

Village of Northbrook



Overhead Sanitary Sewer Program

(Village Cost Sharing – 50% of Eligible Costs, Up To \$5,000)

Visit the Village's website at www.northbrook.il.us/permits and click on *"Residential Permits"* to learn more about this program.

What is it?

The Overhead Sanitary Sewer Program was established to provide financial assistance to homeowners who desire to protect their home from flooding during a heavy rain event. Eligible homeowners may qualify for a 50% cost sharing, up to a maximum of \$5,000 for installing an overhead sewer system which can protect their basements from sewer back-up.

How does the Overhead Sewer Work?

Typically, homes which have experienced sanitary sewer back-ups from storm events, or flooded basements during a heavy rain event have a gravity type sewer system. In such system, the existing sewer underneath the basement foundation, drains to the sewer in the street by gravity. When the Village's sanitary sewer becomes inundated the gravity type system is subject to back-up which causes water to reenter the foundation or drains.

Changing the gravity system to an overhead system can protect a basement from back-ups. In an overhead system, plumbing is directed to an ejector pit which lifts sewage up and overhead toward the ceiling and then exits the foundation wall to the outside of the residence. Once outside, there is a steep slope section of pipe where it is connected to the Village's sanitary sewer underground. If the Village's sewer backs up, the homeowner is better protected, as the water most likely only backs up in to the slope of the pipe before it enters the foundation.

How do I know if I am eligible to participate?

Prior to submitting an Overhead Sanitary Sewer Program Application, the property owner must consider the following eligibility requirements:

1. Any plumbing modifications that were made to a residence prior to January 1, 2008 are not eligible for reimbursement;
2. Residential property must have been constructed prior to 1965;
3. Program is limited to the conversion of a gravity system to an overhead system;
4. Eligibility is contingent upon drain tile, downspouts, and others not being connected to the sanitary sewer; and
5. Only the property owner is eligible to apply for the cost sharing program and must remain the property owner for a period of at least five (5) years after the conversion work is completed.

If you are the property owner and your residential property fits these eligibility requirements, you may be eligible to participate in the program.

What are the steps to participate in this program?

1. If you believe you are eligible to participate in the program, you must arrange for an Eligibility Inspection at your residence with the Village's Plumbing Inspector. Inspections can be scheduled Monday-Friday from 9am – 11am or 1pm – 3pm by calling 847/664-4050.

2. If you are found to be eligible, you must submit the Overhead Sanitary Sewer Program Application with required submittals
3. Receive building permit and conduct work on the subject property
4. Schedule Rough Plumbing Inspection
5. Schedule a Final Inspection once work is completed
6. Property owner pays the contractor in the full amount and submits a Contractor Affidavit and Waiver of Lien with a completed IRS Form W-9 to the Village.
7. Once paperwork is received, the reimbursement payment will be distributed within thirty (30) days.

What else do I need to know about the application?

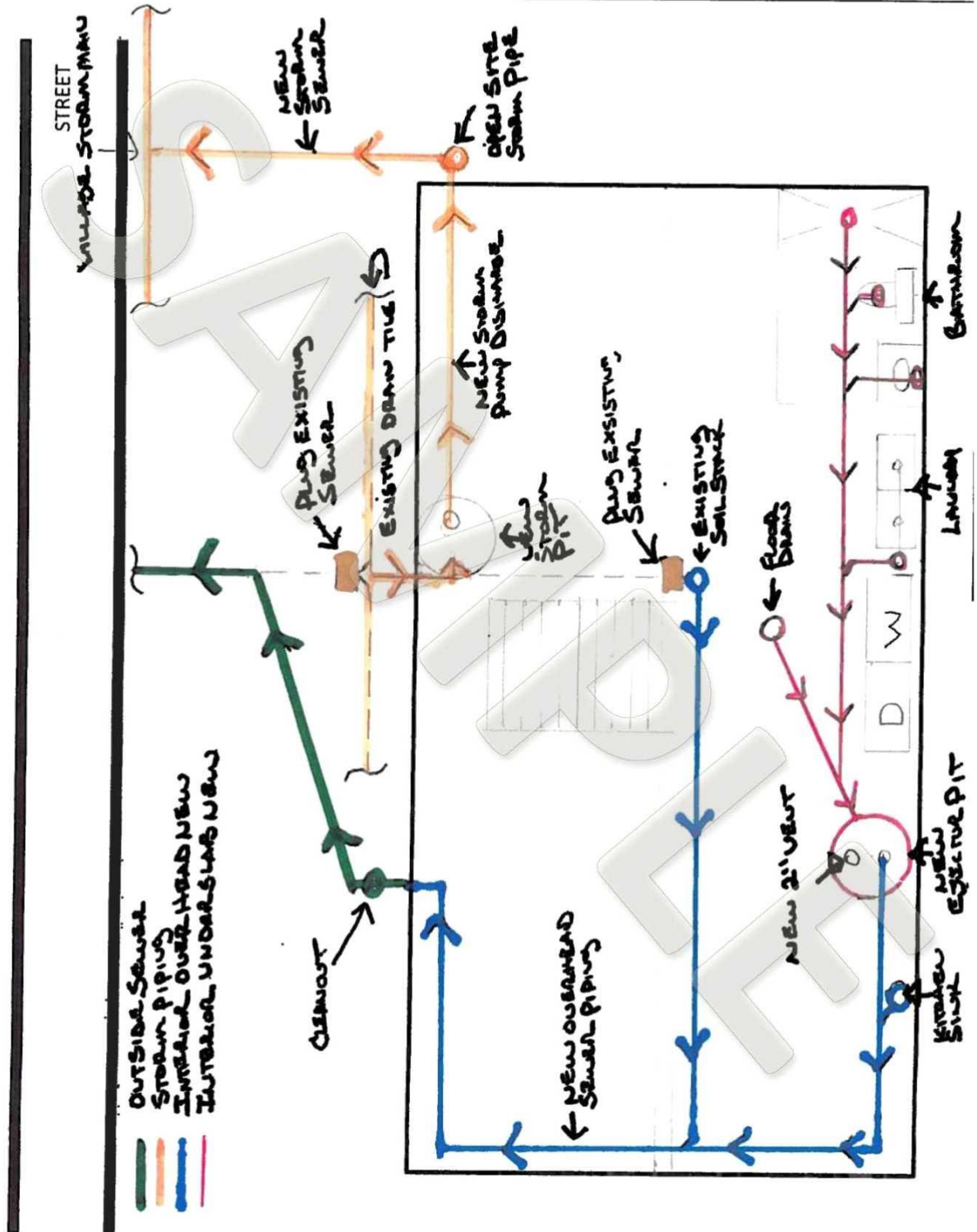
If you are eligible to participate in this program, you will be required to submit an Overhead Sanitary Sewer Program Application along with the required application submittals. These submittals include a completed application form, an overhead sanitary sewer conversion site plan, three (3) separate contractor bids to complete the conversion work, and a tree removal application (if you are removing any trees as part of the work).

1. **Contractor bids** – Per the requirements of the program, you must submit three separate bids from an **Illinois licensed plumbing contractor** for the overhead sanitary sewer conversion work. These bids must include an itemization of the work to be completed and the total cost for each service. The Village's reimbursement will be apportioned on the lowest responsible bid received.
2. **Overhead Sanitary Sewer Conversion Site Plan** – A Site Plan must be submitted with each program application. For your convenience, a site plan template has been included in the program application and a sample has been included on the next page. **It is recommended that the property owner instruct the contractor to develop the site plan for the conversion work and submit with the contractor bid.** The plan must be legible and include a minimum of the following:
 - a. Tree Information and Tree Fencing Location – all trees on the subject property must be identified and labeled on the Plan. This includes indicating their species, diameter, condition, and whether they will be kept or removed as a result of the conversion process. If you are removing a tree from your property, a Tree Removal Application must be submitted with your application.
 - b. Location of existing sanitary sewer lines on the private property with all existing connections to drain tile, sump pit, and/or other fixtures.
 - c. Location of the existing sump pit.
 - d. Location of the proposed overhead sanitary sewer line and its size and material (**All piping materials must comply with the current Village material requirements for underground/above-grade installation**).
 - e. Location of where the sanitary sewer line will exit the foundation.
 - f. Location of any of the following: floor drain, laundry/sink wash basin, shower/tub, lavatory, ejector pit, toilet.

No work shall commence until the Village approves a building permit for the work on your property.

Sample Site Plan

Overhead Sanitary Sewer Conversion Site Plan



What are the eligible costs for reimbursement?

Only certain costs are eligible for reimbursement under the Village of Northbrook's program. These are as follows:

Eligible Costs: (*Only the items below are eligible for reimbursement*)

- Costs of the location, excavation and exposure of the house lateral sewer line including the support of existing structures for re-connection of the new overhead sewer to the existing lateral;
- Cost of a new sump pit, ejector pump and associated electrical and plumbing work needed to lift sanitary drainage from basement plumbing fixtures to an overhead sewer;
- Cost of trenching and concrete floor repairs; and
- Installation of storm water sumps or associated piping pits or materials of equipment required for the new overhead system.

Ineligible Costs:

- Building Permit fees;
- Architectural fees;
- Sewer rodding and/or televising;
- Sewer service line replacement not required as part of the overhead sewer conversion;
- Any other incidental costs associated with maintaining a sewer system;
- Home "decorating restoration costs" – paint, wallpaper, carpet, tile, or other floor coverings;
- Drywall and paneling replacement or installation; or
- Bushes, plants, trees and retaining walls that was required after the plumbing construction work was completed.

What are the reimbursement procedures?

The payment of the Village's share for cost participation funds shall be subject to the following conditions:

1. All work must be completed, and a final inspection passed on the subject property
2. Work is paid for by the property owner and the following are submitted:
 - a. Contractor's Affidavit and Waiver of Lien
 - b. Completed IRS Form W-9.A copy of the IRS Form W-9 is included in the application packet and a sample of the affidavit and waiver of lien are enclosed on the next page.
3. Once paperwork is received and verified, the disbursement of funds will occur within thirty (30) days

Sample Waiver of Lien and Contractor Affidavit

Overhead Sanitary Sewer Conversion Cost Participation Program

FINAL WAVIER OF LIEN

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

TO: The Village of Northbrook:

WHEREAS, the undersigned has been employed by _____ (Property Owner)
To install an overhead sanitary sewer system for the property located at _____ (Property
Address) of which the owner(s) are _____ (Owner Name(s)).

THE undersigned, for and in consideration of \$ _____ (Total Amount), 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 statutes 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 heretofore furnished, or which may be furnished at anytime hereafter, by the undersigned for the above-described premises.

Given under My hand and seal this _____ day of _____, 20____

Signature and Seal _____

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and the title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

TO: The Village of Northbrook:

THE undersigned, being duly sworn, deposes and says that s/he is the _____ (Job Title) of
_____ (Contractor's Name) who is the contractor for the plumbing work on the property located
at _____ (Property Address) owned by _____ (Owner Name(s)).

That the total amount of the contract including extras is \$ _____ (Total Amount) on which s/he has received payment of \$ _____ (Amount Paid) prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is not 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	Amount Paid	Balance Due
	Overhead Sewer Installation			
TOTAL LABOR AND MATERIAL 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 in connection with said work other than above stated.

Signed this _____ day of _____, 20____, Signature _____

Subscribed and Sworn to before me this _____ day of _____, 20____.

Notary Public

More information about the bid process and reimbursement

Reimbursement by the Village for pre-qualified program participants will be processed only upon completion of the work. The Village's contribution will be limited to only 50% of the actual contractor construction cost, up to a maximum of \$5,000, necessary to convert the plumbing system to an overhead sanitary sewer system. If the property owner selects a plumbing firm other than the lowest responsible bid, then the Village's contribution will be limited to 50% of the lowest bid amount, up to a maximum of \$5,000.

Additionally, once a building permit is approved, the property owner will have **ninety (90) days to commence** the overhead sanitary sewer conversion work. If work does not commence within this time frame, the home owner will forfeit its eligibility for any reimbursement. Lastly, if the property is demolished within five (5) years following the date of reimbursement by the Village for its share of the cost participation funds, a refund by the property owner shall be required. The property owner's refund shall be 100% of the Village's cost participation funds within one year of repayment, 80% for the second year, 60% for the third year, 40% for the fourth year, and 20% for the fifth year.

Questions?

If you have questions about the Overhead Sewer Program, please contact the Development & Planning Services Department at 847/664-4050.



Permit #: _____
Fee: _____

OVERHEAD SANITARY SEWER COST PARTICIPATION PROGRAM APPLICATION

The following documents are **REQUIRED** to participate in this cost sharing program.

Property Address	Date
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The following application submittals are required to submit a complete application. Failure to submit the following may result in undue delay in processing your program application.

#	Required Program Application Submittals	Check Complete	Staff Initials
NA	Schedule an <i>Eligibility Inspection</i> at the Property Address with the Village		
1	Overhead Sanitary Sewer Program Application (This application)		
2	Three (3) Separate Contractor Bids for Overhead Sewer Conversion Work		
3	Overhead Sanitary Sewer Conversion Site Plan (3 copies) – See Page 2 for Template		
4	Tree Removal Application (if applicable)		

Applicant Information

Property Owner:	Address	Phone
	City/State/Zip	Fax
	Email	
Primary Contact (If not owner):	Address	Phone
	City/State/Zip	Fax
	Email	

Certification and Agreement

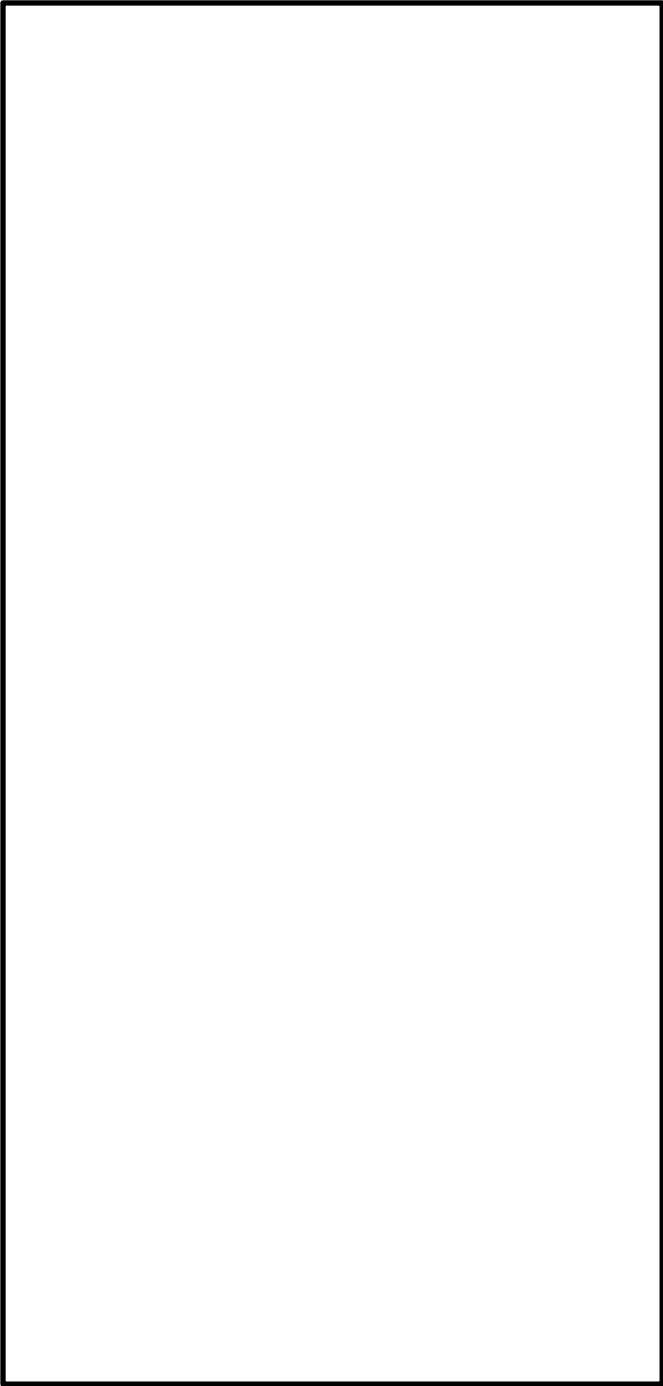
The property owner and/or the primary contact (as owner's agent) ("parties") certify that the permit application information is true and correct, and agree that the work will be completed in compliance with the Village Code, and that the issuance of a building permit or approval of inspection shall not relieve the parties of their responsibility to design, engineer, and construct the work in compliance with the Village Code, and that the inspections of each stage of the work as listed on the building permit will be requested and approved prior to proceeding with the next stage of the work. 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. **I further understand and have read the applicable standard operating procedure and agree to the repayment of the Village's cost participation funds if the home is demolished within five years and that if commencement of the overhead sewer conversion does not occur within ninety (90) days after approval is granted I forfeit my eligibility for cost reimbursement.**

Property Owner Signature (Required)	Date	Permit Applicant (Owner's Agent) Signature	Date

Overhead Sanitary Sewer Conversion Cost Participation Program

Overhead Sanitary Sewer Conversion Site Plan Template

STREET



Overhead Sanitary Sewer Conversion Cost Participation Program

FINAL WAIVER OF LIEN

STATE OF ILLINOIS)
 } SS
COUNTY OF COOK)

TO: The Village of Northbrook:

WHEREAS, the undersigned has been employed by _____(Property Owner)
To install an overhead sanitary sewer system for the property located at _____(Property
Address) of which the owner(s) are _____(Owner Name(s)).

THE undersigned, for and in consideration of \$ _____(Total Amount), 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 statutes 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 heretofore furnished, or which may be furnished at anytime hereafter, by the undersigned for the above-described premises.

Given under My hand and seal this _____ day of _____, 20____

Signature and Seal _____

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and the title of officer signing waiver should be set forth: if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS)
 } SS
COUNTY OF COOK)

TO: The Village of Northbrook:

THE undersigned, being duly sworn, deposes and says that s/he is the _____(Job Title) of
_____(Contractor's Name) who is the contractor for the plumbing work on the property located
at _____(Property Address) owned by _____(Owner Name(s)).

That the total amount of the contract including extras is \$ _____(Total Amount) on which s/he has received payment of \$ _____(Amount Paid) prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is not 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	Amount Paid	Balance Due
	Overhead Sewer Installation			
TOTAL LABOR AND MATERIAL 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 in connection with said work other than above stated.

Signed this _____ day of _____, 20____. Signature _____

Subscribed and Sworn to before me this _____ day of _____, 20____. _____

Notary Public

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ► _____ <input type="checkbox"/> Other (see instructions) ► _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
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 on page 3.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.