



APPLICATION FOR REIMBURSEMENT
SANITARY SEWER LATERAL REPAIR PROGRAM
CITY OF CREVE COEUR, MISSOURI

Owner of Record: _____ Date: _____

Address: _____ Daytime phone: _____

E-Mail Address: _____

Description of sewer lateral repair problem: _____

Please answer the following questions to the best of your knowledge:

- Is there a sinkhole on or near the property? Yes / No
- Has a plumber been contacted to clear the line? Yes / No
- Is the defective area in the street? Yes / No
- Is the defective area in a neighbor's yard? Yes / No
- Has there been a repair to your lateral in the last five years? Yes / No
- Are you aware of any other work on this lateral? Yes / No

Owner's Signature: _____ Date: _____

Please submit this application and all attachments to:

Kellie Henke
City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, MO 63141

FAX: (314) 872-2505
E-mail: khenke@crevecoeurmo.gov



APPLICATION AND INSPECTION CHECKLISTS

SANITARY SEWER LATERAL REPAIR PROGRAM CITY OF CREVE COEUR, MISSOURI

The checklists below are meant to help the property owner understand what he or she should do to meet the requirements of the program.

SEWER LATERAL INSPECTION

Thorough inspection information will facilitate the process and will benefit all who are involved. The property owner should ensure that the inspection report includes the following:

- Video recording of the inspection that includes audio narration from the plumber and an on-screen distance meter.
- Detailed written description of the inspection that includes a description (location and depth) of the defects found.
- Markings in the yard (paint or flags) indicating the location of the defects.
- Property sketch indicating the location of significant yard features (e.g. trees, driveway, manholes, and house) and the approximate location of the defects found.

If the plumber is unable to supply this information, the property owner should request that the plumber include the reason why in the inspection report.

APPLICATION FOR REIMBURSEMENT

The following documents are required in order for the City to process an application for reimbursement:

- Completed application
- Sewer lateral inspection video and report
(itemized to separate costs of cleaning and inspection, if applicable)
- Paid receipt for the inspection video
- Copies of all written estimates for the lateral repairs
- Paid receipt from the plumber for the lateral repair work
- Lien waiver from the plumber for the lateral repair work
- Any supplemental documentation that may have become a requirement for this work, as indicated by City staff

Upon receipt of these documents, City staff will process the reimbursement request. Payment is generally made within 30 days of submission.



PROGRAM OVERVIEW AND REIMBURSEMENT GUIDELINES

SANITARY SEWER LATERAL REPAIR PROGRAM CITY OF CREVE COEUR, MISSOURI

This document provides a general overview the requirements and procedures involved with the Sanitary Sewer Lateral Repair Program as administered by the City of Creve Coeur. The following outline details the typical procedure by which the City will reimburse a property owner for eligible repairs to the property's sewer lateral, as well as requirements and limitations associated with the program.

STEP 1: APPLICATION BY THE PROPERTY OWNER

- 1 The property owner obtains a copy of the application form and these guidelines. After fully reading and agreeing to the terms indicated in these guidelines, the property owner will complete the application form to the best of his or her knowledge, including any history of problems with the sewer service line.
- 2 The property owner will ensure that the sewer lateral line has been recently cleaned or is otherwise clear of roots prior to obtaining an inspection of the sewer lateral.
- 3 The property owner will contact a qualified plumber to perform an inspection of the sewer lateral to investigate the condition of the sewer lateral and to determine the approximate location of any defects. This inspection must include the following information or a written explanation of why this information could not be obtained:
 - Inspection video with an audio narrative by the inspecting plumber and an on-screen distance meter.
 - Plumber's report indicating the inspection work performed and the findings of the inspection. This report must include: the estimated depth of any apparent defects found and a property sketch illustrating the major property features and the approximate location of apparent defects in the lateral.
 - Location of each apparent defect clearly marked in the yard. *The property owner will be responsible for maintaining these markings until construction begins.*
- 4 The property owner will submit a completed application, the inspection video, the inspection report, and the receipt for this inspection to the City of Creve Coeur for review. These documents may be submitted by mail, by fax, by e-mail, or in person to:

Kellie Henke
Department of Public Works
300 N. New Ballas Road
Creve Coeur, MO 63141
FAX: (314) 872-2505
E-mail: khenke@crevecoeurmo.gov

Materials received by facsimile must be legible, and City staff may require alternate means of submission for any materials that are not clear and legible.

STEP 2: CITY REVIEW OF INSPECTION MATERIALS

- 1 City staff will review the inspection information to determine whether the sewer lateral requires repairs that are eligible for reimbursement through the Sanitary Sewer Lateral Repair Program. In most cases, the inspection video will disclose whether there is a break in the sewer lateral line or will confirm the plumber's report of a defect. The cost of the video inspection is eligible for reimbursement only if the lateral has a break or is collapsed.
- 2 City staff will notify the property owner of the findings of the staff review, typically within five (5) days of receipt of the material. If the property's sewer lateral is found to be defective, City staff will suggest a scope of work to remedy the defect.

Any scope of work suggested by the City will be based upon limited available information and should be reviewed and verified by a qualified plumber prior to generating any bids for the work. By providing this scope of work, the City guarantees neither that the work described will solve any current problems nor that it will prevent future problems from occurring.



PROGRAM OVERVIEW AND REIMBURSEMENT GUIDELINES

SANITARY SEWER LATERAL REPAIR PROGRAM CITY OF CREVE COEUR, MISSOURI

STEP 3: BIDDING AND CONSTRUCTION

- 1 The property owner will secure at least three (3) detailed, written proposals from plumbers or drain layers licensed in St. Louis County to perform the necessary repair work. The property owner use the City's suggested scope of work and the inspection information to assist with obtaining these proposals.
- 2 The property owner will submit the proposals to the City for review. City staff will review the proposals for consistency and completeness, and will determine the lowest responsible estimate for the work. While the property owner will be able to hire any firm that provides, in the opinion of City staff, a responsible estimate, the City will reimburse the property owner for the cost of the repair work based upon the lowest responsible estimate.
- 3 City staff will contact the property owner to review the proposals, indicate the lowest responsible estimate, and notify the property owner that construction may proceed. The property owner will then choose a contractor, and the property owner and the contractor will work together to schedule the repair work at a mutually convenient date.
- 4 The contractor shall obtain all necessary permits (from the City of Creve Coeur Department of Public Works, the St. Louis County Plumbing Department, and the Metropolitan St. Louis Sewer District) and perform the work in compliance with applicable codes. For example, the plumber or drain layer will be required to obtain a Right-of-Way Permit for any work within or affecting the City's right of way. The contractor will be responsible for contacting St. Louis County to schedule an inspection of the work.
- 5 The City reserves the right to seek or require additional bids for any aspect of the work, particularly pavement removal and/or replacement.
- 6 The City understands that additional services are sometimes required due to unforeseen circumstances. To help protect the property owner and the City from unnecessary claims, any additional work must receive at least verbal approval from the Department of Public Works to be considered for payment. No reimbursement will be made for services performed outside of the accepted scope of work unless approved by the Department of Public Works.

STEP 4: REIMBURSEMENT

- 1 For qualifying repairs, the City will reimburse the property owner for fifty percent (50%) of the cost of repairs, including the video inspection, up to a maximum City contribution of \$7,500. Upon completion of all work, the property owner must submit to the City: 1) the paid receipt for the inspection video; 2) the paid repair receipt from the plumber; and 3) the lien waiver for the completed work, as detailed in the checklist attached to the application.
- 2 The City will process the reimbursement request after all required documents have been received. Reimbursement is typically paid to the property owner within 30 days of the City receiving the complete request.

ADDITIONAL INFORMATION

- 1 The City recommends that property owners require proof of insurance from the contractor before the start of work.
- 2 Corrective work eligible for reimbursement under the program includes streets, public sidewalks, rights-of-way, and repair or replacement of the defective lateral sewer line, but *does not* include restoration of a property owner's lawn or landscaping, or other work requested by the property owner, beyond backfill of the trench and seeding.
- 3 The property owner's signature below certifies that the property owner understands and agrees to the terms of the Creve Coeur Sanitary Sewer Lateral Repair Program. The applicant further understands that the City neither assumes responsibility for damages caused by the contractor in the performance of any repairs nor provides any guarantee regarding the performance or integrity of the work performed.

Signature of Property Owner

Printed Name of Property Owner