



Sanitary Sewer Lateral Repair Reimbursement Program

The City of Elgin Sanitary Sewer Lateral Repair Reimbursement Program is funded annually per calendar year. Reimbursements are processed on a “first come-first served” basis to primary residential homeowners if funds are available. Once funds are exhausted for the calendar year, no additional reimbursement requests will be honored.

Homeowners are to call the Elgin Utilities Department at (847) 931-6150 **before** work starts to confirm receipt of the program guidelines and to find out if funds are available should they wish to apply for reimbursement.

Reimbursement monetary guidelines are limited to 50% of work done in the Right of Way; up to a maximum reimbursement amount of \$5,000.00.

Applicants requesting a reimbursement through the Sanitary Sewer Lateral Repair program must be residents that own and reside at the property where sewer lateral repairs are to be performed. **Owners of income producing properties are ineligible for the program.**

The following requirements must be met **prior** to reimbursement consideration by the city for the sewer lateral repair:

- A. The program is available to residential homeowners who own and reside at the property where repairs sanitary lateral repairs are to be performed. A copy of the most current property tax records will suffice as proof of ownership. City staff reserves the right to verify that the applicant owns and resides at the property where repairs to the sanitary lateral are being performed.
- B. The repairs to the sanitary sewer lateral shall have occurred within the public right of way. In the event of repairs taking place on both private property and within the public right of way, only the repair work occurring within the public right of way shall be eligible for reimbursement.
- C. Repairs which are ineligible for reimbursement shall include rodding of the sanitary sewer lateral, televising the lateral line, installing a clean out, lining of the sewer lateral pipe.

- D. The homeowner shall obtain two written estimates from licensed contractors. In the event the repair work is both on private property and in the public right of way, the estimates must clearly identify separate costs. The costs and detailed description for work to be performed on private property and any work to be performed in the right of way must be written on the estimate.
- E. The homeowner shall clearly establish that no less invasive means exists to repair the sanitary sewer lateral.
- F. A dated televised picture of the location of the sewer lateral break must be submitted if the plumbing contractor is able to obtain a clear televising of the sewer lateral line.
- G. The homeowner shall contract for the subject repair and the contractor must obtain a city permit prior to starting repair work.
- H. The subject repairs shall be inspected by a City's Engineering Inspector three times.
 - 1. Upon excavation and exposure of the deficient area of the sanitary sewer lateral, the homeowner or the contractor shall contact the city's engineering inspectors to allow for an inspection to determine that repairs to the sanitary sewer lateral in the right of way is necessary.
 - 2. Once the contractor has completed the repair, the city's engineering inspector is to be contacted before the work site is restored to perform an inspection verifying that repairs were done according to city standards.
 - 3. Restoration of the site must be completed and approved by an engineering inspector.
- I. The repairs to the sanitary sewer lateral and all associated work shall be performed in a workmanlike manner and in conformance with all city ordinances and other requirements of law.
- J. The homeowner shall submit evidence that a claim to their insurance company for the subject repairs was/would be denied. Any portion of repairs covered by insurance shall not be eligible for reimbursement.
- K. The homeowner must submit to the city a completed W-9 Request for Taxpayer Identification Number and Certification form. The homeowner will be issued by the city a Form 1099-MISC for the reimbursement amount as per the current prevailing Internal Revenue Service requirements.

- L. The reimbursement by the city for the repair shall be processed only upon completion of all work including, but not limited to restoration of the right of way upon approval by an Engineering Inspector. Restoration work must be completed within the calendar year that sewer lateral repairs were completed.

- M. The reimbursement application must be submitted within the calendar year that repairs and restoration work were completed. There is no “carry-over” of applications to the next calendar year. The only exception is if sewer repair work was performed during winter months, and frozen ground makes it unfeasible to plant sod, grass seed or install concrete for the purpose of site restoration. In that case, the applicant must have the restoration work completed by May 30th of the following calendar year and the restoration work must pass city inspection before the reimbursement request will be processed.