



VILLAGE OF DEERFIELD

# Important Information for Village Reimbursement Program

## Definitions:

**Reimbursement:** The term *reimbursement* refers to the approved amount to be refunded to the homeowner under this program. Reimbursement is provided as a 50% cost match, up to a maximum of \$6,000 for full replacements and \$2,500 for partial replacements.

**Deposit:** The term *deposit* refers to a sum of money paid to the Village and held as security to cover potential impacts to Village-owned infrastructure. Required deposit amounts are \$2,000 for street impacts and \$1,000 for right-of-way impacts.

## Reimbursement Procedure:

- 1) The project has been reviewed and approved by the Engineering Department prior to the start of any work and has been accepted into the reimbursement program. The approved reimbursement amount has been confirmed by the Village of Deerfield.
- 2) All work associated with the lead water service replacement has been completed and inspected by the Village of Deerfield Plumbing Inspector.
- 3) All disturbed areas, whether within the public right-of-way or on private property, have been restored in accordance with Village standards and inspected by the Village of Deerfield Engineering Department.
- 4) The form titled "**Affidavit of Completed Replacement Work**" has been completed, signed by the contractor, and uploaded to the OpenGov Portal for Village review and approval.

## Deposit Refund Information:

In accordance with **Village Code of Ordinances Section 19-31(e)**, the Village will retain all right-of-way and street deposits for a period of nine (9) months following acceptance of the restoration work. Deposits will be released after this period upon approval of the restoration by the Village Engineer. If the restoration is not approved, the deposit will not be refunded.

Not sure whether your water service line contains lead? Look up your address in the Community Portal to view the Village's records here:  
<https://www.deerfield.il.us/552/Community-Portal>



VILLAGE OF DEERFIELD

# LSLR Reimbursement Program Step-by-Step Process for Applicants

## **Step 1 – Application Submittal (Applicant Responsibility)**

Submit **all** of the following documents for program review and acceptance under the LSLR Permit:

- Reimbursement Program Application Form
- Lead Service Line Replacement Reimbursement Agreement
- Site Plan
- Description of Work and Project Cost Estimate

**Note:** *Incomplete submittals will be rejected from this first come first served limited program.*

## **Step 2 – Engineering Review (Village Action)**

- Engineering Department reviews the submittal
- Program acceptance is granted
- Eligible reimbursement amount is confirmed

## **Step 3 – Permit Issuance (Village & Applicant)**

- WSRV Permit is created
- Required deposits are paid (if applicable)
- Permit is issued and work may begin

## **Step 4 – Construction & Inspections (Applicant Responsibility)**

- Complete approved work
- Schedule and pass required inspections:
  - Plumbing Inspection(s)
  - Electrical Grounding Inspection (if required).
  - Public Works Inspection

## **Step 5 – Reimbursement Request (Applicant Responsibility)**

- Submit the Affidavit of Completed Replacement Work after all inspections have passed

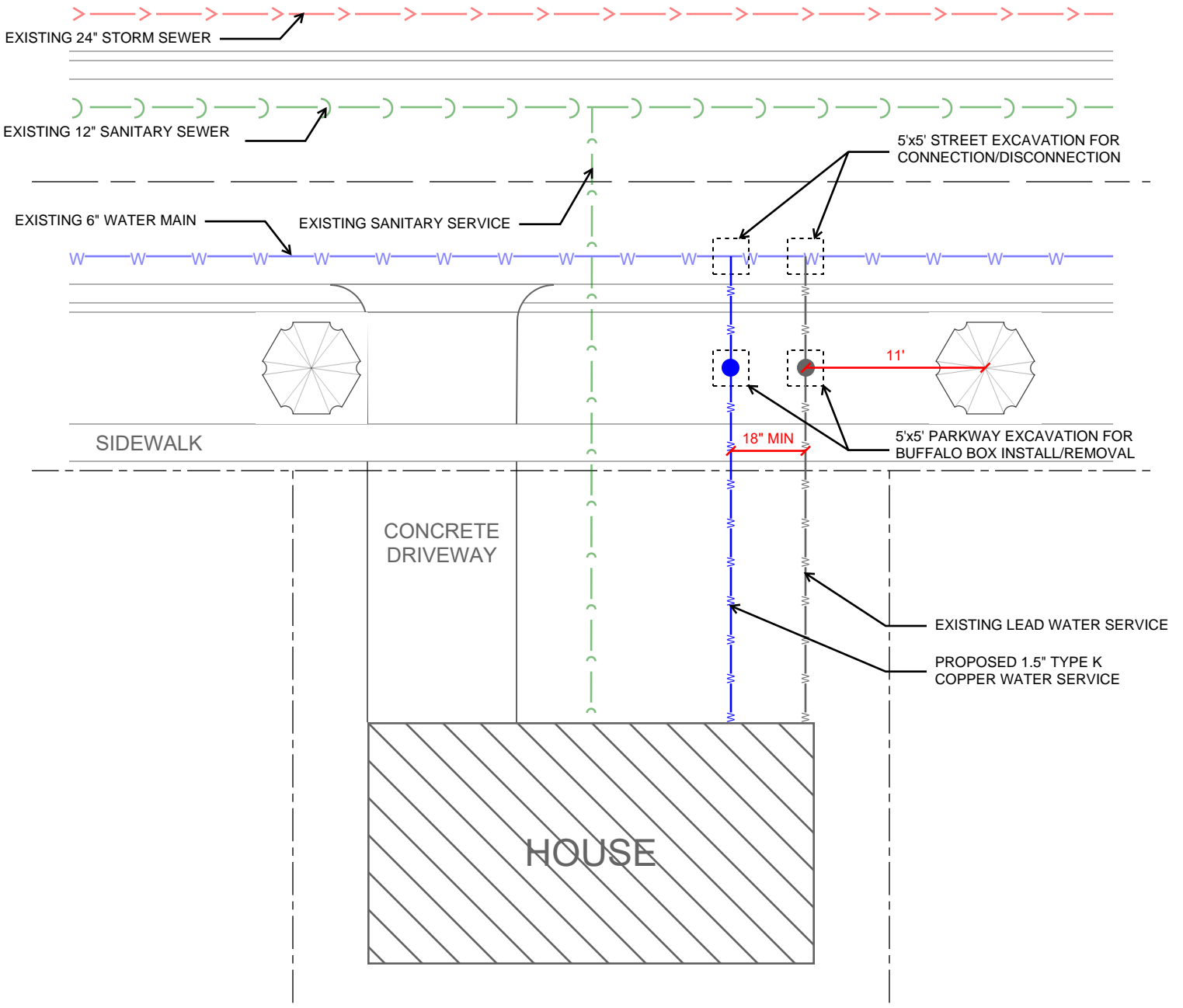
## **Step 6 – Reimbursement Issued (Village Action)**

- Reimbursement request is reviewed and approved
- Reimbursement payment is issued

## **Step 7 – Warranty Period & Deposit Refund (Village Action)**

- After **9 months** from work completion:
  - Engineering conducts the site warranty inspection
  - Street and/or right-of-way restoration is verified
- Deposits are refunded (if applicable)
- Permit is officially closed

# PROPERTY ADDRESS: 123 MAIN STREET



**NOTES:**

1. CONTACT THE ENGINEERING DEPARTMENT (847-317-2490) FOR EXISTING UTILITY ATLAS INFORMATION.
2. PROPOSED WATER SERVICE SHALL BE NO LESS THAN 18" FROM EXISTING WATER SERVICE.
3. SEE WATER AND SEWER SERVICE CONNECTION DETAILS FOR ADDITIONAL REQUIREMENTS.
4. ANY PAVEMENT PATCHING MUST BE COMPLETED WITH CONCRETE. ASPHALT PATCHING IS NOT PERMITTED IN THE VILLAGE OF DEERFIELD.
5. DIMENSIONS AND INFORMATION SHOWN ABOVE ARE PROVIDED AS A REPRESENTATION OF INFORMATION NEEDED AS PART OF A SUBMITTAL. IT IS NOT INTENDED TO CONVEY PERMIT REQUIREMENTS.



VILLAGE OF DEERFIELD

## WATER SERVICE SITE PLAN EXHIBIT (EXAMPLE ONLY)

## PROPERTY ADDRESS:

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### **REQUIRED INFORMATION:**

1. PROPERTY ADDRESS, LIMITS, AND DIMENSIONS.
2. LOCATION OF STRUCTURES, PAVEMENTS, AND ALL AREAS TO BE EXCAVATED.
3. EXISTING AND PROPOSED WATER AND SEWER MAINS, SERVICE SIZES, AND CONNECTION POINTS.
4. DISTANCE BETWEEN EXISTING AND PROPOSED WATER/SEWER SERVICES AND BETWEEN PROPOSED EXCAVATIONS AND PARKWAY TREES (SUBJECT TO VILLAGE FORESTER REVIEW).
5. BUFFALO BOX LOCATIONS (3-5 FT BEHIND CURB IN NON-PAVED PARKWAY AREA).
6. METHOD OF INSTALLATION (DIRECTIONAL DRILLING REQUIRED THROUGH PUBLIC RIGHT-OF-WAY).
7. CURB LIMITS (BOTH SIDES OF STREET) AND SIDEWALK LIMITS.



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# PROPOSED WATER SERVICE SITE PLAN