



**CITY OF WARRENVILLE
PRIVATE PROPERTY DRAINAGE ASSISTANCE PROGRAM
APPLICATION INSTRUCTIONS**

1. The property owner(s) shall submit a Private Property Drainage Assistance Program Application (*Attachment A*), with the \$500 application fee and separate signed Access Agreement (*Attachment A*) for each property by its owner(s).

**Submit all required forms to:
City of Warrenville
Public Works Department
35258 Manning Avenue
Warrenville, Illinois 60555**

2. City staff will perform an initial review of the application for eligibility. In other words, does the application include the required minimum of four (4) affected contiguous properties? Is there standing water for the required minimum of forty-eight (48) hours?
3. If the application is eligible for the program, City staff will develop a scope of work for the project, with a conceptual plan and cost estimate. The cost estimate will be developed with the assumption that the City will hire outside consultants and contractors to perform the design and construction. *The City reserves the right to determine who will complete the project, as there will occasionally be projects that City staff can design and construct without outside assistance.*
4. Staff will use the application and conceptual cost estimate to rank the project among other eligible projects. As long as the City program, ranked projects will remain on the list until the project is constructed or the applicants request it be removed. In other words, the applicants only need to submit an application one time.
5. When a project is selected for construction, all property owners will be required to execute an Easement Agreement and Maintenance Covenant (*Attachment B*) and a Stormwater Certification Application for the project. There are no additional fees associated with these documents. The Maintenance Covenant Agreement will be recorded with each property at the conclusion of construction, after the as-built record drawings are created.

Applications may be submitted at any time, however the deadline for submittal of an application to be considered for next fiscal year construction is March 1 each year.