



Homeowner Sewer Assistance Policy Application

Date: _____

Name: _____

Address: _____

Property Index Number: _____

Phone Number: Home: _____

Cell: _____

email: _____

Do you own this home? Yes _____ No _____

Is this your permanent residence (more than 9 months of the year)? Yes _____ No _____

How many times have you experienced sanitary sewer back-ups into your home?

Do you recall the date(s) of the back-ups? Please document.

Where is the point of entry of the sanitary back-up into your home?

This home has neither illegal sump pump nor any foundation drain connections to the sanitary collection system to my knowledge. _____ (initials)

To qualify for reimbursement a homeowner must provide documentation of the event. A copy of one or more of the following items must be submitted as documentation.

1. Copy of insurance company claim.
2. Copy of receipt from cleaning company. (Ex: ServiceMaster)
3. Photographs of backup.
4. Confirmed through a meeting with a City of St. Charles' representative.

Is one or more of the above items included with the application? Yes _____ No _____

If yes which ones? _____

Only costs related to the following devices are eligible for reimbursement. Paint, wall, floor coverings or other associated cosmetic costs are not eligible.

Standpipe
Backflow Valve

Water Proofing
Foundation wall, drain tile repair

Overhead Sewer
Drainage improvements

Description of work to be done, devices to be installed.

Projected dates of start of work and completion. Start _____ Completion: _____

NOTE: An application must be filed within six months of the most recent back-up and the work completed within one year of the application date.

Please attach quotes from a minimum of two licensed and bonded contractors.

The applicant may use any qualified contractor, however the City of St. Charles reimbursement amount will be based on the lowest quote.

Additional information:

- Applicant should allow two weeks for review and approval of application.
- Applicant must obtain applicable permits and inspections for the work from the City of St. Charles Building and Code Enforcement Office. Required for reimbursement.
- Applicant must sign attached waiver indemnifying the City of St. Charles of an liability.
- The City of St. Charles assumes no responsibility for any defective work or other damage, injury or loss resulting in any act of negligence by the property owner or their contractor while installing, operating, or maintaining the devices installed.

Signature of Applicant (must be property owner)

Signature

Printed Name

Date: _____

City of St. Charles Office Use

Project #: _____

This application has been: Approved _____

Not Approved _____

Signature

Title

Date: _____

The following information / corrections need to be completed prior to re-applying.
