

## Guide to Stormwater Cost Share Projects

**This guide is based on Village of Downers Grove Resolution #2009-91 and does not change the stipulations and requirements set forth by the Resolution in any way.**

### Overview

The Stormwater Cost Share Policy presents a public/private partnership that was developed to assist in mitigating drainage issues adversely affecting two or more properties or structural flooding. Money from the cost-share fund is paid out on a first-come, first-served basis, with consideration of the following priority levels:

- Priority 1: drainage conditions resulting in flooding of homes or making them virtually uninhabitable
- Priority 2: drainage conditions resulting in flooding of accessory structures, such as garages
- Priority 3: drainage conditions resulting in flooding within public right-of-way, causing the public roadway to be closed to traffic; no structures affected
- Priority 4: drainage conditions resulting in flooding on private property of more than one developable lot; no structures affected (i.e. yard flooding)

An engineer from Public Works will work with the group of property owners or their representative(s) to develop a design that will help mitigate the drainage issue. The engineer will be available to answer questions throughout the entire process. Please note: formal correspondence from the Village to the property owners will go through a single property owner, designated as the primary contact.

Once a scope of work for mitigating the drainage issue is agreed upon, it is the responsibility of the collective property owners to:

1. obtain cost estimates from three different contractors for the entire cost of the project; the estimates must separate the costs for work done on private property and within the Village right-of-way
2. submit a signed cost share application and all cost estimates for review by the Village; if approved, the Village will deliver a qualification letter listing the exact reimbursement amount (see **Approval Process** and **Reimbursement** sections below)
3. agree on how the costs and reimbursement amounts will be divided between them
4. apply for, and receive, all permits required to construct the project (Note: permits are obtained through the Public Works Department)
5. schedule the work with the approved contractor
6. submit the paid invoice to the Village after the project has been constructed

### **Approval Process**

The cost share application must be signed by a representative from every property owner participating in the cost share program. Participants may be required to provide proof, in the form of pictures, videos, receipts for clean-up work, insurance claims, etc., that his/her property has been affected by the drainage issue, and that he/she would benefit directly from the project. Once the application, proof of benefit (as required), and three estimates of work are received and approved, a letter will be sent to the applicant stating the exact reimbursement amount.

### **Reimbursement**

The property owners may choose any contractor who has submitted an estimate for Village review; however, reimbursement will be based on the lowest estimate provided.

Reimbursement for work done on private property will not exceed half the cost of said work, with a maximum of \$1,500 per participant. The maximum total reimbursement by the Village for work done on private property for a single cost share project is \$10,000.

The Village is responsible for all work performed in the Village right-of-way to facilitate the cost-share project, and it is at the discretion of the Village whether the work will be performed by its employees or by the contractor elected by the property owners. If the Village requests the elected contractor to perform the work, all costs incurred for work performed in the right-of-way will be reimbursed 100%.

The Village must receive a paid invoice for all work done both on public and private property prior to sending a reimbursement check. A single check will be given to the primary contact, who will be responsible for distributing the funds accordingly.

### **Maintenance of Completed Project**

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 owner(s) on which the improvements were constructed. The Village will not maintain the newly-constructed drainage improvements on private property. The Village will maintain all improvements constructed within the Village right-of-way.

### **Doing the Work Yourself?**

If you choose not to use a contractor to construct the cost share project and will construct the cost-share project "in-house" with your neighbors, reimbursement will be based solely on material costs (at the same rate mentioned above). Please inform the engineer if you choose this approach.



# COST SHARE PROGRAM APPLICATION

|                          |                  |
|--------------------------|------------------|
| Project Applicant: _____ | Signature: _____ |
| Address: _____           | Date: _____      |

|                          |                  |
|--------------------------|------------------|
| Property Owner #2: _____ | Signature: _____ |
| Address: _____           | Date: _____      |

|                          |                  |
|--------------------------|------------------|
| Property Owner #3: _____ | Signature: _____ |
| Address: _____           | Date: _____      |

|                          |                  |
|--------------------------|------------------|
| Property Owner #4: _____ | Signature: _____ |
| Address: _____           | Date: _____      |

*By signing above you are verifying that a drainage problem exists within the limits of your property which meets one of the qualifying criteria set forth in the Cost Share Policy (Res. 2009-91).*

*By signing this application and accepting reimbursement all applicants shall indemnify and hold harmless the Village, its officers, agents and employees, from any claim, damages or liability whatsoever arising out of the design, construction, existence or maintenance of the stormwater project. Each property owner will be responsible for the operation and maintenance of the stormwater project constructed on their property.*

**Please Note: This application must be accompanied by a proposed drainage improvement plan.**

**THIS BOX FOR OFFICE USE ONLY**

|                                       |             |                        |
|---------------------------------------|-------------|------------------------|
| ___ Response letter sent to applicant | Date: _____ | Staff Signature: _____ |
| ___ Cost estimate(s) submitted        | Date: _____ | Staff Signature: _____ |
| ___ STM permit application submitted  | Date: _____ | Staff Signature: _____ |
| ___ Proof of payment submitted        | Date: _____ | Staff Signature: _____ |
| ___ Final inspection completed        | Date: _____ | Staff Signature: _____ |
| ___ Approved for reimbursement        | Date: _____ | Staff Signature: _____ |