Please return completed forms to:
Public Works Department
City of Creve Coeur
300 N New Ballas Road
Creve Coeur, MO 63141
(314) 442-2074

CITY OF CREVE COEUR
SANITARY SEWER LATERAL REPAIR PROGRAM REIMBURSEMENT GUIDELINES

I. APPLICATION BY PROPERTY OWNER

1. Fill out information on the attached application form.
2.
3. If available, provide any history of problems with the sewer service line.

II. CITY REVIEW PROCEDURE

The following procedure is to be followed when the city receives your application:

1. Resident will obtain an ***audio, footage counter and locate videotape*** from a licensed plumbing contractor provided by the City.

2. Staff will review the estimates and recommend the lowest, responsible contractor to complete the videotape.

3. The completed application, videotape and receipt should be submitted to the Public Works Department for review as soon as possible. In most cases, the video will disclose whether there is a break in the sewer lateral line. The cost of the videotape inspection is eligible for reimbursement only if the lateral has a break or is collapsed.

4. Upon review of the videotape, the city will determine eligibility for the Sanitary Sewer Lateral Repair Program and notify the property owner of the findings of the report.

5. The property owner will then obtain at least three written estimates from the attached list of plumbing contractors or drain layers licensed to perform such work in St. Louis County.

6. City staff will review the estimates and recommend the lowest, responsible contractor to do the repair work.

III. REIMBURSEMENT PROCEDURE

1. The city will reimburse the property owner 80 percent of the cost of repairs including the videotaped inspection, up to a maximum city contribution of $7500. Upon completion of all work, the property owner must submit to the city copies of all estimates and receipts, a lien waiver for the completed work, an approved final permit from St. Louis County, and a copy of the paid ***real estate property tax*** bill for the location of the repairs. After all required documents are received, the city will process the reimbursement to be paid to the property owner within 30 days.

2. The contractor shall obtain all necessary permits from the City of Creve Coeur Department of Public Works and St. Louis County Plumbing Department and perform the work in compliance with applicable St. Louis County and City of Creve Coeur codes.

IV. ADDITIONAL INFORMATION

1. Property owners should require proof of insurance from the recommended contractor prior to commencement of work.

2. Corrective work eligible for reimbursement under the program includes streets, rights-of-way, and repair or replacement of the defective lateral sewer line, but does not include restoration of property owner's lawn or landscaping, or other work requested by the property owner.

3. Property owner's signature below certifies that the property owner understands and agrees to the terms of the Creve Coeur Sanitary Sewer Lateral Program. Applicant further understands that the city assumes no responsibility for damages caused by the contractor in the performance of any repairs.

_____ _____

Signature of Property owner Printed Name of Property Owner

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_____ _____
Address Daytime Phone Number

_____ _____
Date Agreement Signed

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CITY OF CREVE COEUR
SANITARY SEWER LATERAL REPAIR PROGRAM
APPLICATION

Owner of Record _____ Date_____

Address _____ Daytime phone _____

Description of sewer lateral repair problem: _____

_____

_____

_____

Is there a sinkhole on or nearby the property?	Yes	/	No
Has a plumber been contacted to clear the line?	Yes	/	No
Is defective area in the street?	Yes	/	No
Is defective area in neighbor's yard?	Yes	/	No
Has there been a repair in the last 5 years?	Yes	/	No
Has there been any other work on this lateral?	Yes	/	No

Owner's Signature _____ Date _____

Please submit any attachments with this application to the Public Works Department City of Creve Coeur, 300 N. New Ballas Road, Creve Coeur, MO 63141.

DO NOT WRITE BELOW THIS LINE
CITY TO COMPLETE

Have Sewer Lateral fees been paid for most recent year?	Yes	/	No
Videotape provided?	Yes	/	No
Dye test provided?	Yes	/	No