



# Village of Villa Park

## LEAD LINE REPLACEMENT PROGRAM

EFFECTIVE 4/14/2025

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The Village has initiated a Lead and Galvanized Service Line Replacement Program (“Lead Line Program”) which is a subsidy program to help provide financial assistance to homeowners in the Village in replacing private side lead service lines for their potable water service and serving to improve the Village’s water delivery system. The Reimbursement Program includes the following two types of projects that may qualify for reimbursement:

- 1) Village Initiated Capital Projects. These projects are capital improvements to the Village’s infrastructure that the Village performs. In these projects, the Village will examine all water services within the boundary of the project limits to determine the water service materials, if they are not previously known, and will include bid items for the costs associated with the replacement of all known or discovered lead service lines.
- 2) Residential/Property Owner Initiated Replacement Projects. These projects involve the resident or property owner initiating the replacement of their private side lead or galvanized water service line. The Village will provide a 50/50 cost share up to \$5,000 maximum for the cost of the replacement of the private side replacement. The Village will be responsible for the replacement of the public side of the service line if necessary.

The specifics surrounding each type of project, and the reimbursement details and process are set forth below.

### **VILLAGE CAPITAL UPGRADE/REPAIR PROJECTS**

The Village has several projects planned to improve the infrastructure in the Village including new water mains, sanitary sewers, storm sewers, and road rehabilitation. Prior to or during the construction of these projects, the Village will examine each water service line to determine the material of the service line serving the homes and buildings. If any of the service lines are determined to be lead or galvanized, the line will be scheduled to be replaced based on the following.

1. **VILLAGE PORTION OF THE SERVICE LINE CONNECTION** – if any portion of the service line from the main to curb valve (b-box) contains lead or galvanized material, the Village will replace this portion at its sole cost and will coordinate with the property owner of the timeframe construction.
2. **PRIVATE PORTION OF THE SERVICE LINE CONNECTION** – if any portion of

the service line from the curb valve (b-box) to the meter (inside the property) contains lead or galvanized material, the Village will notify the property owner of material status and will offer the following:

- a. The Village will have pricing for the cost of the replacement of the service line from the curb valve (b-box) to the meter including interior restoration as part of the bid items for the overall project.
- b. The Village will calculate the total cost for the private portion of the service line replacement based on each property's characteristics. The cost will be reduced based on a 50/50 cost share up to a maximum reduction of \$5,000.
- c. The resident will be responsible for paying the Village the remaining balance of the cost for the private portion of the service line and restoration. To assist the resident, the Village will offer a zero-interest payment plan for up to 36 months to pay off the remaining balance. See the attached payment plan for terms and conditions.
- d. The Village will coordinate the work with its contractors and residents for the replacement and restoration. Any cost associated with sidewalk, parkway, or street restoration is not included in the service line replacement as it will be incorporated into the larger overall improvement costs.

The Village encourages all residents/property owners to participate in the removal of lead and galvanized services for their property, they may elect not to give the Village access or permission to replace their service line. If they elect not to grant the Village access, they must sign the Illinois Department of Health Waiver (see attached) acknowledging the risks of lead and galvanized lead service lines and not granting the Village permission to perform the work. The Village will still proceed to replace the public portion of the water service line at the time of construction and will coordinate with the resident or property owner.

## **RESIDENTIAL INITIATED REPLACEMENT PROJECTS**

For residents who have been notified of a lead or galvanized water service line for their property that is not associated with a capital improvement project and wish to replace the service line, the Village offers a reimbursement program. For program is as follows:

1. **VILLAGE PORTION OF THE SERVICE LINE CONNECTION** – if any portion of the service line from the main to curb valve (b-box) contains lead or galvanized material, the Village will replace this portion at its sole cost. At the Village's discretion, this work may be performed by Village staff or by a Village contractor with the work being coordinated with the property owner to be completed during the time of the private side replacement.
2. **PRIVATE PORTION OF THE SERVICE LINE CONNECTION** – For the portion of the service line from the curb valve (b-box) to the meter (inside the property) containing lead or galvanized material, the Village will offer a 50/50 cost-share

reimbursement program up to a maximum amount of \$5,000.

The following identifies the procedure to be followed when participating in the Reimbursement Program:

**Pre-approval:**

1. Resident homeowners or property owners seeking to replace their lead service line with the Lead Line Reimbursement Program should contact the Public Works Department before calling a contractor.
2. An authorized Public Works representative will verify that the service line is lead or galvanized in our system.
3. An authorized Public Works representative will also review whether the project is eligible for the Reimbursement Program.

**Approval Process:**

1. After the Village has verified that the service line material is lead or galvanized, a minimum of **TWO estimates** are required to be eligible for reimbursement and the Village recommends homeowners to acquire multiple estimates to ensure they are getting a fair price. While staff cannot provide contractor recommendations, a list of Village-licensed contractors can be provided upon request.

\*Please note reimbursements for agreed-upon repairs will be based on the lowest estimate for the following scope of work:

Scope of Work ELIGIBLE for reimbursement:

- a. Work associated with the removal and replacement of the private side lead or galvanized water service including labor, materials, and interior restoration to existing condition.
- b. Replacement of service lines of the same size as the existing service lines. The Village will allow the exception of replacing 3/4" or 5/8" service lines with 1" service lines.

Scope of work NOT ELIGIBLE for reimbursement:

- a. Partial repairs or replacement of the water service line.
- b. Repairs for water service leaks.
- c. Interior restoration that is greater than returning to existing condition.
- d. Upsizing the service line due to code requirements for new construction or remodeling of the property.
- e. Final yard restoration includes sod, grass seed, fertilization, and erosion blanket.

2. Once the project scope and contractor are selected, the applicant is required to complete an Application Packet, that includes, at a minimum, the following documentation: following documentation:
  - a. Application Form (completed by the resident homeowner or property owner)
  - b. Permit Form (completed by contractor/homeowner) and payment of associated permit fee. Please note that **all** corrective work must be performed by **bonded & licensed contractors**.
  - c. Minimum of **TWO (2) Cost Estimates**
  - d. Site Plan showing the location of all proposed improvements
  - e. Participation Agreement signed and completed by the resident homeowner.  
*\*Please note repairs completed **without** a "Participation Agreement" fully executed by the Village and the resident homeowner will not be eligible for reimbursement.*
3. Without having a complete Application Packet, Village staff will be unable to provide a comprehensive review. If this occurs, the applicant will be asked for any remaining documentation prior to the review being completed. In certain circumstances, additional documentation will be requested from the applicant such as material manufacturer, fitting specifications, etc.
4. Once the required documents have been submitted and reviewed, Village staff will contact the contractor regarding approval of the permit(s). Additional notification will be sent to the applicant regarding permit approval.
5. After this approval, the proposed work may be completed. All required inspections shall be requested by the contractor/applicant.
6. Once the work is completed and all inspections have been approved, the applicant shall fill out and sign the Request for Reimbursement Form with a verification of the paid contractor invoice. This form should be submitted to Village staff. **Please note that this form should not be submitted until the project is complete and all inspections are approved.**
7. After completion of the work, the building owner will have **90 days** to submit the necessary documentation to the public works department for reimbursement.
  - a. Reimbursement will be 50% of the lowest qualified estimate up to a maximum amount of **\$5,000 plus applicable permit cost**.
8. Upon receiving the Request for Reimbursement Form, Village staff conducts a final review of all paperwork and inspections. If all the required information has been submitted, the reimbursement is processed. It typically takes between two and three weeks before reimbursements are mailed to the Applicant.