

## STORMWATER IMPROVEMENT COST SHARE PROGRAM

(Established by Resolution R-20-06)

### **OVERVIEW.**

The Village of Clarendon Hills Stormwater Improvement Cost Share Program provides financial assistance to multiple, neighboring residents seeking to make improvements addressing flooding conditions experienced over multiple residential properties. Eligible improvements must mitigate existing stormwater flooding conditions to structures and land over multiple properties. Flooding conditions must be present on more than one adjacent property to receive reimbursement. Once the qualifying criteria are met, reimbursement of 50% of labor and material costs, \$2,000 maximum, is available for each participating property. The maximum reimbursement per project is \$10,000, subject to Village authorized funding for the Program. Money from the annually established stormwater cost-share fund is paid out on a first-come, first-serve basis, with consideration of addressing the established Program priorities noted below:

- Priority 1: drainage conditions resulting in flooding within public right-of-way
- Priority 2: drainage conditions resulting in flooding of homes
- Priority 3: drainage conditions resulting in flooding of accessory structures
- Priority 4: drainage conditions resulting in flooding of private property, no structures affected

### **WHEN.**

Applications must be received by the Village no later than March 31 to be considered during the current funding cycle.

### **WHO.**

Multiple, neighboring property owners within the municipal boundaries of the Village having a stormwater related issue willing to participate in the cost to resolve, address or manage it.

### **WHAT.**

Matching funds to improve private property for issues related to stormwater runoff, drainage concerns, sump pump discharge problems, poor drainage areas, overland flow, etc. Eligible stormwater improvements may include: Berms and/or swales to collect and convey stormwater runoff; Raingardens, bio-swales, and rainwater harvesting systems; Dry wells; and Storm sewer installations and/or extensions.

### **HOW.**

The Village Stormwater Improvement Cost Share Program is administered by the Village Community Development Department. Please note formal correspondence from the Village to the property owners will be sent to a single property owner, designated as the Primary Contact (PC). Once the scope of work for mitigating the drainage issue is agreed upon by the collective property owners, it will be the responsibility of the Primary Contact to follow the steps below:

1. Submit a Stormwater Improvement Cost Share Program application with four (4) copies of preliminary plans prepared by a licensed Engineer or Landscape Architect showing the project area, photographic documentation of the drainage problem, and a list of participating property owners' contact information to the Community Development Department. Applications are available at <http://www.clarendonhills.us/sw>.
2. The Village will call the PC within five (5) business days of the date of application to schedule a meeting to review the drainage issue in question and the proposed mitigation improvement. During that meeting village staff will determine if the proposed mitigation improvement is in compliance with good engineering practices

and consistent with village policies, procedures and Program priorities.

3. Once the solution has been agreed upon, the Primary Contact shall submit a detailed estimate of material costs and/or three (3) quotes from village licensed qualified contractors. If approved, the Village will deliver a cover letter and cost share agreement to each individual property owner listed on the original Storm Water Cost Share application. All signed agreements must be returned to the Village prior to the village's issuance of the permit required for the proposed improvements.
4. The Primary Contact shall apply for, and receive, all permits required to construct the agreed upon improvements (The "Improvement"). Permit fees and cost recovery for the Improvement shall be waived with exception of the required administrative fee and construction deposit. The required administrative fee and construction deposit will be required for each property directly impacted by the Improvement. Said deposit will be released upon Village acceptance of the permitted Improvement.
5. The Village will issue the permit and provide inspection services throughout the life of the project. Once completed the Village will issue a Certificate of Completion to each individual property owner listed on the original Storm Water Cost Share application.
6. At the conclusion of the project, the Primary Contact shall submit paid invoices to the Village for review and approval. Reimbursement of 50% of labor and material costs as outlined in the executed Storm Water Improvement Cost Share Agreement (subject to funding availability) will be mailed to all parties within thirty (30) days.

#### **REQUIRED MAINTENANCE.**

Although in certain situations an easement may be requested, the portion of the completed drainage project (pipes, ditches, etc.) constructed on private property will remain private property, and on-going maintenance will become the responsibility of the individual property owners on which the improvements were constructed. Village reserves the right to inspect the improvement subject to the Village Stormwater Management Ordinance provisions for private stormwater management facilities.

#### **RULES AND RESTRICTIONS.**

1. Commercial property as well as new construction or remodeling projects requiring stormwater control measures are not eligible.
2. Original receipt (clearly indicating purchase) and completed Request for Reimbursement Form must be post-marked within three (3) months of the date the project was approved. The Village of Clarendon Hills reserves the right to deny rebate application having unclear receipts.
3. An easement or other legal documentation may be required by the Village.
4. Limit one (1) rebate per installation address, per year.
5. At no time does Village participation relieve the resident of their responsibilities under municipal code, federal, state, and/or county stormwater regulations.
6. Village reimbursement payments will be made to property owners, not to contractors.
7. All grants subject to available funds.

#### **RELATED DOCUMENTS.**

1. Stormwater Improvement Cost Share Application
2. Stormwater Improvement Cost Share Agreement
3. Permit Application
4. Certificate of Completion & Reimbursement Letter