

CITY OF GENEVA



LEAD & GALVANIZED WATER SERVICE REPLACEMENT PROGRAM

PROGRAM INTRODUCTION

The City of Geneva developed this reimbursement program to assist customers in the replacement of lead & galvanized water services. Lead, a metal found in natural deposits, is harmful to human health, especially young children. The most common exposure to lead is swallowing or breathing in lead paint chips and dust. However, lead in drinking water can also be a source of lead exposure. In the past, lead was used in some water service lines and household plumbing materials. As of June 19, 1986, new or replaced water service lines and new household plumbing materials could not contain more than 8% lead. Lead content was further reduced on January 4, 2014, when plumbing materials must now be certified as “lead-free” to be used (weighted average of wetted surface cannot be more than 0.25% lead).

PROGRAM DESCRIPTION

Title 9 Chapter 3 Section 5 of the Geneva Municipal Code states in part “All owners and customers shall be responsible for and pay for the repair, maintenance and replacement of all secondary water mains. For the purpose of this section, secondary water mains shall include all fixtures, pipes, valves, and appurtenances upon an owner’s property to a point where such secondary water mains connect to a shutoff or “buffalo box” at or near the major water main”.

Disruption of lead water service lines may temporarily increase lead levels in the water supply. The Illinois Department of Public Health has indicated that partial lead service line replacement can increase the risk of lead exposure from the water taps inside the home.

If a water service made of lead or galvanized metal is disrupted by the City of Geneva, the City will reimburse the property owner as stated in the Program Guidelines.

If a property owner desires to replace the lead or galvanized portion of their water service, property owner can be reimbursed up to \$6,500 as stated in the Program Guidelines. The City will then replace the public side of the water service at no charge.

PROGRAM GUIDELINES

Ineligible Properties

New construction, tear down rebuilds, remodel for purpose of flipping the property.

If the lead or galvanized water service is disrupted.

- A. Property owner will be notified by the City of Geneva Water Department if the lead or galvanized water service has been disrupted.
- B. The City of Geneva will obtain three quotes for the installation of a new copper or PVC water service to replace City owned and Privately owned lead and galvanized water services. Low bidder will be awarded contract. If low bidder is not available at the time the service is disrupted, the City will contact second low bidder.
 - o Property owner has three options:
 1. Property owner utilizes low bid contractor to replace lead or galvanized water service from b-box to water meter. Reimbursable up to but not exceeding \$6,500.00

2. Property owner hires own contractor to replace lead or galvanized water service from b-box to water meter. Reimbursable up to but not exceeding \$6,500.00
3. If property owner does not agree to replace lead or galvanized water service from b-box to water meter, property owner to sign No Participation Form.

No disturbance. Property owner desires to replace the lead or galvanized water service.

A. Property Owner can apply for reimbursement of lead or galvanized water service replacement if property owner desires to replace the private portion of the water service from the water meter to the b-box.

* Approval for reimbursement is available as funding allows.

C. No exterior water service connections will be allowed. Lead or galvanized water line must be replaced in its entirety from the water main/b-box to water meter. For homes with basements, it is anticipated the new water service will be routed to approximately the same location as the existing service through the foundation wall. For homes built on slabs, Contractor will need to remove and repair a portion of the slab to install new water service at existing location.

D. The property owner and all tenants must be in good standing with the City of Geneva with regards to outstanding debt owed to the City (utility billing, parking tickets, fines/fees owed to the City, etc.)

Eligible Costs

Eligible costs are as follows:

- Cost of location, excavation and exposure of the b-box.
- Cost to directionally drill new 1” copper or PVC water service into the building.
- Cost of excavation to install new water service.
- Cost to re-connect new water service to water meter.
- Cost of grass seeding to restore disrupted grass/lawns.
- Cost of Permits

Non-Eligible Costs include the following:

- Use of materials not meeting the requirements of the City of Geneva Code.
- Planting or replacement of new landscaping (bushes, trees, sod, fences, walls, etc.)
- Removal and replacement of interior wall and finishes.

General Requirements

1. All work performed under this program shall meet all applicable requirements of the Building Codes of the City of Geneva, but not limited to, the Illinois Plumbing Code, National Electric Code and the International Building Code.
2. Plumbers must be licensed. Plumber will be required to provide a current copy of the State of Illinois License.
3. **New water pipe shall be at a minimum of five (5) feet below ground to protect from freezing.**

4. Reimbursement through this Program is limited to one time per address.

NO WARRANTY OR GUARANTEE

The City's agreement as set forth in this policy is not and shall not constitute a warranty, promise or guarantee by the City regarding the workmanship, materials, methods, installation or liability to the property or contractor resulting with installation of the water service. It is merely an agreement by the City to reimburse a set amount for the replacement of a lead or galvanized water service.

OTHER FUNDING

This program cannot be combined with any current or future funding by the State of Illinois or Federal Government with respect to the replacement of lead and galvanized water service lines.

City of Geneva
Lead & Galvanized Water Service Program
Instructions on How to Apply

1. Contact the Water & Wastewater Division at 630-232-1551 to schedule a preliminary inspection to ensure the property is eligible.

2. If the property owner desires to replace the lead or galvanized water service.
Fill out the forms below and send to the address below.

FORMS

General Information Form

Building Permit Application

Right-of-Way Application

Agreement Form (do not insert date on first page)

- a. Obtain a quote from a plumber/contractor to replace the water service from the b-box to the water meter. Send quote to the Superintendent of Water & Wastewater.
- b. Once all forms are submitted and reviewed, the Superintendent may sign the Agreement and approve the replacement. Property owner and contractor will be notified once approved.
- c. City staff will coordinate the replacement of the water service from the water main to the b-box with the contractor.
- d. Obtain any required *Permit(s)* from the Building Department at no charge.
- e. Schedule the installation in coordination with the City of Geneva Water Department & City Plumbing Inspector.
- f. After the installation of the new water service, the property owner will pay the full amount to the contractor. Property owner will submit a paid receipt and Request for Reimbursement Form to the Superintendent of Water & Wastewater.
- g. The request will be processed and the reimbursement check should be ready in 3-4 weeks. Property owner will be contacted when check is ready to be picked up. Property owner must sign the *Release Form* when picking up the reimbursement check

Submit required forms and quote to the Public Works Department:

“Lead Water Service Program”

1800 South Street

Geneva, IL 60134

-OR-

Via email: bvangyseghem@geneva.il.us

First Inspection Services, Inc.

923 First St.

Batavia, IL 60510

Phone: 630-879-6145

Geneva Water Service Replacement Guidelines

- Fixture Survey/Count shall be provided to Geneva Public Works/Building Department
- Minimum service size shall be sized per Appendix A, Table N and Section 890.1200 a), b), c). If irrigation is applicable the service shall be increased 1 pipe size or service sized per “Agency Notes” Appendix A, Table N
- New water service shall be installed in accordance of Section 890.1150 noting separation and crossing requirements of sanitary sewers
- Former corp. shut-off to be plugged/capped with approved method and materials
- All services shall be approved materials for water service pipe, per 890.Appendix A, Table A
- **New water pipe shall be at a minimum of five (5) feet below ground to protect from freezing.**
- Interior work if applicable shall follow Section 890.1190 a), b) with approved shut-off valves and drain back
- Licensed Plumber required, Letter of Intent and 055 Contractors License required for permit issuance



CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
pdf@geneva.il.us

For Office Use Only

PERMIT NUMBER _____

BIN NUMBER _____

APPLICATION FOR PERMIT

PROJECT ADDRESS _____

APPLICANT _____ Check here if applicant is property owner

Name _____
 Address _____
City State Zip
 Email _____ Phone _____

PROPERTY OWNER _____

Name _____
 Address _____
City State Zip
 Email _____ Phone _____

CONTRACTOR _____

Name _____
 Address _____
City State Zip
 Email _____ Phone _____
 Roofing License _____ Plumbing License _____

BUILDING TYPE

Residential
 Commercial
 Other

TYPE OF WORK - GENERAL

Change of Tenant Addition
 Remodel Demolition
 New construction Other

TYPE OF WORK - SPECIFIC (Check all that apply)

Driveway/Parking Replace Windows Fence Electric
 Sidewalk Roof/Siding Patio Plumbing
 Basement/Attic Sign/Awning Shed HVAC
 Kitchen/Bath Irrigation System Deck Other

DESCRIPTION OF WORK

Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work

HISTORIC PRESERVATION

ZONING

PROJECT COST

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.
 Yes No

What zoning district is the property located in? _____
 Is the use permitted at this location? Yes No
 Is a variance needed? Yes No

What is the estimated project cost? _____

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.

Signature _____ Date _____

For Office Use Only

FEEES	ROUTING
Building Permit Fee _____	Engineering _____
Fire Department Fee _____	Historic Preservation _____
Plumbing Fee _____	Fire _____
Public Works Fee _____	Tree Preservation Review _____
Tree Preservation Fee _____	Electric _____
TOTAL FEES _____	City Engineer _____
	Planning/Zoning _____
	First Inspection Services _____



CITY OF GENEVA
PUBLIC WORKS DEPARTMENT
1800 SOUTH STREET
GENEVA, IL 60134
630/232.1501
630/208.1503 fax

For Office Use Only:	
Approved By:	_____
Date:	_____
Days for completion:	30 60 90 ____

APPLICATION FOR ROW PERMIT

Please review the "ROW Permit Requirements" document prior to submitting this application. All required documentation should be submitted at time of application.

PROJECT ADDRESS	_____
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PROPERTY OWNER	<input type="checkbox"/> Check here if applicant is property owner
Name _____	
Address _____	
Email _____	Phone _____

CONTRACTOR	
Name _____	
Address _____	
Email _____	Phone _____

DESCRIPTION OF WORK	_____
Please note: Work that involves excavation in the ROW require detailed plans to be attached.	

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA. IT IS FURTHER UNDERSTOOD THAT ALL CONSTRUCTION PERFORMED UNDER THIS ROW PERMIT SHALL BE IN ACCORDANCE WITH THE CURRENT VERSION OF THE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AS ADOPTED BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION AND ALL TRAFFIC CONTROL OPERATIONS SHALL BE IN ACCORDANCE WITH THE CURRENT "ILLINOIS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES".

Signature _____ Date _____

FOR OFFICE USE ONLY			
Documentation Requirements:	Required (Y or N)	Received	On File
Detailed plan	_____	_____	_____
Certificate of Insurance	_____	_____	_____
Warranty/Maintenance Bond	\$10,000 _____ \$20,000 _____	_____	_____
\$100 Permit Fee	_____	_____	_____
Engineering Pre-Installation Inspection	_____	_____	_____
Plumbing Connection Inspection	_____	_____	_____
Approved City Utility Franchise Agreement	_____	_____	_____

City of Geneva
Lead & Galvanized Water Service Program
General Information Form

Name: _____

Address: _____

Phone: (Home) _____ (Cell) _____

Email Address: _____

Date you moved into this home: Month _____ (Year) _____

Application Materials Required: Each of the following documents must be attached to this application in order for the application to proceed and for a permit to be issued:

- 1. Copy of detailed proposal and drawings from plumbing contractor performing the work.
- 2. Copy of the fully executed Participation Agreement.
- 3. Completed permit application form.

Property Owner Certification

I, _____ am the homeowner of the subject property and I certify that all of the information contained on this form is true and accurate. Providing inaccurate information may result in a property being deemed ineligible for participation in the Program and subjects the owner to repayment of any reimbursement received.

Signature

Date

**LEAD & GALVANIZED WATER SERVICE PROGRAM
PARTICIPATION AGREEMENT**

THIS AGREEMENT made on this ____ day of _____, 20__, between the **CITY OF GENEVA, an Illinois municipal corporation**, 22 S. First Street, Geneva, Illinois (hereinafter referred to as “City”) and _____ and _____ (Property Owner(s)) at _____ (address) in Geneva, Illinois (hereinafter referred to collectively as “Property Owner”).

WITNESSETH:

WHEREAS, Property Owner is the owner of the real property located at the address indicated above and such real property contains a lead or galvanized water service; and

WHEREAS, the City council enacted Ordinance 2020-24 relating to a program to provide assistance to Property Owners of certain basic costs of replacing lead & galvanized water service lines to upgrade their plumbing, a copy of said program is available at the City (hereinafter referred to as the “Program”); and

WHEREAS, the Property Owner desires to participate in said Program and the City and the Property Owner desires to enter into this Agreement governing the installation of plumbing improvements in the Property Owner’s real property and the City’s reimbursement of certain expenses relating thereto in accordance with the Program.

NOW, THEREFORE, in consideration of the above and the terms and conditions set forth below and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Section 1: The preamble paragraphs set forth above are hereby expressly made a part of and operative provisions of the Agreement as fully as if set forth at length in this Section 1.

Section 2: Definitions. The following terms shall have the following meaning when used

in this Agreement unless the context clearly indicates a contrary meaning.

“Contractor” shall mean a contractor who has obtained the necessary licenses from the State of Illinois and permits from the City to do the work under the Program.

“Program” is the assistance program established by Ordinance 2020-24 providing for reimbursements of certain expenditures related to plumbing improvements to replace lead or galvanized water service within the City.

“Proposal” shall mean a detailed, written bid for equipment, material and labor. Quantities shall be itemized.

“Guide Specifications” are the specifications and requirements for the plumbing work developed by the City.

“Permit” is the City permit which Property Owner must obtain before any improvements may be installed by a Contractor.

Section 3: City Approval. Prior to the installation of any plumbing facilities for which Property Owner is seeking reimbursement hereunder, the specific plans, including the Proposal, shall be submitted to the City for approval. No work shall be commenced until such City approval is obtained. If any such work is commenced without issuance of all applicable permits, Property Owner may not be eligible for reimbursement until such time as all permits are issued and appropriate final inspections completed and approved.

Section 4: City Installation. Property Owner agrees to install the approved plumbing facilities in accordance with the Program. Installation shall be performed according to the Guide Specifications. The time may be extended upon written request by Property Owner and written permission by the City if the work is delayed because of weather, unavailability of a Contractor or other factor beyond Property Owner’s control where Property Owner has exercised reasonable diligence to timely complete the installation of the facilities.

Section 5: Contract for Work. The contract for installation shall be signed based on the Proposal attached hereto and hereby made a part hereof. The contract for the installation shall be a contract between the Contractor and the Property Owner. The City shall not be a party to such contract and shall not be considered a third-party beneficiary to it.

Section 6: Permit Required. The installation of the plumbing facilities will require a permit issued by the City.

Section 7: Inspections. The City must be notified so that it can inspect the plumbing work as required in the Program Procedures.

Section 8: Reimbursement Items. The City will reimburse the items listed in the reimbursement guidelines included in the summary of the Program. In no event shall the amount of reimbursement exceed the Program's designated reimbursement amounts.

Section 9: Payment of Reimbursement. Reimbursement of eligible items at approved amounts will be made when all work is completed, inspected and approved by the City. To receive reimbursement, Property Owner must follow all requirements of this Participation Agreement and submit a signed claim on the Request for Reimbursement Form and Release at Exhibit "A" attached hereto.

Section 10: Property Owner's Responsibility. Once the plumbing work is completed, the following items will be the responsibility of the Property Owner.

- (a) Restoration or replacement of shrubbery.
- (b) Correction of subsidence in the excavated area. Settling of excavated soils is common. The Property Owner will be responsible for any future filling and reseeding.
- (c) Future maintenance of new water service from b-box to water meter as described in Maintenance, Repair and Replacement of Service Lines in Title 9 Chapter 3 of the Geneva Municipal Code and all other related equipment and improvements.

Section 11: Liability. The City shall have no liability for any defective work or other damage, injury or loss on account of any act or omission of the Contractor in the performance of the work. The Property Owner must make any claim for such matters directly against the Contractor or Contractor's insurance carrier. Property Owner hereby agrees to indemnify and hold City harmless against any and all claims and further covenants not to sue the City for any and all claims. The provisions of this Section 11 shall survive the term of this Agreement and shall not expire with the payment of any reimbursement by the City to the Property Owner.

Section 12: Notices. Unless otherwise notified in writing, all notices, requests and demands shall be made in writing and shall be personally delivered to, or mailed by United States Certified mail, postage prepaid and return receipt requested, or electronically (email) as follow:

For the City: Superintendent of Water & Wastewater
City of Geneva Public Works
1800 South Street
Geneva, Illinois 60134
(Email): bvangyseghem@geneva.il.us

For the Property Owner:

Name: _____
Address: _____

Phone: _____
Email: _____

Or at such other addresses that any party hereto may designate in writing to the other parties pursuant to the provisions of this Section.

Section 13: Breach. If the Property Owner fails to comply with all requirements of the Agreement or to complete installation as provided in the Agreement, the City shall have no obligation to reimburse the Property Owner.

Section 14: Modification. Any modification of this Agreement shall be in writing and executed by each Party.

Section 15: Governing Law. The Parties agree that the laws of the State of Illinois shall govern the construction and implementation of this Agreement. Each Party specifically stipulates to venue in the City of Geneva, and County of Kane.

Section 16: Entire Agreement. This Agreement shall be binding on the parties, their assigns and successors. This Agreement and the documents referenced in this Agreement constitute the entire agreement between the parties and supersede any previous negotiations. This Agreement shall not be modified except in writing signed by the parties.

IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THIS Agreement to be executed as of the dates written below.

CITY OF GENEVA, an Illinois Municipal
Corporation

By: _____
City of Geneva

City of Geneva
Lead & Galvanized Water Service Program
Request for Reimbursement Form

Name: _____

Address: _____

Phone: (Home) _____ (Cell) _____

Email Address: _____

Date plumbing work was completed: _____

Plumbing permit number issued: _____

Plumbing contractor name: _____

Total reimbursement requested: \$ _____

Property Owner Certification

I, _____ am the homeowner of the subject property and I certify that all of the information contained on this form is true and accurate. Providing inaccurate information may result in a property being deemed ineligible for participation in the Program and subjects the owner to repayment of any subsidies received.

Signature

Date

Plumbing Contractor Certification

I, _____ of _____ certify that all work completed under this program has been performed in accordance with the Lead & Galvanized Water Service Program and all applicable City Codes.

Signature

Date

City Certification

As an authorized agent of the City of Geneva who administers the Lead & Galvanized Water Service Program, I certify that I have reviewed all the necessary paperwork associated with the above-mentioned application and permit and found them in compliance with the provisions of the Lead & Galvanized Water Service Program. Therefore, I recommend the reimbursement amount to be paid.

Signature

Date