



Policy for Residential Stormwater Management Permit Incentive Program

Purpose: The primary objective of this program is to effectively address continuing outdoor drainage issues that contribute to code violations, residential property damage, and affect multiple properties within our community. Riverside often sees pooling water on private property, gutter and sump-pump discharge flowing beyond the property line or into public right-of way, and overflows of the sewer system created by direct connections from private properties into the combined sewer system. Properties approved for assistance will receive a one-time building permit fee credit up to \$250.

Program Criteria: Priority will be given to projects that demonstrate two or more of the following criteria:

- Drainage/standing water causes direct damage to structures or home drainage.
- Documented evidence of standing water at least 24 hours after a rain event.
- The proposed project has the ability to substantially improve the issue.
- The proposed project will assist in compliance with Village regulations and benefit one or more properties; the project may or may not directly benefit adjacent properties.

Eligible Projects	Ineligible Project Types or Properties
<ul style="list-style-type: none"> • Rain Gardens (over 100 square feet) • Dry Wells (over 10 cubic feet) • Exterior Drain Tiles • Downspout Disconnection accompanying repositioned gutter and drain tile discharge • Relocation of sump pump or other drainage device that mitigates water discharge • Overhead Sewer installation 	<ul style="list-style-type: none"> • New construction or remodeling that requires storm water control measures • Multiple installations at one property (one-time participation only) • Maintenance and repair of existing storm sewer systems • Pop-up emitters onto public rights-of-way • Properties owned by parties with code violations in the past twelve months, unpaid fees, fines or past due accounts with the Village • Interior flood mitigation or repair projects related to malfunctioning or inadequate pump systems

Program Timeline: The following process will be followed for applications.

- 1) A permit application is required for program participation. If a resident chooses to install the improvement themselves without using a contractor, the resident is still required to secure the necessary permits and approvals from the Village.
- 2) Upon receipt of all necessary application documents Village staff will review the issue, proposed improvements and determine eligibility in the program.

- 3) If eligible for the program, applicants will be permitted to complete the approved scope of work.
- 4) Projects deemed eligible will be credited an amount up to \$250. If a permit cost (including plan review and inspections) exceeds \$250, the homeowner/applicant is required to pay the balance of permit fees.
- 5) The property has 60 days after the date of the issued permit to complete the work and request a final inspection. If an extension is requested the Village's applicable permit extension procedures will apply.
- 6) If a project does not meet the qualifying factors set forth within the Incentive Program, Community Development staff may still offer technical services in order to help meet the Village's larger stormwater management goals.

Program Data: The Community Development Monthly Report will include the number of requests for assistance, the number of completed projects, and report the total of waived fees. A comprehensive map of properties that use the program will be generated and reported on an annual basis.

Village of Riverside Application for Residential Stormwater Management Permit Incentive Program

Required documents include the permit application, this completed form, a signed contract between the homeowner and contractor (if work is not done by homeowner), project details or scope of work, and plans/layout of the work or plat of survey (depending on the project). The undersigned Owner represents that all the information offered herein is a true, correct, and complete description.

Signature

Date

Property Address: _____

Date Received: _____

This Application includes the following exhibits:

- Exhibit(s) A:** Recent color photographs of the property as it appears from the street, with special attention to the location of the proposed work. Photos should be time/date stamped.

- Exhibit(s) B:** A detailed description of the work to be done and the materials to be used with sketches and drawings as appropriate.

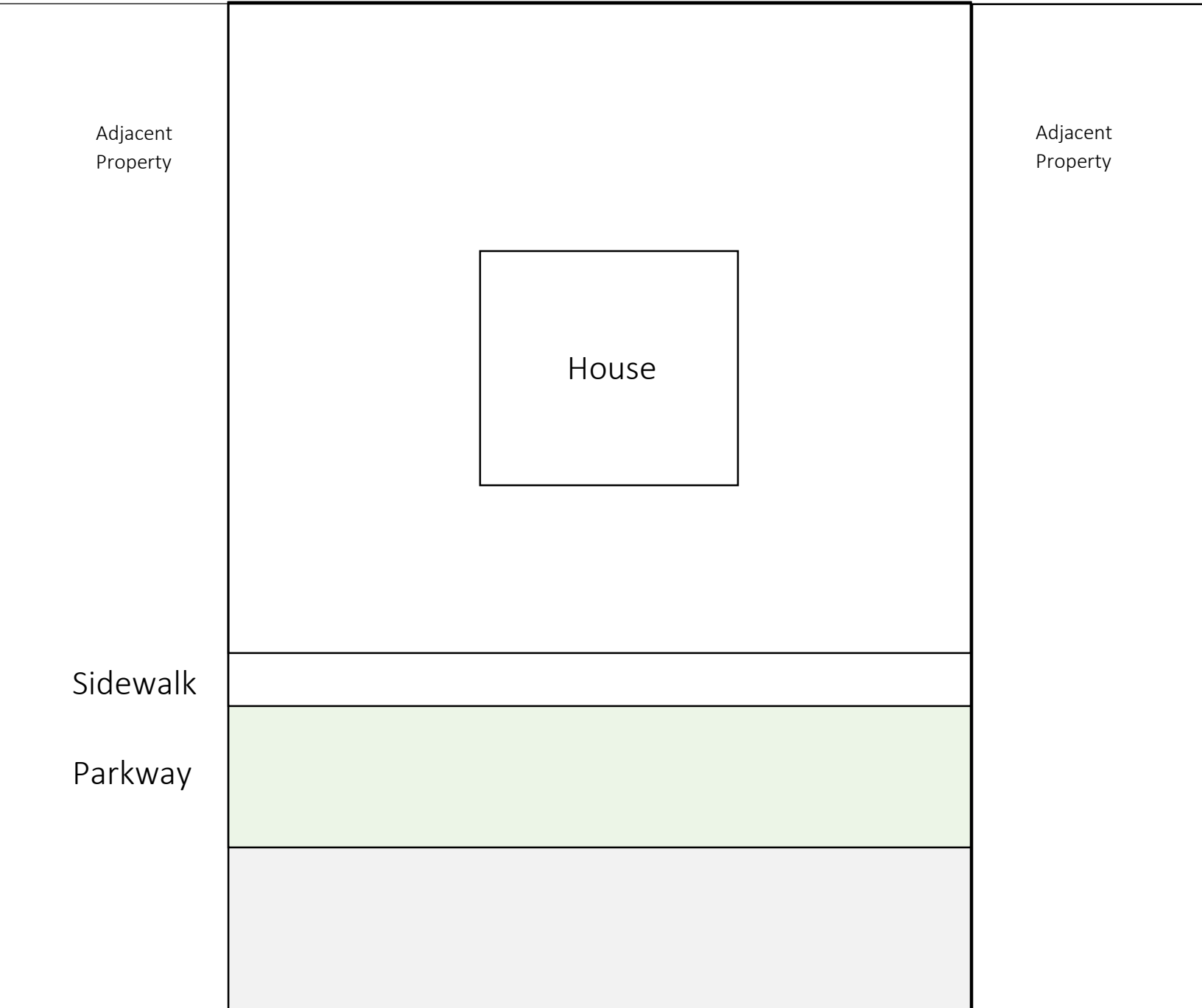
- Exhibit(s) C:** Drawing with marked problem areas (included in application materials)
Professional plan sets may be substituted for the application Exhibit C.

- Exhibit(s) D:** Signed Application Certifications.

NOTE: Permit process may require additional exhibits.

Application page 2 (Exhibit C)

Description of the Problem: Please use the diagram below to draw or sketch where the water accumulates or ponds. Please also indicate any sheds, fences, driveways, patios or other surfaces that would prevent water from draining into the ground. Submit any photographs or documentation that the issue has been occurring.



Street

Application Certifications (Exhibit D)

This application does not guarantee any funding from the Village of Riverside. Upon successful application and approval of a project under this program, you as the applicant will be solely responsible for all payments to the contractor and shall provide the Village with proof of payment in full.

By signing this application above (page 1), I, as the Applicant and Owner(s) of all the properties included in this Application, hereby certify, acknowledge, agree, and affirm to the Village of Riverside that:

- 1) All statements provided in this Application, along with all attachments and supporting documents, are accurate, correct, and complete.
- 2) I confirm that I am the property owner and/or have the full authority to apply for this project to be carried out on the property listed above. I also agree to permit Village staff to conduct site visits, with prior notice, to review the issue at hand.
- 3) The Village and its representatives are granted permission to enter each of the properties mentioned in this Application, as well as any structures located on them (if necessary), for the purpose of conducting any inspections deemed necessary in relation to this Application. If anything other than an outdoor observation must be performed, notification and a set inspection time will be agreed upon before entering the property.
- 4) Improvements constructed on private property will be operated and maintained by the respective property owners; not the Village.
- 5) I have carefully reviewed and understood this Application, the Village of Riverside Stormwater Management Incentive Program, and the accompanying instructions for completing this Application.
- 6) I hereby waive any rights to exemption from disclosure under the Illinois Freedom of Information Act for any and all documents and information submitted in connection with this Application.
- 7) I understand that the primary aim of the Policy and the Program is to enhance public health, safety, and welfare, as well as improve stormwater and surface water drainage conditions in the Village. It should be noted that routine or required property maintenance is not the intended purpose of this program.
- 8) I understand that funding allocated may be limited and assistance is provided on a first-come, first-served basis, upon permit approval.
- 9) I acknowledge that while the Program aims to reduce the risk of flooding and improve drainage issues, there will always be some level of risk associated with heavy rainfall, unforeseen sewer collapses, obstructions, extreme environmental conditions, or other unforeseen factors. It is essential to ensure proper operation of all swales and sewers to prevent further issues. I understand that I am responsible for conducting any necessary testing, inspections, and corrective work.