ANY SIZE WATER SERVICE IN PAVED AREAS SHALL HAVE A SADDLE TYPE MUELLER H-10336 WITH A H-10394 LL FOOT PIECE FOR 1 1/2" SERVICE OR H-10395 LL FOOT PIECE FOR 2" SERVICE.
8. MINIMUM 1 FOOT OF COMPACTED CLAY OVER TOP OF COPPER PIPE.
9. CONTRACTOR SHALL PERFORM ALL PRESSURE TAPS LIVE.

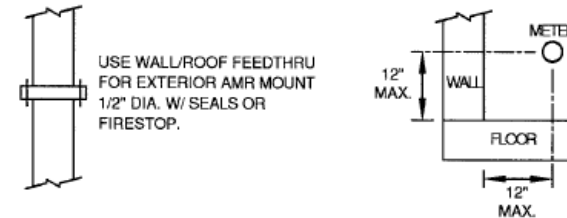
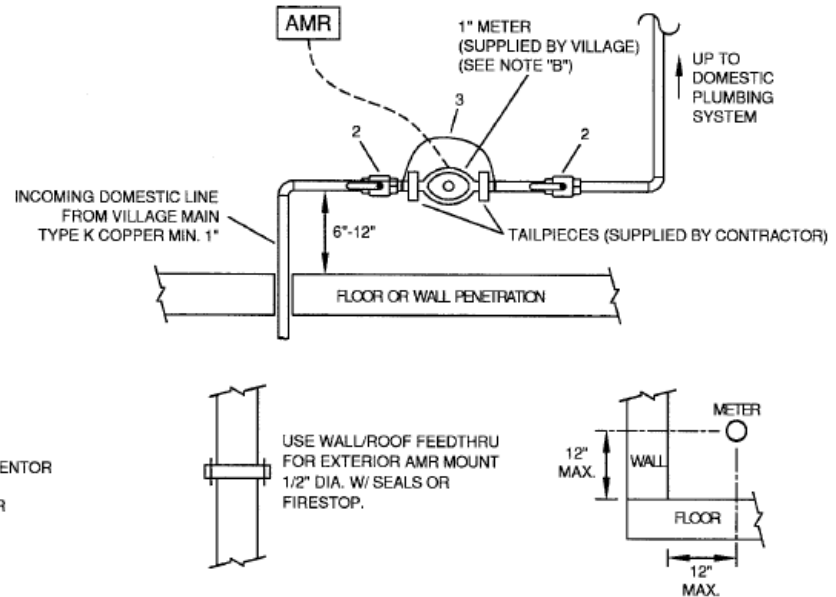
Village of Mount Prospect	
Public Works Department 1700 W Central Rd	
B-BOX DETAIL	
Scale: None	Last Revised: 1-16

DOMESTIC RISER DIAGRAM WITH FIRE SUPPRESSION



- 1 - BACKFLOW PREVENTOR
- 2 - BALL VALVE
- 3 - BONDING JUMPER

DOMESTIC RISER DIAGRAM WITHOUT FIRE SUPPRESSION



NOTES:

- A. ALL BRASS FITTINGS, SUCH AS TAILPIECES, VALVES, FLANGES, STRAINERS, SHALL BE NO LEAD, LOW-LEAD OR ENVIROBRASS CONFORMING TO 2014 EPA REQUIREMENTS, SHALL BE CLEARLY LABELED OR MARKED, AND SHALL BE PROVIDED BY THE CONTRACTOR.
- B. ALL METERS MUST BE INSTALLED IN THE HORIZONTAL POSITION AND A MAXIMUM OF 12" FROM WALL OR FLOOR PENETRATION. THE METER CAN NOT REST ON THE FLOOR.
- C. SUFFICIENT SPACE MUST BE PROVIDED TO ACCESS AND MAINTAIN THE METER AND BACK FLOW DEVICE. ALL METERS & OTHER DEVICES MUST BE ADEQUATELY SUPPORTED BY PROPER PIPE/DEVICE SUPPORTS.
- D. THE METER MAY NOT BE LOCATED IN A CRAWL SPACE OR OTHER UNHEATED AREA.
- E. CONTRACTOR TO PROVIDE TAILPIECES MUELLER H-10896 FOR 3/4" & 1" METERS.
RECOMMENDED SUPPLIERS:
HD WATERWORKS (630)665-1800
ZIEBELL (847)364-0670
HBK (847)202-4389
- F. PROVIDE CERTIFICATION OF BACKFLOW PREVENTOR TO PUBLIC WORKS BEFORE REQUESTING OCCUPANCY.
- G. USE OF A SPOOL PIECE, METER BYPASS, OR USE OF WATER WITHOUT A METER IS PROHIBITED, AND SUBJECT TO PENALTIES.
- H. AMR MODULE MUST BE INSTALLED AS HIGH AS POSSIBLE ON CLOSEST PERIMETER WALL.
- I. NO DISSIMILAR METALS WITHOUT DIELECTRIC SEPARATION.
- J. BONDING JUMPER MUST BE INSTALLED PRIOR TO REQUESTING OCCUPANCY.
- K. IF THE METER IS TO BE INSTALLED BEHIND A FINISHED WALL, AN ACCESS PANEL OF AT LEAST 18"x18" SHALL BE INSTALLED FOR METER ACCESS OR MAINTENANCE.
RECOMMENDED MANUFACTURERS: ACUDOR; BAUCO; ELMDOR; KARP.

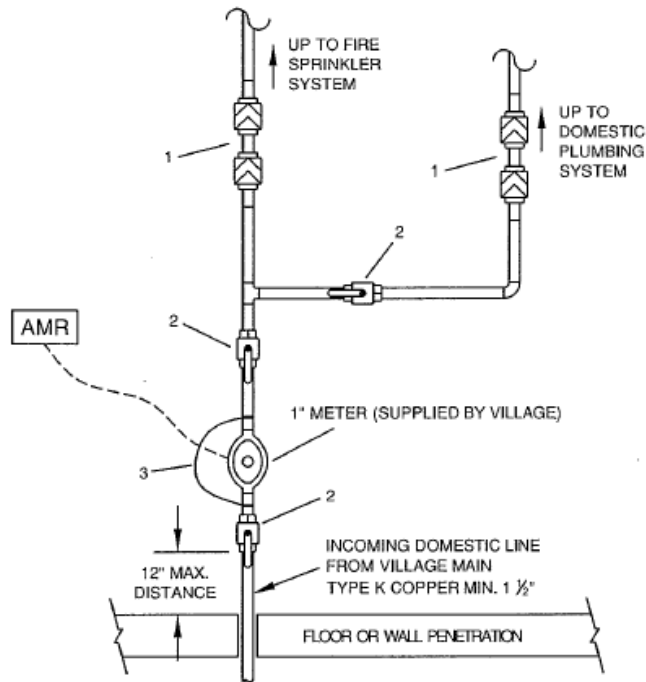
WATER METER DIMENSIONS		
WATER METER SIZE	M55	MLP/M25
LAYING LENGTH (METER ONLY)	10-3/4"	7-1/2"
TAILPIECE LENGTH	2-5/8"	7-5/8"
TOTAL METER LAYING LENGTH	16"	12-1/2"
TAILPIPE PIPETHREAD (NPT)	1"	3/4"
COUPLING NUT & SPUD THREAD	1-1/4" (1")	1" (3/4")
NOTE: METERS HAVE MALE THREAD ENDS		

Village of Mount Prospect
Public Works Department
1700 W Central Rd

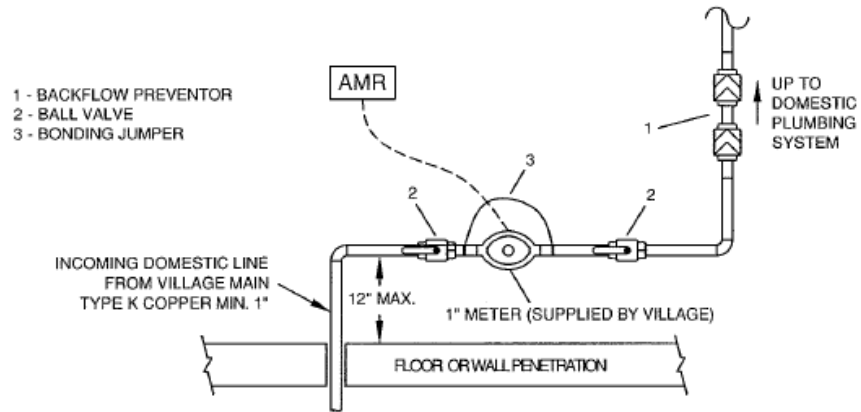
RESIDENTIAL DOMESTIC RISER DETAIL

Scale: None | Last Revised: 1-16

SERVICE W/ FIRE PROTECTION



NO FIRE PROTECTION



- 1 - BACKFLOW PREVENTOR
- 2 - BALL VALVE
- 3 - BONDING JUMPER

WATER METER DIMENSIONS	
WATER METER SIZE	1"
LAYING LENGTH (METER ONLY)	10-3/4"
TAILPIECE LENGTH	2-5/8"
TOTAL METER LAYING LENGTH	16"
NOTE: METERS HAVE MALE THREAD ENDS	

COMBINED WATER SERVICE 2" AND SMALLER DOMESTIC SUPPLY 1-1/2"

NOTES:

- A. ALL BRASS FITTINGS, SUCH AS TAILPIECES, FLANGES, STRAINERS, SHALL BE NO LEAD, LOW-LEAD OR ENVIROBRASS CONFORMING TO EPA REQUIREMENTS AND SHALL BE CLEARLY LABELLED OR MARKED.
- B. ALL METERS MUST BE INSTALLED IN THE HORIZONTAL POSITION.
- C. ALL METERS MUST REGISTER IN GALLONS.
- D. SUFFICIENT SPACE MUST BE PROVIDED, TYPICALLY 1' - 2' IN EACH DIRECTION, TO MAINTAIN AND REPAIR THE METER AND BACKFLOW DEVICE.
- E. THE METER MAY NOT BE LOCATED IN A CRAWL SPACE OR OTHER UNHEATED AREA.
- F. BACKFLOW / CROSS CONNECTION CONTROL DEVICE REQUIRED ON ALL COMMERCIAL SERVICES. PROVIDE CERTIFICATION TO PUBLIC WORKS BEFORE REQUESTING OCCUPANCY.
- G. AMR MODULE MUST BE INSTALLED AS HIGH AS POSSIBLE ON CLOSEST PERIMETER WALL.
- H. PROVIDE MAINTENANCE AND REPAIR ACCESS TO METER AT ALL TIMES.
- I. CONTRACTOR TO PROVIDE LOW LEAD TAILPIECES MUELLER H-10896 FOR 1" METER SUPPLIERS:
 - HD WATERWORKS (630)665-1800
 - ZIEBELL (847)364-0670
 - HBK (847)202-4389
- J. PLUMBER TO INSTALL 1-1/2" OR LARGER METER W/ FLANGE.
- K. DISTANCE BETWEEN STRAINERS AND METER MUST BE GREATER THAN 5 PIPE DIAMETER.
- L. USE OF A SPOOL PIECE, METER BYPASS, OR USE OF WATER WITHOUT A METER IS PROHIBITED, AND SUBJECT TO PENALTIES.
- M. NO DISSIMILAR METALS WITHOUT DIELECTRIC SEPARATION.

Village of Mount Prospect	
Public Works Department	
1700 W Central Rd	
COMMERCIAL METER DETAIL-A	
Scale: None	Last Revised: 11-13



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

Lead Service Line Replacement 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 property ownership
- ✓ Confirmation of property being on Village Water

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 and 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

Village Representative Signature

Printed Name

Date

Building Permit



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:

EXHIBIT D

**** 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					LETTER OF INTENT IS REQUIRED
Plumbing H2O Service					LETTER OF INTENT IS REQUIRED
Roofer					

EXHIBIT D

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

Lead Service Line Replacement Rebate Program
Rebate Request Application

Name: _____
Project Address: _____
Mount Prospect, Illinois 60056
Telephone: _____
E-Mail Address: _____

This Rebate Request 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: Please remove your card number from the invoices for security purposes.

STATEMENT OF DISCLOSURE

I hereby attest that I am the owner or legal agent of this property. This application and the attached documents are true and accurate and represent only the 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

Village Representative Signature Printed Name Date