



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [info@villageofglencoe.org](mailto:info@villageofglencoe.org) | Follow Us: @VGlencoe

[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Application for Sanitary Sewer Flood Prevention Rebate Program

*This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [info@villageofglencoe.org](mailto:info@villageofglencoe.org) or print and mail, fax or deliver the form to the department listed at the end of this form.*

Please do not submit form until document following this form is read.

#### Section A: Sanitary Sewer Flood Prevention Rebate Program

I/We hereby make application for a rebate for the sanitary sewer flood mitigation/prevention work performed at the following address in Glencoe.

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

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

The following information must be supplied for the initial review of application (please check box to verify attachment):

Written description of the work performed.

Detailed proposal or estimate from the contractor or other evidence of the project costs to be incurred.

Copy of sewer televising inspection.

The following information must be supplied following project completion (please check box to verify attachment):

Evidence of Village permit and verification of inspections.

Copy of cancelled check or other proof of payment of project costs.

Copy of most recent real estate tax bill or other proof of ownership of the property

Upon final approval by the Village, a rebate of 50% of the total applicable project costs, up to a maximum of \$2,000, will be paid to the property owner. The availability of funds for this program is limited. Eligibility will be determined by the time of application and corresponding availability of funds.

I/We hereby attest that the attached documents are true and correct copies of original documents of the actual project costs incurred, and that I/We are the owner(s) of the above property. The owner(s) agrees to hold harmless and indemnify the Village from any and all claims directly or indirectly related to the Village's participation in this rebate agreement. Owner(s) further agrees and understands that the Village shall have no liability or responsibility for future malfunctions or problems regarding the overhead sewer/flood control sewer construction.

**Section B: Sanitary Sewer Flood Prevention Rebate Program Information**

Residential property owners in Glencoe may be eligible for a rebate of 50%, up to a maximum of \$2,000 for the actual cost of verifiable sanitary sewer flood mitigation/prevention projects of a permanent nature. The program is limited to improvement projects of a permanent nature to owner-occupied single-family dwelling units within the Village of Glencoe. The rebate applies to any eligible projects completed after March 1, 2003.

Typical projects that will qualify for the rebate program include:

1. Overhead sanitary sewer installation.
2. Installation of new backwater systems.

There is a two-part process to become eligible for consideration of the sanitary sewer rebate program. A review of the proposed improvements will be made to determine conformity and all appropriate modifications proposed to existing systems meet standard construction practices and building code requirements. Attached to this packet is the Sanitary Sewer Flood Prevention Rebate Application Form and an information sheet on inspections required by the Village when installing Overhead or Backwater Sewer Systems. Please share this with your contractors so they are aware of these requirements.

Part I - To qualify for a rebate the following information must initially be supplied with the attached application form.

1. A written description of work performed, including manufacturers' information on all components to be utilized.
2. A detailed proposal or estimate from the contractor or other evidence of the project costs to be incurred.
3. A copy of sewer televising inspection.

Part II - Residents will be informed of approval of proposed improvements after review of submitted information. Once you have secured a contractor for your work they will be required to obtain a permit and meet with the Village Engineer. Upon completion the following must be submitted before reimbursement can be processed.

1. Verification of inspections and approval of the completed improvements by the Public Works Department.
2. Provide copy of licensed plumber's record drawings, signed and dated.
3. Proof of payment of the project costs.
4. Proof of ownership of property.

The Public Works Department will accept applications for this program at any time during the year. Applications will be processed in the order in which they are received and residents will be eligible to participate until all budgeted funds for the fiscal year are depleted. The above information must be provided along with a completed application to the Public Works Department in the Village Hall, 675 Village Court, Glencoe, Illinois. For more information please contact Public Works General Superintendent Donald Kirk at 847-461-1154.

**Section C: Acknowledgement and Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

FOR VILLAGE USE ONLY	
Date Received:	By:
Approved for Permit/Civil Engineer	Approved for reimbursement/Director of Public Works

## Section D: Overhead Sewer System

Full approval of an upgraded overhead sewer system will require two (2) inspections. Part A must be submitted with Rebate Application.

Contractor will provide:

1. Initial interior inspection of the lower level of the home.
  - a. Inspect the plumbing in the basement/crawl space area for all connections.
  - b. Televising the existing sanitary sewer service system (interior of house)
  - c. Identifying connections of floor drains and storm sump pumps.
  - d. Televising sanitary service lateral from outside of house to the Village main including connection.
  - e. Identify pipe material, pipe size, and any defects on sanitary service lateral.
  - f. Confirm if footing tiles are tied into sanitary service lateral.
  - g. Verify condition of the service outside of the home, including clean out location.
2. Exterior inspection of the home
  - a. Identify discharge locations of downspouts, area drains, driveway drains, and stairwell drains.

Village will require:

1. Inspection verifications for post construction (prior to concrete replacement).
  - a. Confirm if all storm and sanitary services have been separated.
  - b. Confirm if footing and drain tiles have been re-routed to the storm sump pump, and that storm sump pump discharges to storm sewer.
  - c. Properly installed ejector pump.
  - d. Confirm Ductile Iron pump is installed through the foundation of the home.
  - e. Confirm non-shear clamps will be used for all connections on the outside of the home.

## Section E: Back Water Sewer System

Full approval of an upgraded back water sewer system will require two (2) inspections.

Village will require:

1. Inspection verification needed during excavation.
  - a. If encountered, the domestic water service will be re-routed to a minimum distance of 10 feet outside of manhole of the backwater system. Proper fittings will be used to reconnect water service (Lead compression Ford Fitting Copper; Service Flared fitting).
  - b. The double-check valve been installed with mission bands connection.
  - c. Sump pump pit will be plastic, not concrete.
2. Final Inspection Verification
  - a. Manhole will be precast concrete with a minimum 48" Diameter.
  - b. Ejector pump installed to handle upstream flow.
  - c. Check valve been installed in line properly.
  - d. Floor been installed in the manhole, poured in place.
  - e. Electric service installed per code using single dedicated outlet.
  - f. Electrical water tight connection been installed inside the structure no lower than 18" from top of cover.

## Section F: Sanitary Sewer Flood Prevention Rebate Program

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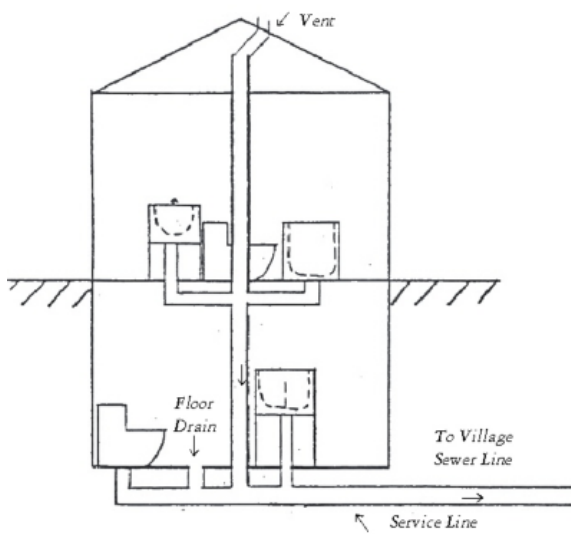
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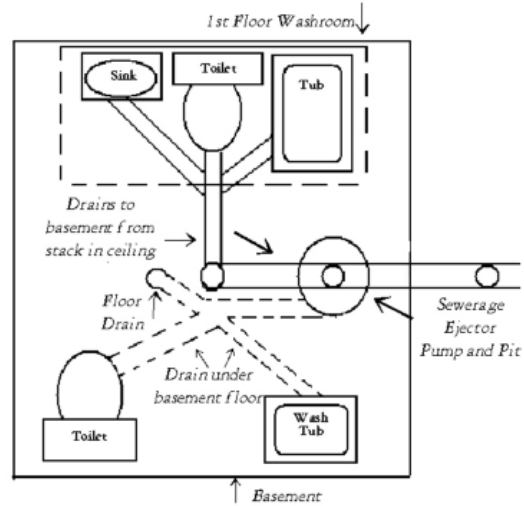
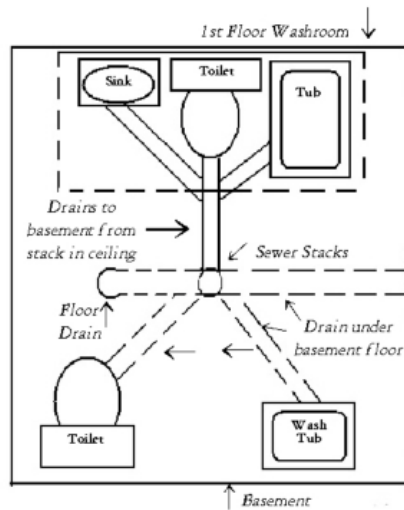
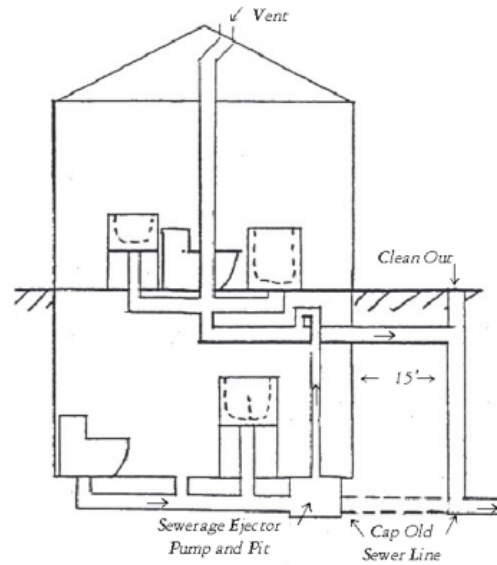
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## Gravity System



## Overhead System



**Please, e-mail, mail, fax or deliver this form with any supporting material to:**

Public Works Department  
 Village of Glencoe  
 675 Village Court  
 Glencoe, Illinois 60022

Phone: (847) 835-4111 | Fax: (847) 835-4234 | E-mail: [info@villageofglencoe.org](mailto:info@villageofglencoe.org)