



VILLAGE OF BARTLETT

RESIDENTIAL DRAINAGE PARTNERSHIP PROGRAM

VILLAGE COST SHARE UP TO \$5,000

A 50/50 Cost Sharing Program intended to help groups of homeowners/properties from consistent drainage issues that are persistent across a neighborhood area and promote proper stormwater conveyance through the stormwater sewer system. Groups of homeowners must adhere to the guidelines provided in order to qualify for the reimbursement program.

BARTLETT RESIDENTIAL DRAINAGE PARTNERSHIP PROGRAM

I. Purpose

The purpose of this program is to eliminate flood-prone backyards through cooperative efforts by the Village of Bartlett and effected residents.

II. Procedures & Guidelines

- A. Interested homeowners who can demonstrate that two (2) or more contiguous properties are directly affected by backyard flooding can apply for a grant to provide financial assistance to install a backyard drainage system. "Directly effected" means that the property is subject to standing water for more than 72 hours.
- B. If interested homeowners believe that their issues relate to the above requirement, they must schedule an inspection with the Village Engineer and Building Director, or their designees, to go over the issue and determine it is in fact a drainage issue.
- C. If the residents are approved to move forward with soliciting bids, the initial contractor sought for a quote must meet out there with at least one (1) of the Public Works and/or the Building Department representatives along with at least one (1) homeowner representative to discuss what must be done to alleviate the issue.
- D. Eligible costs may include surveying, engineering, permits and construction work including connection to public storm sewer and street restoration.
- E. Homeowner groups initiate projects and perform surveying and prepare engineering plans by a Professional Engineer, or other qualified professional. Plans are submitted to the Public Works Department, Village Engineer, for approval.
- F. Approved plans are eligible for a grant. Grant applications are submitted to the Public Works Department along with two (2) sets of approved plans, cost estimates (bids). Public Works shall evaluate the reasonableness and appropriateness of the grant application. Costs associated with preparing unapproved plans are not eligible for grant funds.
 - a. The applicant must submit at least three (3) bids for the work associated with the grant in order to be considered a complete application. All contractors who bid on the project must be licensed and bonded with the Village of Bartlett.
 - b. Photos may be submitted along with the application to illustrate the issue if applicable.
- G. Drainage systems must include an appropriate restrictor, if deemed necessary, by the Village Engineer.
- H. Upon successful completion of the work and final inspection, the Village will reimburse the homeowner group for fifty percent (50%) of the project costs up to a maximum of \$5,000.
- I. The annual Village contribution to this program will be determined during the budget preparations and incorporated into the Capital Improvement Program.

BARTLETT RESIDENTIAL DRAINAGE PARTNERSHIP PROGRAM

- J. "Direct" or "Indirect" connections to the sanitary sewer systems are prohibited by current Village ordinance and will not be considered. Any connections into sanitary sewers will be required to be disconnected and rerouted solely at the homeowner(s) expense.
- K. Improvements constructed on private property will be operated and maintained by the owners, not the Village of Bartlett.
- L. Specification Requirements:
 - a. Minimum of six-inch (6") PVC SDR 35 storm sewer, unless for a sump pipe discharge
 - b. Perforated pipe and stone filled trench with a soil fabric unless deemed unnecessary by the Village Engineer
 - c. Sump pump connections must be included, unless otherwise deemed unnecessary or not required by the Village Engineer or Public Works Director.

III. Reasons for Ineligibility/Disqualification

While the Village desires to assist in the alleviation of drainage issues for homeowners, the Village's participation in this Cost-Sharing Program is at the discretion of the Village and Director of Public Works. The items below are reasons that a project may no longer become eligible or be disqualified from the cost sharing program.

- A. The drainage issue is found to be caused by landscaping or some other obstruction (shed, log/stone pile, railroad ties, etc.) within the drainage easement. The drainage easements are to remain clear at all times to allow the proper flow of storm water.
- B. Not allowing a contiguous property to join the residential group in the cost share to alleviate the issue or connect their sump pump to the new installation at the time of project work.
 - a. A resident who does not wish to join the group of properties at the time of the cost sharing project will **NOT** be permitted to connect into the system without (1) proving the addition will not cause a burden downstream; (2) will have to pay all permit fees and pay what their portion of the costs would have been had they joined at the time and; (3) gets written and signed approval from all homeowners that were in the cost-sharing project prior to seeking Village approval.
- C. The contractor does not complete the project per the agreed upon scope of work nor in a timely manner.
 - a. Approved projects must be completed within thirty (30) business days of Village approval and notification.
- D. The Residents fail to notify the Village for a final inspection.
- E. A member of the homeowner group does not provide their share of the costs associated with the project.
- F. Any illegal connections are found and not corrected, or installed post-completion of the project.

VILLAGE OF BARTLETT 50/50 BACKYARD DRAINAGE PROGRAM APPLICATION

Name(s): _____

Address(es): _____

Application

Date: _____

Contact/

Representative: _____

Address: _____

Phone: _____

Please describe the issue (any applicable photos can be attached to this sheet):

Items to be included with the application:

- Plans for proposed work (Must submit two (2) sets of all drawings)
- Three (3) Bids from Contractors
 - o Contractor #1 Price: _____
 - o Contractor #2 Price: _____
 - o Contractor #3 Price: _____
- Names, signatures and addresses of all homeowners impacted by the proposed work
- Acquired all necessary permits through the Village

Approved as Noted: _____
Building Division Representative Date

Approved as Noted: _____
Street Supervisor (if applicable) Date

Approved as Noted: _____
Village Engineer Date

Approved as Noted: _____
Director of Public Works Date

**Village of Bartlett Cost Sharing Program
Letter of Agreement**

We understand and agree that the Village of Bartlett established the Residential Drainage Partnership Program (the “Program”) to assist groups of residents in protecting their home from flooding and drainage issues due to grading and/or storm sewer issues.

We understand that this is a multiple property cost sharing program, and that one member of the group has been designated as the representative to speak on and sign off on matters pertaining to this project. No property contiguous to the project area that has a drainage hardship that can be alleviated by the proposed project may be excluded from joining in.

Prior to the installation or earth work, the specific plans including the Proposals shall be submitted to the Village for review and approval. No work shall commence until Village approval is obtained and a permit is issued. The Village shall be notified to inspect the work as required under any permit.

The Village will pay the eligible costs outlined in the Procedures and Guidelines at approved amounts, not to exceed \$5,000.00, and will be made after work is completed, inspected and approved by the Village. No payment will be made to the contractor until after a final inspection is completed by the Building Department and Village Engineer. We understand the individual homeowners are responsible for 50% of all costs associated with the work, and all costs over the Villages cost sharing threshold as stated above.

Liability – The Village shall have no liability for any defective work or other damage, injury and/or loss on account of any act or omission of the Contractor in the performance of the work. The Homeowners shall make any claim for such matters directly against the Contractor or Contractor’s insurance carrier. Homeowners hereby agree to indemnify and hold Village harmless against any and all claims and further covenants not to sue the Village for any and all claims, as no system is absolutely fail safe.

After payment has been made to the contractor, any new storm connections from sump pumps and the responsibility of maintaining grades in private property becomes the responsibility of the individual Homeowners. All expenses pertaining to the operation and maintenance of the work shall be the responsibility of the Homeowners.

Disclaimer – The Program is designed to reduce the risk of flooding and improve backyard drainage issues. However, there is always some risk of flooding or drainage issues as a result of heavy rainfall, unexpected sewer collapse, obstruction or other extreme environmental conditions or other unforeseen factors. Proper operation of all swales and sewers are necessary to prevent further issues from arising. The Homeowners are responsible for all testing, inspections and any corrective work that may become necessary. The Homeowners are reminded that footing drains, stormwater tiles and all perimeter drains must stay disconnected from the sanitary sewer system, and that any additions to the outside of the home (sheds, patios, etc.) may contribute to future drainage issues if not properly accounted for.

Breach – If any of the Homeowners that join the project fail to comply with all requirements of this Agreement or to complete the work as provided in this Agreement, the Village shall have no obligations to pay for any portion of the work.

As representative of the Homeowner Group, we understand and agree with all of the above statements and agree to comply accordingly.

Homeowner Representative – Printed Name	Signature	Date
Property Address		