



# Village of Maywood

## Flood Control Assistance Program

The Village of Maywood is pleased to announce a Flood Control Assistance Program to assist single-family homeowners with the cost of plumbing improvements to address combined sewer related backups.

The program is being administered on a “first come – first served” basis, eligible homeowners may qualify for a **50% cost share up to a maximum of \$1,750, subject to available funding**, for installing any of the three (3) listed basic options included in the program.

The goal of the program is to encourage homeowners to improve their quality of life and enhance property values through the reduction of combination sewer backups. The Mayor and Village Board of Trustees budgeted \$50,000 for the period of May 1, 2020 – April 30, 2021.

### **ELIGIBLE PROGRAM REIMBURSEMENTS**

- ✓ This program only applies to owner-occupied single-family homes.
- ✓ ALL WORK MUST BE PERFORMED BY A LICENSED PLUMBER

The success of the cost sharing program depends on following a clear set of guidelines which set forth the Village’s policy on which costs are and which costs are not eligible for cost sharing by the Village. The following guidelines are set for eligible and non-eligible costs:

#### **Eligible Costs:**

Only the following costs, which were incurred after May 1, 2020, shall be eligible for consideration for reimbursement.

- ✓ Cost of location, excavation, and exposure of the building lateral, including the support of existing structures, for connection of a new overhead sewer to the existing lateral.
- ✓ Cost of a new sump pump pit, new sump pump, and associated plumbing and electrical work needed to pump sewage from below grade plumbing fixtures to an overhead sewer.
- ✓ Cost of trenching and concrete floor replacement.
- ✓ Cost of installing a backflow prevention valve with a bypass (new sump and sump pump in an underground vault) and associated plumbing and electrical work.
- ✓ Cost of installing an underground vault or clean-out, and a backflow prevention device (as required by specific manufacturer) and associated plumbing work.

## Non-Eligible Costs

- Removal and replacement of interior basement walls and finishes.
- Use of materials not meeting the requirements of Village's guideline specifications.
- Property owner enhancements not necessary to provide sewage backup protection in below grade levels of buildings.
- Costs of a battery back-up sump pump system.
- Planting of new landscaping (bushes and trees) and grass.
- New electrical panels and/or upgrading the house electrical supply to power a new sump pump(s).
- Cost of disconnecting downspouts.
- Expenses incurred prior to Village approval of application packet.

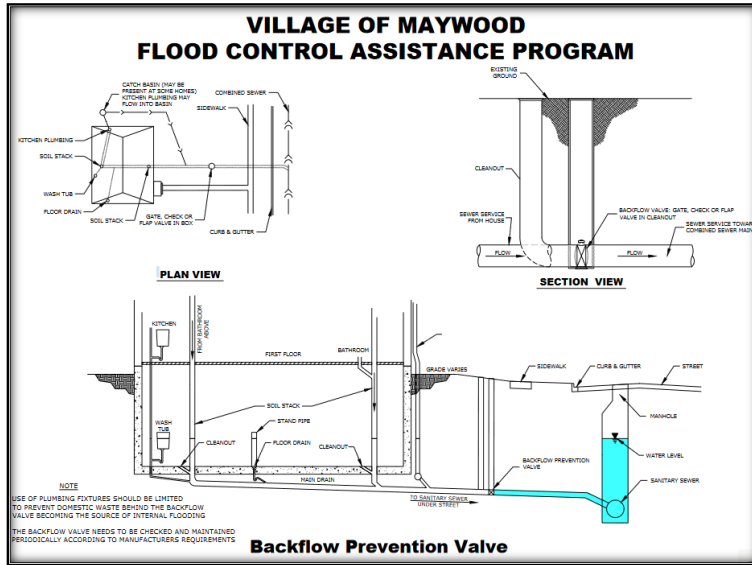
## TYPES OF FLOOD CONTROL SYSTEMS

There are three (3) basic options available to homeowners as follows:

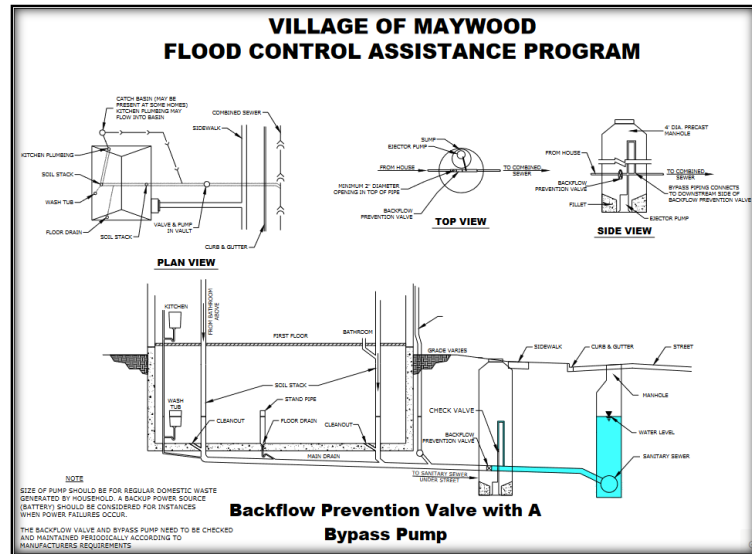
1. **BACKFLOW PREVENTION VALVE** – the system consists of placing a backflow device in a cleanout located on the existing sewer service line on the exterior of the house. The homeowner will need to limit the use to plumbing fixtures in the house until the combined sewer system returns to a gravity flow operation.
2. **BACKFLOW PREVENTION VALVE WITH BYPASS PUMP** – the system consists of placing a backflow device and bypass pump in and underground vault on the existing sewer service line on the exterior of the house. The use of the bypass pump allows for continued use of the house service during periods that the combined sewer system is pressurized.
3. **OVERHEAD SEWER** – this system is a modification of the internal waste piping to direct the flow out of the house by eliminating all gravity drainage below the basement floor slab. Typically, the system will need to incorporate a pump for all below grade floor drains and plumbing fixtures.

Note: Each approach has different costs and degrees of property disruption, as well as different methods of use and maintenance on the property owner's revised plumbing arrangement. Property owners are required to disconnect roof drainage/downspouts and footing drain sump pumps from their sewer system as an integral component of this program. *(Please see the types of flood control diagrams on page 3)*

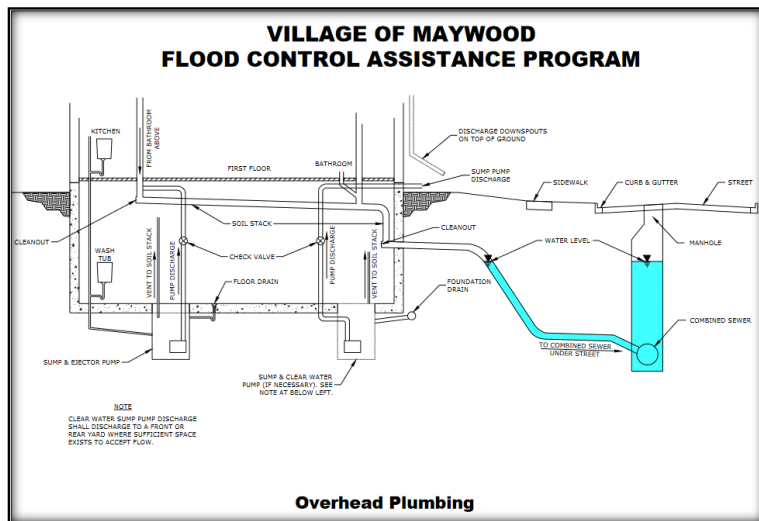
# TYPES OF FLOOD CONTROL SYSTEMS



1.



2.



3.

Diagrams provided by Edwin Hancock Engineering Company

## HOW TO APPLY

The Village reserves the right to modify the administration of the Flood Control Assistance Program, as well as policies, procedures and rules adopted under this program.

The basic steps in the procedure for the overall program are as follows:

1. The property owner must complete the attached Flood Control Assistance Application and submit the Community Development Department.
2. The Property Owner must not be indebted to the Village.
3. The Property Owner shall submit a complete application and provide the following:
  - a) Proof of ownership and primary residency (Current Tax Bill or Mortgage Company Statement).
  - b) Provide Photo Identification showing your property's address.
  - c) Provide license plate numbers for all your vehicle.
  - d) Homeowner obtains written proposal from licensed plumbing contractor to perform corrective action. The property owner is encouraged to obtain detailed proposals from a minimum of three (3) plumbing contractors which includes technical information on materials, pumps, valves, electrical panels, etc. that will be used on the improvement.
  - e) Plumbers must provide a copy of the IDPH O55-Plumbing Contractor Registration.
  - f) A signed copy of the contract by the Property Owner, needs to be submitted to the Village. (The Village reserves the right to reimburse based on the lowest quote given to the homeowner for reimbursement).
  - g) The Village shall not be a party to any contract related to the program.
  - h) Complete the attached Building Permit Application for construction.
4. After the documents are submitted the Village will perform a building inspection to establish the existing conditions and to record the property owner's intent to proceed with one of the improvement options. The applications shall be processed within (10) business days.
5. Village reviews application packet and formally replies to property owner of approval or denial. The Village's response will identify the portions of the proposed improvement which are eligible, and which are not eligible as well as the maximum amount of eligible cost sharing reimbursement.
6. The property owner shall provide the contractor with a copy of the Letter of Agreement and a copy of the program guidelines to ensure compliance with all project requirements. Failure to comply will prevent reimbursement of expenses.
7. All work must be completed within 90 days of the building permit being issued and if not completed the application shall be deemed withdrawn. The Community

Development Department is authorized to grant one or more reasonable extensions.

8. The property owner and contractor shall follow all program requirements and schedule Village Inspection visits as required during construction. The Village shall inspect the improvement, maintain records of inspections, and approve the final installation.

## **HOW TO OBTAIN REIMBURSEMENT**

- a) The property owner shall submit the Request for Reimbursement voucher form with necessary certifications from the contractor that work was completed in accordance with Village Codes to the Village Inspector for review and approval.
- b) Following a successful final inspection and submittal of evidence of payment and a contractor's waiver of lien. The homeowner may seek reimbursement for work performed by submitting the attached form and W-9. Federal Tax Law requires the Village to send you a 1099 at year end.
- c) The Community Development shall review the Request for Reimbursement form, certify the eligible improvement costs and requested reimbursement amount and forward the approved Request for Reimbursement to the Village Manager or his Designee for final approval and subsequent payment to the property owner by the Village Finance Department.
- d) The program is designed as a reimbursement program. Thus, the homeowner may seek reimbursement for work performed. (The reimbursement checks should be available within (2) weeks).

## **GOALS AND OBJECTIVES**

The program is intended to provide protection from the backup of sewage into basements, sub-basement, and crawlspace flooding caused by backup of sewage from the public sewers. This will benefit property owners by increasing property values, eliminating unsafe sanitary conditions and save substantial property expense in the long term. Additionally, the Village will benefit from the reducing the costs associated with picking up and disposing of debris from each flooding event.

## **QUESTIONS**

Any questions regarding the program please contact Community Development Department at 708-450-4405 or email [Com-Dev@maywood-il.org](mailto:Com-Dev@maywood-il.org).

# **GUIDELINE SPECIFICATIONS**

## **GENERAL**

All work performed under this program shall meet all applicable requirements of the Building Codes of the Village of Maywood including but not limited to the Illinois Plumbing Code, National Electric Code, and ICC Building Codes.

The Contractor shall provide the property owner with at least a two-year warrantee on all workmanship and one-year warrantee on materials. The Contractor shall provide the property owner and Village with as-built drawings depicting final installation conditions. Drawings may be sketches that are not to scale but which show actual dimensions of the installation relative to the building. Drawings shall also be accompanied with applicable specifications and manufacturer catalog information on all material including, valves and pump units.

Nothing in these guideline specifications shall prevent the property owner and contractor from including further specifications or more strict specifications for the work or from including additional work items in their contract.

## **SUMPS AND SUMP PUMPS**

The sump basin shall be minimum 18" x 30". The ejector pump shall be a minimum 2" submersible pump which is capable of pumping from 25 to 90 gallons per minute at 10 feet total dynamic head. The pump shall have a minimum horsepower of ½. Manufacturers pump specifications and catalog sheets must be provided.

## **WIRING/ELECTRIC**

All work shall conform to the minimum requirements of the current adopted Electrical Code of the Village. All pumps shall be provided with separate dedicated circuits and pumps shall operate on normal 110-volt household electric service. The electrical lead-in to the pump shall be long enough to enable easy removal of the pump from the basis for maintenance purposes.

## **BACKFLOW PREVENTION VALVE**

Backflow prevention valves for the sanitary sewer house lateral shall be the same diameter as the house lateral. Access for maintenance and repair of the backflow prevention valve shall be provided by installing the unit in a minimum 48" precast vault in the front yard of the residence if a bypass pump system is including. If installed as backflow prevention device only the installation shall be per the manufacture's requirements.

## **LINE LOCATING**

The Contractor shall locate all sewer lines to establish existing drainage conditions prior to starting work. Location shall be accomplished using an appropriate sonic radio or electric field emitting device intended for sewer line locating purposes.

## **RESTORATION**

All interior and exterior surfaces disturbed due to excavation shall be restored in-kind by the Contractor. Interior restoration, however, shall be limited to replacement of the Portland cement concrete floor slabs and not finished surfaces such as tile or carpeting.



## FLOOD CONTROL ASSISTANCE PROGRAM APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

Date you moved into this home: (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

Are the roof downspouts disconnected from the Village's sewer system? Yes  No

Does your home have an outside catch basin? Yes  No

Does your home have a foundation/footing drain? Yes  No

Please check all basement plumbing fixtures in your home:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Floor drain                   | <input type="checkbox"/> Shower/tub   |
| <input type="checkbox"/> Slop sink/wash basin          | <input type="checkbox"/> Sump Pump    |
| <input type="checkbox"/> Lavatory/toilet               | <input type="checkbox"/> Ejector Pump |
| <input type="checkbox"/> Other (please describe) _____ |                                       |

How many basement flooding events did you experience during the last 12 months? \_\_\_\_\_

During the last 5 years?

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## SELECTION OF FLOOD CONTROL PREVENTION OPTIONS

Indicate the type of improvement you wish to install:

- BACKFLOW PREVENTION VALVE – the system consists of placing a backflow device in a cleanout located on the existing sewer service line on the exterior of the house.
- BACKFLOW PREVENTION VALVE WITH BYPASS PUMP – the system consists of placing a backflow device and bypass pump in and underground vault on the existing sewer service line on the exterior of the house.
- OVERHEAD SEWER – this system is a modification of the internal waste piping to direct the flow out of the house by eliminating all gravity drainage below the basement floor slab.
- Other, please provide detailed description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL APPLICATIONS REQUIRED

Each of the following documents must be attached to this application for the property owner to proceed and for a permit to be issued:

- Copy of a detailed contract from plumbing contractor selected to do the work
- Completed permit application forms (*with all applicable fees paid*).

I certify that the information as provided in this application is true and correct. I further certify that I have read and accept the conditions and requirements stated in the PARTICIPATION REQUIREMENTS and GUIDELINE SPECIFICATIONS, which are attached to this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## FLOOD CONTROL ASSISTANCE PILOT PROGRAM

### REIMBURSEMENT FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

Date work was completed: \_\_\_\_\_

Plumbing/electric permit number: \_\_\_\_\_

Name of Contractor(s): \_\_\_\_\_

Village Inspection Date: \_\_\_\_\_

Total cost of work incurred: \_\_\_\_\_

(Attach proof of payment)

#### OWNER CERTIFICATION

I, \_\_\_\_\_ am the owner of the property indicated above and I certify that the information contained in this request for reimbursement is true and accurate.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



## LETTER OF AGREEMENT

**I understand and agree** that the Village of Maywood established the Flood Control Assistance Pilot Program to assist residents in protecting their home from flooding due to sewer backups during a heavy rain event. ***The program provides for 50% cost up to a maximum of \$1750.00, subject to available funds.***

**Prior to the installation** of any plumbing work, the specific plans including the Proposal 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 plumbing and electric work as required under any permit.

**Reimbursement** of eligible items at approved amounts will be made after work is completed, inspected, and approved by the Village. A completed Reimbursement Form must be completed and submitted with evidence of payment, contractor's waiver of lien and a completed W-9 Federal Tax Form.

**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 Homeowner shall make any claim for such matters directly against the Contractor or Contractor's insurance carrier. Homeowner hereby agrees to indemnify and hold Village harmless against all claims and further covenants not to sue the Village for any and all claims, as no system is absolutely failing safe. Homeowner responsible for all maintenance of system including but not limited to replacement parts, pumps, circuit breakers, valves, pipes, etc.

**Disclaimer** – The Program is designed to substantially reduce the risk of basement backups. However, there is always some risk of basement backup because of unexpected sewer collapse, obstruction, power failure, extreme environmental conditions, or other unforeseen factors. Proper operation of foundation drains is necessary to prevent seepage of ground water through walls below grade. Existing foundation drains shall not be tested for proper operation in the Program the Homeowner has the responsibility for all testing, inspections and any corrective work that may become necessary.

**Breach** – If the Homeowner fails to comply with all requirements of this Agreement or to complete installation as provided in this Agreement, the Village shall have no obligation to reimburse the Homeowner.

I understand and agree with all the above statements and agree to comply according.

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Homeowner -Printed Name

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Signature

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Date

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Property Address

, Maywood, IL 60153

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	
	<b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		
Exempt payee code (if any) _____		
Exemption from FATCA reporting code (if any) _____		
<i>(Applies to accounts maintained outside the U.S.)</i>		
5 Address (number, street, and apt. or suite no.) See instructions.		
Requester's name and address (optional)		
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-			-			
or										
Employer identification number										
				-						

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

VILLAGE of MAYWOOD  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 40 Madison Street, Maywood, IL. 60153  
 PH: (708) 450-4405 FAX: (708) 450-4893  
 www.maywood-il.org



OFFICE USE ONLY	
Date Filed	_____
Received By	_____
Permit #	_____
Fee Total \$	_____
Building Permit Fee	\$ _____
Enterprise Zone Cert	\$ _____
Plumbing Fee	\$ _____
Electrical Fee	\$ _____
HVAC Fee	\$ _____
Sewer Fee	\$ _____
Demolition Fee	\$ _____
Stop Work Fee	\$ _____
Senior Discount	\$ _____

## APPLICATION FOR BUILDING PERMIT

Job Address \_\_\_\_\_ Owner's Telephone # \_\_\_\_\_

Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New Construction               | <input type="checkbox"/> Remodel Existing Finished Space | <input type="checkbox"/> Single-Family Attached |
| <input type="checkbox"/> Addition/New Living/Work Space | <input type="checkbox"/> Commercial                      | <input type="checkbox"/> Two-Family             |
| <input type="checkbox"/> Public Building                | <input type="checkbox"/> Repair                          | <input type="checkbox"/> Multiple-Family 3+     |
| <input type="checkbox"/> Garage                         | <input type="checkbox"/> Single-Family                   |   |

Dumpster: Yes No Historic Property: Yes No Zoning District: \_\_\_\_\_ Drawings submitted: Yes No

Square footage to be added or altered \_\_\_\_\_ Total job cost \_\_\_\_\_ Maywood License Number \_\_\_\_\_ State License Number \_\_\_\_\_ FEIN Number \_\_\_\_\_

Description of Job: \_\_\_\_\_

Architect	_____	_____	_____
	Name	Address	Telephone
General	_____	_____	_____
	Name	Address	Telephone
Carpenter	_____	_____	_____
	Name	Address	Telephone
Rofer	_____	_____	_____
	Name	Address	Telephone
Plumber	_____	_____	_____
	Name	Address	Telephone
HVAC	_____	_____	_____
	Name	Address	Telephone
Electrician	_____	_____	_____
	Name	Address	Telephone
Other	_____	_____	_____
	Name	Address	Telephone

NOTICE: The Community Development Department must be notified of any changes to the above information. Call 708.450.4405

Applicant's Signature \_\_\_\_\_ Applicant's Name (Printed) \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

THE WORK PROVIDED BY THIS APPLICATION CONFORMS TO THE REQUIREMENTS OF THE BUILDING AND ZONING ORD. OF THE VILLAGE.

Approval of Zoning Officer \_\_\_\_\_ Date \_\_\_\_\_ Approval of Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

THE WORK PROVIDED BY THIS APPLICATION CONFORMS TO THE REQUIREMENTS OF THE BUILDING ORD. OF THE VILLAGE.

Approval of Electrical Inspector \_\_\_\_\_ Date \_\_\_\_\_ Approval of Plumbing Inspector \_\_\_\_\_ Date \_\_\_\_\_