

City of Highland Park
Department of Public Works



Directive Number: 06-2021-01
Subject: **Voluntary Lead Service Line
Replacement Cost Share Program**
Effective Date: **January 1, 2022**
Review: **As Needed**
Amends/Supersedes: **None**
APWA Standard: **N/A**

Purpose:

The purpose of this Voluntary Lead Service Line Replacement Cost Sharing Program (the “**Program**”) is to assist homeowners in replacing their lead water service line in its entirety, from watermain to the house, with a new copper or approved equal water service line.

Statement of Practice:

The City Council, in its legislative discretion, has determined that the best interests of the City and its residents will be served by providing financial incentives to owners of single-family homes to rehabilitate Lead Service Lines (LSL) including galvanized service line by replacing the water service line in its entirety. The water service line has two components: the public service line and the private service line. The public service line, owned and maintained by the City, is the portion of water service line running from the watermain to the water meter pit or buffalo-box (b-box) or shut-off valve, located within the parkway area. The private service line, owned and maintained by the owner of the residential property, is the portion of the water service line that runs from the water meter pit or b-box or shut-off valve to the house, and includes the plumbing improvements inside the house.

The Director of Public Works is hereby authorized and directed to implement all necessary rules and procedures to ensure the efficient and fair distribution of the Program reimbursements, as it may be amended from time-to-time; provided, however, that applicants for, and recipients of, Program reimbursements, will be subject to each of the following conditions:


- A. Program eligibility is limited to the owners of single-family residential structures located within the corporate limits of the City.
- B. Program eligibility is limited to replacing the LSL or galvanized service line in its entirety - both the public service line and the private service line. Replacement of only private service lines is not qualified under this Program.
- C. Each single-family residential property is eligible to participate only once in the Program.
- D. Program eligibility requires removal of the outside water meter pit, if applicable, and relocation of the water meter inside the house. All costs associated with demolition of

water meter pit, relocation of water meter inside the house, and associated parts shall be paid by the homeowners.

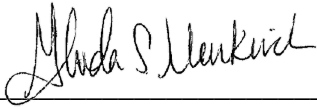
- E. The Program is a stand-alone program requiring a building permit and inspection of existing LSLs, in accordance with City Code requirements. This Program cannot be combined with an existing building permit for additions or single-family house reconstruction. Further, the City will conduct an inspection on any property seeking to participate in the Program for any cross-connections, such as a connected lawn sprinkler system, that does not meet the then-current plumbing code. If any non-compliant connections are found, the property owners will be required to remove and eliminate the cross-connection or have it plumbed to meet applicable state and local plumbing codes. Upon approval and issuance of a building permit, the applicant will be considered for the reimbursement under this Program.
- F. All applicants shall submit to the Department of Public Works two sets of certified plans prepared by a State of Illinois licensed Professional Engineer, or an Illinois Licensed Plumbing Contractor, together with a cost estimate, good for no less than 90 days, for all work related to: (1) complete replacement of the LSL or galvanized service line in its entirety; and (2) elimination of the outside water meter pit, if applicable, and relocation of the water meter inside the house. All improvements are to be completed in a manner consistent with the provisions and regulations of all applicable state and local plumbing codes, and such plans and cost estimate shall be subject to the review and approval by the Director of Public Works, or designee, prior to approval of the applicant for participation in the Program.
- G. Program reimbursements will be awarded in an amount equal to the lesser of 20% of the improvement costs, or \$3,000 for short-service LSLs or galvanized service line (watermain is on the same side of the street as the house), or \$5,000 for long-service LSLs or galvanized service line (watermain is on the other side of the roadway; work will entail excavating or auguring across roadway). All other costs, including interior plumbing costs for relocation of water meter inside the house, permit costs, and other related costs, are to be paid by the homeowner.
- H. No applicant will be approved for participation in the Program prior to submission by the applicant, and approval by the Director of Public Works, of verification of the estimated costs to be paid by the applicant for the work.
- I. The Program reimbursements will be awarded on a first-come, first-served basis to eligible applicants in accordance with the Program, and to the extent that budgeted funds remain available. The Program reimbursements shall only be awarded up to, but not beyond, the amount budgeted each year and approved by the City Council.
- J. Program participants will be paid with a one-time reimbursement based upon costs actually incurred, and in an amount not exceeding the preliminary amount awarded pursuant to Section F, but only after the recipient has (i) obtained all necessary permit approvals required under the City Code, (ii) completed all work identified in the approved application, (iii) submitted lien waivers from all contractors, subcontractors, and material men for all of the approved work, and (iv) submitted verification of the amount actually paid by the applicant for the work.

Implementation:

All Department of Public Works policies, procedures, and practices are to serve as a supplement to City of Highland Park regulations. The City Manager is authorized to resolve any conflict or inconsistency between language in this directive and in any other law, regulation, or directive of, or issued by, the City of Highland Park.

Approval: 
Ramesh Kanapareddy, P.E., CFM
Assistance City Manager/Director of Public Works

Date: 11/09/2021

Approval: 
Ghida S. Neukirch, CM
City Manager

Date: 18 November 2021

Approved by the City Council by Resolution No. 130 on November 8, 2021.