



UTILITY SERVICE REIMBURSEMENT
PROGRAM

PROGRAM OVERVIEW

The program provides funding to single-family and multi-family property owners for the following projects:

- Installation of an overhead sanitary sewer system servicing a private residence;
- Installation of a backflow prevention device on a private sanitary sewer service;
- Replacement of a lead service on a domestic potable water supply

Funding shall be provided on a reimbursement basis once the project is complete and receives final inspection and approval.

PROGRAM DESCRIPTION; TERMS AND CONDITIONS

1. Reimbursement Amount The Village shall reimburse an owner for:

- a. 50% of the approved cost up to a maximum of \$4,000 for the installation of a Village approved overhead sanitary sewer system servicing a private residence or a backflow prevention device on a private sanitary sewer service; and
- b. 50% of the approved cost up to a maximum of \$4,000 for a Village approved replacement of a lead service on a domestic potable water supply.
- c. The program is limited to 50% of the actual cost of all labor, material and equipment necessary for and used in either of the above projects up to a maximum of \$4,000, subject to the funding limitations contained herein. The Village shall not reimburse the property owner for other costs such as landscape restoration, interior finish restoration, painting, tile, carpeting, etc. The maximum reimbursement for both of the above projects on any one property is \$8,000.

2. Eligibility Eligibility to participate in the program is subject to the following:

- a. Only single-family and multi-family properties connected to the Village of Mundelein utility system are eligible. In order to apply for the reimbursement, applicant must establish ownership of the subject property with appropriate documentation.
- b. There shall be no retroactive reimbursements for work done prior to permit submittal.
- c. All work subject to reimbursement must be completed within six (6) months of the date that the building permit is issued. Any work not completed within that timeframe shall not be eligible for reimbursement.

- d. No owner shall be eligible for participation if there is an outstanding balance with respect to payment of any fees and charges due to the Village.
 - e. The Village shall have the sole authority to determine eligibility for participation, prioritization of requests and compliance with all current Village codes, ordinances, rules and regulations.
- 3. **Application Process** Applicants must complete and submit a building permit application and other documentation (see Application Checklist). In addition to the Village documents, applicants must provide project plans and proposals for the work from two Village-licensed contractors. The Village shall provide the applicant with a list of contractors approved for the program; however, the applicant is not required to select contractors from that list.
- 4. **Reimbursement Process** Reimbursement of eligible costs in the approved amounts shall be made after all work is completed, inspected and approved by the Village Building Department. A completed and signed Utility Service Reimbursement Form shall be submitted to the Village with documentation verifying that the work has been paid in full by the Property Owner(s) (cancelled check, credit card statement, receipt from contractor, etc.).
- 5. **Program Duration** Financial participation of the Village is limited to funds budgeted for the program. The program will be evaluated annually as part of the Village's annual budget process, and the Village may change or eliminate the program at that time. Funding levels may be changed or eliminated based on the Village's periodic review of the program.
- 6. **Agreement/Waiver Required** Property owners submitting an application must execute an Agreement/Waiver on a form provided by the Village.
- 7. **System Requirements** The installation of overhead sanitary sewer systems, backflow prevention devices and/or replacement of lead water services shall meet all current Village codes, ordinances, rules and regulations and be approved by the Building Department.
- 8. **Special Provision Applicable to Installation of Overhead Sanitary Sewer System or Backflow Prevention Device**
 - a. The perimeter drain tile and any other source of storm water must be disconnected from the sanitary sewer service. Installation of a sump pit and sump pump is required. The sump pump shall discharge the storm water onto the ground, to the front or rear of the property. Or, the sump pump discharge may be

connected to the storm sewer in the street via underground pipe, meeting current Village codes, ordinances, rules and regulations.

- b. The program is designed to substantially reduce the risk of basement backups or flooding. In regard to sewer backups or flooding, proper operation of foundation drains is necessary to prevent seepage of ground water through walls below grade. The property owner has the responsibility for all testing, inspections and any corrective work that may become necessary with respect to foundation drains, footing drains, storm water tiles and perimeter drains. All such drains and tiles must be disconnected from the sanitary sewer system. Stormwater/ground water discharges shall be disposed of properly.
- c. In addition, reliable continuous functioning of a sump/ejector pump(s) is necessary for overhead sewers and foundation drains to function properly. The property owner shall have the responsibility for all regular and periodic maintenance.
- d. It is recommended that a battery backup system be installed to provide protection in the event of power failure. The cost of a battery backup system shall be eligible for funding as part of the program.

9. Special Provision Applicable to the Replacement of Lead Water Services When a lead water service is found during a project that may or may not be eligible for the reimbursement program, the replacement of that lead water service may be eligible for reimbursement under the program without the need to submit two proposals. However, prior to the lead water service being replaced, the Village Building Director must be provided with a written cost estimate for the replacement of the lead water service, and if found to be suitable for the scope of the project, the Building Director may provide written approval to proceed. Reimbursement shall be contingent on submittal and approval of all required documentation. In the event that the required documentation is not approved by the Village, the Village shall be under no obligation to reimburse any amount for the replacement of the lead water service even though the Building Director had provided written approval to proceed.

APPLICATION PROCEDURE

STEP 1

•Contact the Building Department at 847-949-3284 to inquire about the program and obtain the application form and a copy of the Utility Service Reimbursement Program.

STEP 2

•Complete the application form and submit plans and proposals from two Village - Licensed Contractors and other documentation. (SEE APPLICATION CHECKLIST).

STEP 3

•The Plans will be reviewed and will either be approved as submitted or returned for revisions. When Plans receive approval, the permit will be issued and the contractor can start the work.

STEP 4

•Owner schedules inspections as needed and completes the work. Once work is complete, a final inspection must be scheduled.

STEP 5

•After work receives final approval, the property owner must pay the full amount to the contractor and then submit the Utility Service Reimbursement Form with verification that the work is paid in full by the Property Owner(s) (cancelled check, credit card statement, receipt from contractor, etc.).

STEP 6

•The Village will process the reimbursement request and remit payment to the applicant within approximately four weeks of receiving all of the final closeout documentation.

APPLICATION/PROJECT CHECKLIST

- Proof of Ownership of Property (Copy of Warranty Deed, Title Insurance Policy, Current Real Estate Tax Bill, etc.)
- Copy of Homeowner's Insurance Policy
- Current Rental License (if not owner occupied)
- Two proposals from Village-licensed contractors
- Building Permit Application (and all associated documentation)
- Property Owner(s) Agreement/Waiver of Liability
- Utility Service Reimbursement Form (upon completion of the project)
- Documentation that the work is paid in full (cancelled check, credit card statement, receipt from contractor, etc.)



UTILITY SERVICE REIMBURSEMENT FORM

NAME AND ADDRESS OF OWNER(S)	
ADDRESS OF PROPERTY WHERE WORK IS TO BE DONE	
PHONE (WORK) (HOME/MOBILE)	
CONTRACTOR NAME	
CONTRACTOR ADDRESS	
CONTRACTOR PHONE	
LIST OF ELIGIBLE COSTS	
REIMBURSEMENT REQUESTED*	

*(50% of eligible costs not to exceed \$4,000)

Owner Certification

I, _____, am the owner of record of the above property and I certify that all of the information contained on this Reimbursement Form is true and accurate to the best of my knowledge.

Signature _____
Date

Contractor Certification

I, _____ of _____ certify that all work completed under this project has been performed in accordance with the Utility Service Reimbursement Program and all applicable Village codes, ordinances, rules and regulations.

Signature _____
Date

*****OFFICE USE ONLY*****

	PERMIT #	DATE ISSUED	FINAL INSPECTION	FINAL APPROVAL	REIMB. APPROVED	REIMB. SENT
DATE						
BY						



**PROPERTY OWNER(S) AGREEMENT/WAIVER OF LIABILITY
(UTILITY SERVICE REIMBURSEMENT PROGRAM)**

In consideration of receiving a reimbursement under the Village of Mundelein Utility Service Reimbursement Program, the undersigned owner(s) of record of the property located at the following street address: _____, Mundelein, Illinois, agrees as follows:

1. The undersigned property owner acknowledges that he/she has read and fully understands (a) the Village of Mundelein Utility Service Reimbursement Program Overview; Description and Terms and Conditions (b) Application Procedure and (c) Application/Project Checklist and agrees thereto as a condition of reimbursement thereunder.

2. 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.

3. If reimbursement is for on overhead sanitary sewer system or backflow prevention device, the undersigned property owner hereby releases the Village of Mundelein from any losses and damages and waives any and all claims and/or causes of action arising from any sanitary sewer or storm sewer backups and/or flooding which occurred prior to and/or occurs after the project installation on his or her property.

4. If reimbursement is for the replacement of a lead water service, the undersigned property owner hereby releases the Village of Mundelein and waives any and all claims and/or causes of action arising from any lead contamination of the domestic potable water supply which occurred prior to and/or occurs after the project installation on his or her property.

5. The undersigned property owner shall indemnify and hold harmless the Village of Mundelein from and against any losses, damages, liabilities, claims, causes of action, costs and legal expenses arising from the project installation on his or her property.

6. If the property owner fails to comply with all requirements of the Program or to complete installation as provided therein, the Village shall have no reimbursement obligation.

Property Owner – Printed Name

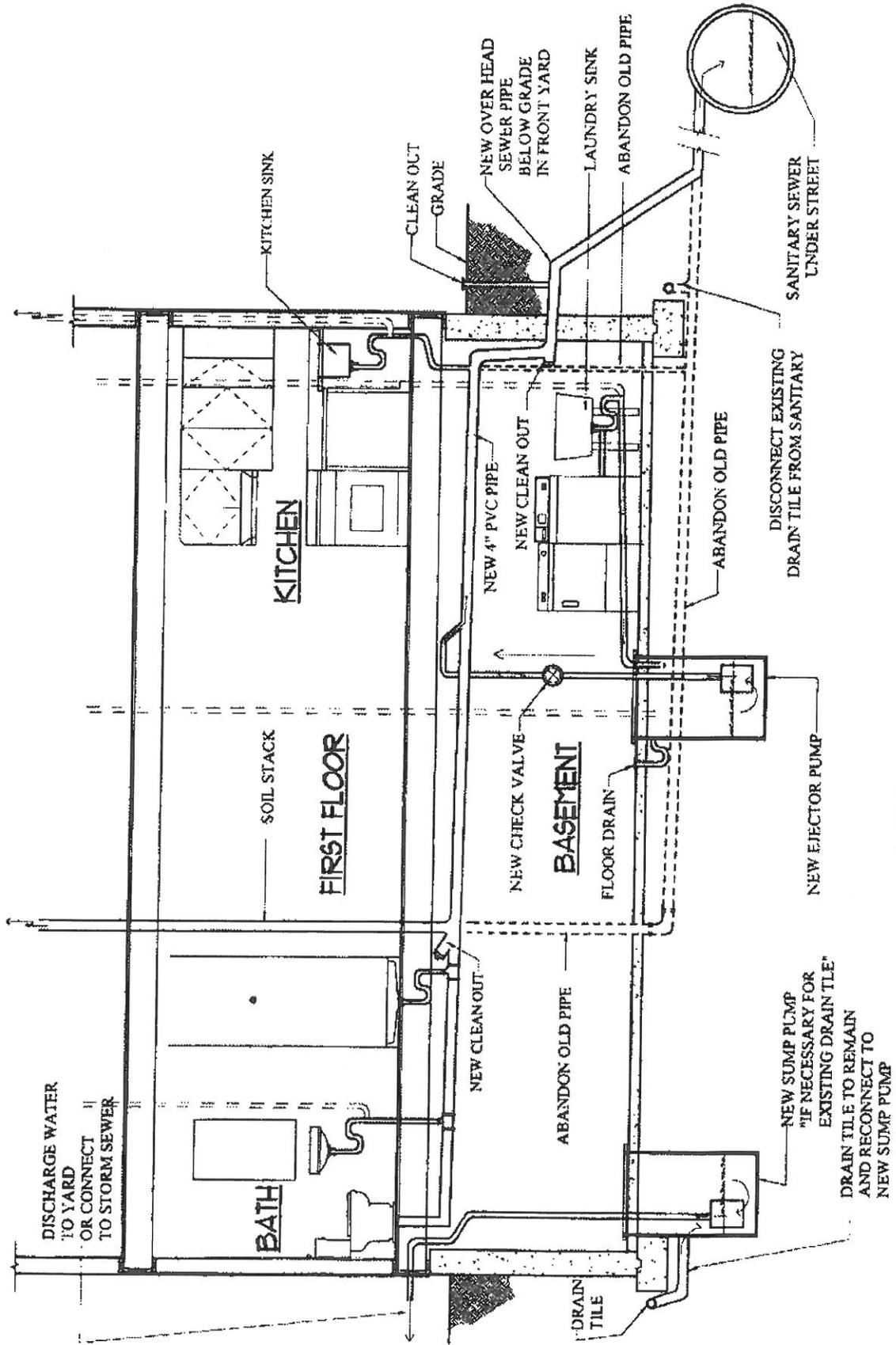
Signature

Date

Property Co-Owner – Printed Name

Signature

Date



AFTER

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS)
 COUNTY OF)

ESCROW# _____ FILE# _____

WHEREAS THE UNDERSIGNED HAS BEEN EMPLOYED BY _____
 (CONTRACTOR)

TO FURNISH _____

FOR THE PREMISES KNOWN _____

OF WHICH _____ IS THE OWNER.

THE UNDERSIGNED, FOR AND IN CONSIDERATION OF _____ \$ _____ DOLLARS, AND OTHER GOOD AND VALUABLE CONSIDERATIONS, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, DO(ES) HEREBY WAIVE AND RELEASE ANY AND ALL LIEN OR CLAIM OF, OR RIGHT TO, LIEN, UNDER THE STATUES OF THE STATE OF ILLINOIS, RELATING TO MECHANICS' LIENS, WITH RESPECT TO AND ON SAID ABOVE-DESCRIBED PREMISES, AND THE IMPROVEMENTS THEREON, AND ON THE MATERIAL, FIXTURES, APPARATUS OR MACHINERY FURNISHED, AND ON THE MONEYS, FUNDS OR OTHER CONSIDERATIONS DUE OR TO BECOME DUE FROM THE OWNER, ON ACCOUNT OF LABOR SERVICES, MATERIAL, FIXTURES, APPARATUS OR MACHINERY FURNISHED TO THIS DATE, BY THE UNDERSIGNED FOR THE ABOVE-DESCRIBED PREMISES.

DATED _____ COMPANY NAME _____

 SIGN HERE SIGNATURE AND TITLE _____

IF YOU HAVE CONTRACTED FOR LABOR OR MATERIALS ON THIS JOB YOU MUST COMPLETE THE CONTRACTOR'S AFFIDAVIT.

STATE OF ILLINOIS)
) SS
 COUNTY OF)

CONTRACTOR'S AFFIDAVIT

TO WHOM IT MAY CONCERN:
 THE UNDERSIGNED, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS SUBCONTRACTOR/SUPPLIER OF THE SUBCONTRACTOR/GENERAL CONTRACTOR WHO IS THE CONTRACTOR FOR THE _____ WORK ON THE BUILDING LOCATED A _____ OWNED BY _____

IS \$ _____ ON WHICH HE HAS RECEIVED PAYMENT OF \$ _____ THAT THE TOTAL AMOUNT OF THE CONTRACT INCLUDING EXTRAS PRIOR TO THIS PAYMENT. THAT ALL WAIVERS ARE TRUE, CORRECT AND GENUINE AND DELIVERED UNCONDITIONALLY AND THAT THERE IS NO CLAIM EITHER LEGAL OR EQUITABLE TO DEFEAT THE VALIDITY OF SAID WAIVERS. THAT THE FOLLOWING ARE THE NAMES OF ALL PARTIES WHO HAVE FURNISHED MATERIAL OR LABOR, OR BOTH, FOR SAID WORK AND ALL PARTIES HAVING CONTRACTS OR SUB CONTRACTS FOR SPECIFIC PORTIONS OF SAID WORK OR FOR MATERIAL ENTERING INTO THE CONSTRUCTION THEREOF AND THE AMOUNT DUE OR TO BECOME DUE TO EACH, AND THAT THE ITEMS MENTIONED INCLUDE ALL LABOR AND MATERIAL REQUIRED TO COMPLETE SAID WORK ACCORDING TO PLANS AND SPECIFICATIONS:

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
TOTAL LABOR & MATERIAL INCLUDING EXTRAS* TO COMPLETE					

THAT THERE ARE NO OTHER CONTRACTS FOR SAID WORK OUTSTANDING, AND THAT THERE IS NOTHING DUE OR TO BECOME DUE TO ANY PERSON FOR MATERIAL, LABOR OR OTHER WORK OF ANY KIND DONE OR TO BE DONE UPON OR IN CONNECTION WITH SAID WORK OTHER THAN ABOVE STATED.

DATE: _____ SIGNATURE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 19____.

 NOTARY PUBLIC

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL & WRITTEN, TO THE CONTRACT