

# Enhanced Basement Flooding Prevention Subsidy – Application Form

Applicant Information			
Home Owner's Name:		Approximate Construction year of home:	
Address where work was performed:		Town/City:	Postal Code:
Telephone:	Home #:	Cell #:	Work #:
Email:			
Mailing Address - if different from above:		Town/City:	Postal Code:

Section A: Downspout Disconnection Subsidy		
<b>NOTE: To be eligible for the 100% downspout disconnection subsidy, you may hire any contractor to perform the work or perform the work yourself. You will not be reimbursed for cost of labour if performing the work yourself.</b>		
Check to Indicate Work is Completed:	<b>Description of Work</b>	<b>Subsidy</b>
<input type="checkbox"/>	Disconnection of downspouts from the sewer system.	100% of all costs, up to a <b>maximum</b> \$500. Before and after photographs and sketch (pg. 4) must accompany application.

Section B: Weeping Tile Disconnection along with Sump Pump Installation Subsidy (This work <u>must</u> be completed by a Contractor listed on Halton's Authorized Contractors List)		
Check to Indicate Work is Completed:	<b>Description of Work</b>	<b>Subsidy</b>
<input type="checkbox"/>	Installation of an Ontario Building Code approved sump pump system with back-up system and disconnection of the weeping tiles/foundation drains	100% of the eligible costs, as invoiced by and paid to authorized contractor, combined with any permit fees, up to a <b>maximum</b> of \$5000.
<b>NOTE: To be eligible for the 100% weeping tile disconnection subsidy, the work must be performed by a contractor listed under Halton's Authorized Contractors List at <a href="http://halton.ca/basementflooding">halton.ca/basementflooding</a> See <b>Terms and Conditions on Page 2</b></b>		

Section C: Backwater Valve Installation & Sanitary Lateral Repair Subsidy		
Check to Indicate Work is Completed:	<b>Description of Work</b>	<b>Subsidy</b>
<input type="checkbox"/>	Installation of an Ontario Building Code approved backwater valve.	50% of the eligible costs as invoiced by and paid to contractor, combined with any permit fees, up to a <b>maximum</b> of \$675.
<input type="checkbox"/>	Repair of the sanitary lateral on private side	50% of the eligible costs as invoiced by and paid to contractor, combined with any permit fees, up to a <b>maximum</b> of \$2000.
<b>NOTE: Homeowners will <u>only</u> qualify for the backwater valve subsidy if they have demonstrated they do not have any downspout or weeping tile/foundation drain connections to sanitary sewer and the back water valve is installed <u>inside</u> the home *** See <b>Terms and Conditions on Page 2</b></b>		

Release	
I hereby certify that I am the owner of the property and have had the work completed as described above, I also hereby certify that I have read, understand and agree to the program Terms and Conditions on Page 2 of this document	
Homeowner Signature:	Date:

**Submit To:**  
 Enhanced Basement Flooding Subsidy Program  
 1151 Bronte Road  
 Oakville ON L6M 3L1



## Enhanced Basement Flooding Prevention Subsidy - Terms and Conditions

1. Personal information collected and submitted as part of this application package will only be used for the purpose of administering the Enhanced Basement Flooding Prevention Subsidy Program. Information is collected pursuant to s. 11 of the Municipal Act, 2001, and may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of your information may be directed to the System and Outreach Administrator.
2. The Regional Municipality of Halton (“the Region”) supports local residents in taking proactive measures to mitigate the risk of basement flooding events through the Region Wide Enhanced Basement Flooding Prevention Subsidy Program (“the Program”). These terms and conditions are set out to govern conditions of any support between the Region and the Applicant as part of the Program. The home where the work is undertaken must have municipal wastewater services (not on a septic system). The Applicant must own the residence where the work is undertaken. The residence must be located in Halton Region.
3. **100% Subsidy Work (Section A – Downspout Disconnection and Section B – Weeping Tile Disconnection along with Sump Pump Installation)** is defined as any of the following:
  - **Disconnection of Downspout** from the sanitary sewer system, which **requires pictures of before and after the work is completed included in the application accompanied by a sketch (page 4)**.
  - **Disconnection of weeping tile/foundation drain** from the sanitary sewer system and the installation of an internal sump pump with back-up power supply and necessary piping and appurtenances to discharge appropriately away from the home (*Homeowners will only qualify for this subsidy if they have also disconnected all possible downspouts from the sewer system*).
4. **50% Subsidy Work (Section C – Backwater Valve and Sanitary Lateral Repair)** is defined any of the following:
  - **Ontario Building Code Backwater Valve** installed inside the house (*Homeowners will only qualify for the backwater valve subsidy if they have demonstrated they do not have any downspout or weeping tile/foundation drain connections to the sanitary sewer*).
  - **Repair of the sanitary lateral** including the CCTV electronic inspection indicating defects on the private side that require a repair including; a structurally compromised lateral, break, root penetration, calcification, or debris. Following industry best practice, major structural issues, including; collapsed or partially collapsed pipe, disjointed pipe or sag/belly typically require full open-cut repair. If you are lining a lateral that you share with a neighbour, the liner must not obstruct the flow from your neighbours lateral to the main sewer line.
5. Completed Work is defined as Work that is fully functional and acceptable as per Ontario Building Code Standards, and any Regional, Local Municipal or other industry standards that may apply. Work is only deemed “Complete” upon meeting applicable standards and approval by the Local Municipal Building Inspector. The Region may also inspect work at any time for completeness.
6. All Work, and inspection of Work, is to be coordinated by the homeowner. The homeowner is responsible for the on-going operation, maintenance and future replacement of all equipment installed as part of the Work.
7. The homeowner must sign the Region’s application form and waiver form, releasing the Regional Municipality of Halton from any liability resulting from Work carried out as part of the Enhanced Basement Flooding Prevention Subsidy.
8. Reimbursement will occur upon satisfactory review of the submitted required forms and associated documentation as indicated on page 3 of this form, and the Work being declared Complete accompanied with a copy of the detailed work invoice paid. A Cheque will be mailed out within 4-6 weeks of receipt of an acceptable and complete application.
9. The Region will not be held responsible for any maintenance or warranty, with respect to the performance, capabilities, or failures of any work, device, or workmanship related to any Work performed as participation in any part of this subsidy program.
10. The Region reserves the right to accept or reject, at its sole discretion, any application or any part thereof.
11. At any time and for any reason, the Region may terminate the Program and refuse any or all further applications. Any such decisions may be made at the Region’s sole discretion.
12. Failure to meet any or all conditions of the Terms and Conditions may result in application refusal, disentitlement to any subsidy, and/or refusal of future applications to the Program.
13. The Enhanced Basement Flooding Prevention Subsidy is a **one-time subsidy**.

INITIAL HERE to indicate that you have read the Terms and Conditions

Homeowners  
Initials



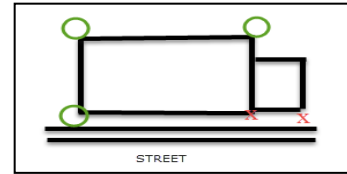
## Enhanced Basement Flooding Prevention Subsidy – Required Document Checklist

Please include the following with your Application:	
<input type="checkbox"/>	<b>ORIGINAL</b> signed Application form – 4 pages (including the initialled Terms and Conditions)
<input type="checkbox"/>	<b>ORIGINAL</b> signed waiver – 2 pages <b>Regional Municipality of Halton Enhanced Basement Flooding Prevention Subsidy Program waiver form</b>
<input type="checkbox"/>	<b>Region of Halton’s Customer Survey</b> (page 4 of Application form)
<input type="checkbox"/>	<b>Building Permit(s)</b> and receipt of payment issued by your local Municipality
<input type="checkbox"/>	<b>Confirmation of Inspection Completion</b> from Local Municipality (e.g. City of Burlington); May be in the form of an email to the homeowner.
<p><b>Section A:</b> Downspout Disconnection</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Original receipt or copy of the <b>DETAILED INVOICE</b> from the contractor performing the work. This invoice shall include the following:</p> <ol style="list-style-type: none"> <li>i. <b>Company Name of contractor completing the work if applicable</b></li> <li>ii. <b>Details of the work completed, itemizing specific costs to determine eligible costs (e.g. disconnection of existing downspout, installation elbow allowing for overland discharge).</b></li> </ol> <p>The following additional documentation is required to be submitted with your invoice:</p> <ol style="list-style-type: none"> <li>i. <b>Before and after pictures, a sketch of work completed, and to indicate how many downspouts are disconnected/connected to weepers (see page 4).</b></li> <li>ii. <b>BUILDING PERMIT IS NOT REQUIRED</b></li> </ol>
<p><b>Section B:</b> Weeping Tile Disconnection and Sump Pump Installation</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Copy of the <b>DETAILED INVOICE</b> from your contractor listed under Halton’s Authorized Contractors List performing the work. This invoice shall include the following:</p> <ol style="list-style-type: none"> <li>i. <b>Company name of Halton Authorized contractor completing the work.</b></li> <li>ii. <b>Details of the work completed, itemizing specific costs (e.g. installation of a sump pump system, disconnection of weeping tile/foundation drain, and building permit) to determine eligible costs.</b></li> <li>iii. <b>BUILDING PERMIT IS REQUIRED</b></li> </ol>
<p><b>Section C</b> Backwater Valve Installation</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p><b>Section D</b> Sanitary Lateral Repair</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Copy of the <b>DETAILED INVOICE</b> from the contractor performing the work. This invoice shall include the following:</p> <ol style="list-style-type: none"> <li>i. <b>Company name of contractor completing the work.</b></li> <li>iii. <b>Certificate of Qualification License number of the plumber completing the work (backwater valve installation).</b></li> <li>iv. <b>Details of the work completed, itemizing specific costs (e.g. installation of backwater valve, building permit), to determine eligible costs.</b></li> <li>v. <b>In cases where only a backwater valve is being installed (i.e. no weeping tile disconnection), written proof from contractor stating that weeping tile is not connected to sanitary sewer.</b></li> </ol> <p>The following documentation is required to be submitted with your invoice:</p> <ol style="list-style-type: none"> <li>vi. <b>Details of the work completed, itemizing specific costs (e.g. CCTV inspections, specifics about repair of the sanitary lateral (e.g. Liner, Spot Repair, Replacement) and building permit), to determine eligible costs.</b></li> <li>vii. <b>Proof that a Before and After CCTV was done at the applicable property (i.e., CD or documentation for the sanitary lateral repair).</b></li> <li>viii. <b>BUILDING PERMIT IS REQUIRED FOR BACK WATER VALVE INSTALL AND SANITARY LATERAL REPAIR.</b></li> </ol>

# Enhanced Basement Flooding Prevention Subsidy – Customer Satisfaction Survey

## Downspout Disconnection - Sketch of Downspout Locations

### EXAMPLE OF SKETCH



**Please indicate # below:**

# of Downspouts disconnected \_\_\_\_\_

# of Downspouts NOT disconnected \_\_\_\_\_

**Please indicate the presence of: (Please circle)**

Catch basin on property	Yes	No
Driveway Drain	Yes	No
Swale	Yes	No

Mark each disconnected downspout with an X.

If any downspouts cannot be disconnected from the sewer, mark each connected downspout with a O and indicate why they were not disconnected. (e.g. Aesthetics, Hazard-trip/icing, Inadequate grade, Proximity to neighbour)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contractor Statement for Weeping Tile Disconnection (completed by Contractor)

I hereby agree that the work performed as part of the weeping tile disconnection and sump pump installation program is exactly as stated on the invoice provided and was performed under my supervision.

Contractor name: \_\_\_\_\_ Signature of Contractor: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

## Customer Satisfaction Survey

**\*Must be completed and submitted with Enhanced Basement Subsidy package\***

The Region of Halton is committed to delivering exceptional customer service. Please fill out the following survey to help us ensure contractors are supplying the highest quality of work and exceptional customer service.

1) How did you find out about the subsidy program?

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Newspaper                                  | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Direct mail flyer                          | <input type="checkbox"/> Billboards   |
| <input type="checkbox"/> TV (i.e. the Weather Network, Cogeco)      | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Word of Mouth                              |                                       |
| <input type="checkbox"/> Region of Halton Water/Wastewater Web Page |                                       |
| <input type="checkbox"/> Special Event - Please Indicate Event:     |                                       |

2) Did the Plumber/Contractor act in a Professional Manner?  Yes  No  
Other Comments:

3) Were they informative?  Yes  No Other comments:

4) Did the contractor complete work in a reasonable length of time?  Yes  No Comments:

5) If you installed a Sump Pump, which backup system did you use?  Battery  Potable Water Pump

6) Was the job site left clean after the work was completed?  Yes  No  
Comments:

7) Please Rate your overall Experience:  Positive  Negative  Neutral  No Opinion

If your experience was negative, have you raised your concerns with your contractor?  Yes  No  N/A  
Comments:

9) Please rate your contractor for overall Customer Service:  Excellent  Good  Fair  Poor

Homeowner signature:

Date: