



City of Watertown New York

Backwater Prevention Device Reimbursement Pilot Program

Western Outfall Drainage Area

The City of Watertown maintains a network of sanitary and combined sewer mains within the Western Outfall drainage basin which can become surcharged due to inflow and infiltration entering the system during extreme weather events. In an effort to mitigate the impact of a potential sewer backup for homeowners, The Watertown City Council has approved a Backwater Prevention Device Reimbursement Pilot Program to assist homeowners with up to \$3500 towards the installation cost of a sewer backflow device on their sewer lateral connection. A properly installed and maintained backwater device can offer homeowners additional protection from a surcharge event.

Who is eligible?

This program is available to the owner of any single family or two-family dwelling within the Western Outfall Pilot Area who submit an application and agree to remove any sump pumps, roof drain or perimeter drain connections from their sewer lateral.

What costs are eligible?

Installation cost of a backwater prevention device by a plumbing contractor up to a maximum of \$3500 including.

- Cost of locating, excavation and exposure of the sewer lateral line (service connection) and installation of a backwater valve and cleanout assembly.
- Disconnection of any roof drain or perimeter drain from the sewer lateral.
- Disconnection of any sump pumps from the sewer lateral.

What costs are not eligible?

- Removal and replacement of interior walls and finishes.
- Use of materials that do not meet the requirements of the City's specifications or codes.
- Ancillary homeowner improvements not necessary to provide sanitary sewer back-up protection of the basement.
- Planting or replacement of new landscaping (bushes, trees, sod, fences, walls, etc.)
- Installing a backwater valve and cleanout when the home already has backflow protection as determined by inspection.



Instructions How to Apply for the Backwater Valve Grant Program

Step 1: Contact the City of Watertown Engineering Department at (315) 785-7740 to get a copy of the program packet or go to the City of Watertown's website and download the packet.

www.watertown-ny.gov/Engineering

Step 2: Complete the Application and the Homeowners Participation Agreement

Step 3: Include with the application, a written cost estimate for the work to be performed from either a plumber licensed to operate in the City of Watertown or a site work contractor working in conjunction with a licensed plumber. The cost estimate should clearly define the scope of the work to be performed together with the specific make & model of backwater prevention device to be installed.

A list of licensed plumbing firms is included with the application package along with recommendations for specific backwater devices.

Step 4: The completed application and cost estimate shall be submitted to the City Engineering Department for review and approval.

There will be no reimbursement for work undertaken prior to an application being approved by the City.

Submit completed applications to:

City of Watertown Engineering Department

Backwater Valve Program Grant Application

245 Washington Street

Watertown, NY 13601

Email: engineering@watertown-ny.gov (Include Backwater Valve in the Subject Line)

It is recommended the applicant make copies of any papers, photos, cost estimates submitted and retain a copy for their records.

Instructions How to Apply for the Backwater Valve Grant Program Cont.

Step 5: After receipt of a completed application, the City will contact the applicant and schedule an on site inspection of the dwelling's basement plumbing to verify the suitability of the backwater valve installation. A City official or a City appointed inspector will also verify whether roof drainage, perimeter drains and/or sump pumps are connected to the lateral and will recommend additional steps which may be necessary for an effective installation of a backwater valve.

Step 6: A written approval including a notice of the grant amount will be issued by the City to the applicant. When the written notification of the grant is received, the Applicant may enter into an agreement with the approved contractor to perform the work. The applicant/contractor will be required to obtain a Sewer Permit from the City Engineering office for the work to be performed. There will be no permit fees for the work covered under this program.

The Applicant will have a maximum of six (6) months after receipt of the written approval of the grant to complete the installation as defined in the application documents. Requests for additional time to complete the installation must be made in writing and must be received at least thirty (30) days prior to the expiration of the six (6) month period. In the event that a grant award expires, an Applicant will be required to resubmit the grant application.

Step 7: In accordance with the City Sewer Permit, the contractor/plumber performing the work should coordinate with the City when the work is being undertaken and provide an opportunity for the completed installation to be inspected prior to backfilling any excavation. A written notice of acceptance will be issued after this inspection. If there are deficiencies with the installation, the City will indicate what deficiencies have been noted and the Applicant will be allowed to correct these deficiencies within thirty (30) days of the inspection.

Step 8: After the work has been inspected and approved, the homeowner needs to pay the full amount to the plumber/contractor and then needs to submit the following:

- Complete Voucher Form for reimbursement
- A copy of a paid and itemized invoice from the plumber/contractor who did the work
- A copy of the cancelled check (both sides) or Credit Card Receipt that the homeowner paid for the work
- Submit to the City of Watertown Engineering Department for processing
- A check will be mailed to the Applicant after all the required paperwork is submitted.

REQUIREMENTS FOR AN ACCEPTABLE BACKWATER PREVENTION INSTALLATION

The following applies to all installations seeking approval under the Backwater Prevention Device Pilot Program

For exterior installation, The backwater valve must be accessible for periodic maintenance and cleaning. Extendable PVC backwater valves are acceptable. If any other method is to be used, the valve installer must submit details for approval with their estimate. The installer should demonstrate to the Applicant how to properly maintain the device installed.

For interior installation, the backwater valve must be placed between the house trap and the outside sewer lateral. Float valves in floor drains do not comply. No other openings (i.e., pit drains, floor drains, etc.) may remain open between the backwater valve and the outside sewer lateral. This may require excavating the existing house trap and moving its location further from the foundation wall. Backwater valves must be accessible and clear of any concrete or other materials which inhibit the opening of the valve for periodic maintenance and cleaning.

Backwater Grant Program. Recommended Backwater Valves:

1. Rector Seal Clean Check Extendable Backwater Valve
2. Jay R. Smith Model 7012S-04 for 4" or 7012S-06 for 6" pipe

If you want to use another manufacturer, please submit a cut sheet of the valve selected along with the application. The plumber/contractor can provide this information for the applicant.

Backwater valves should be periodically inspected and cleaned when necessary. Valve manufacturers provide information regarding this process. A copy of this information should be provided to the applicant.

Also note that **all installers must obtain a Sewer Permit from the City of Watertown Engineering Department prior to the work being started.**

The Department requires twenty-four (24) hours' notice **before** the area is excavated to install the valve. A City representative will coordinate with the contractor/plumber to conduct an inspection of the installed device prior to any cover material being placed in an excavation.

CITY OF WATERTOWN BACKWATER PREVENTION DEVICE PILOT PROGRAM

HOMEOWNER PARTICIPATION AGREEMENT

By accepting the grant funding from the City of Watertown Backwater Prevention Device Pilot Program (the “Program”), the Homeowner understands and agrees to the following:

1. The City of Watertown (the “City”) established the Program to assist residents in protecting their homes from flooding due to sewer backups. The program provides for reimbursement of eligible costs up to a maximum of \$3,500.00.
2. Prior to the installation of any plumbing device, an application shall be submitted to the City for review and approval. No reimbursement will be made for work under the Program which was undertaken prior to notification of an approved application from the City.
3. Reimbursement of eligible items at approved amounts will be made after the work is completed, inspected and approved by the City. A voucher (“Request of Disbursement”) form must be completed and submitted with other documentation, such as the detailed invoice and a copy of the cancelled check (both sides) which proves that the project was paid for, in full, by the Homeowner. Payment will be made only for properly documented, qualified expenses, up to a maximum of \$3,500.00 per Homeowner.
4. The City is wholly independent from any contractors performing the work subject to reimbursement under the Program. By inspecting the work and approving reimbursement under the Program, the City does not warrant the workmanship of any contractor.
5. Nothing herein shall be construed to eliminate any obligations or requirements of the Homeowner under the Charter of the City of Watertown, including, but not limited to Section 231.
6. To the extent permitted by law, the Homeowner hereby covenants and agrees that they shall not, directly or indirectly, assert, file, or pursue any claims, demands, actions, causes of action, suits, or proceedings of any kind whatsoever against the City arising out of or relating to the Program. This covenant not to sue shall be binding upon the Homeowner and their heirs, executors, administrators, personal representatives, successors, and assigns.
7. To the extent permitted by law, the Homeowner shall defend, indemnify and hold harmless the City from and against any and all claims, costs, liabilities, suits, judgments, losses, damages, demands and expenses, including without limitations, attorneys’ fees arising or alleged to arise from personal injuries, including death, or damage to their property of any kind, including the loss of use thereof, resulting from, arising out of or caused by, or claimed to have been caused in connection with the Program, whether or not any action or omission of the City contributed thereto, including, without limitations, all liability imposed by virtue of any law designed to protect persons employed at the work site.

8.The Program is designed to substantially reduce the risk of basement backups. However, the applicant acknowledges that no system is completely fail safe, and there is always some risk of basement sewer backup because of unexpected sewer collapse, obstruction, power failure, extreme environmental conditions or other unforeseen factors. By awarding this grant funding to the Homeowner, the City does not guarantee the prevention of all sewer backup events.

9. Existing foundation drains are necessary to prevent seepage of ground water through walls below grade. The Homeowner is reminded that footing drains, storm water tiles and all perimeter drains must be disconnected from the sanitary system. Storm water/ground water discharges shall be disposed of properly.

10.Proper maintenance and inspection is the Homeowner's responsibility. The Homeowner is responsible for preventative maintenance including regular inspection to ensure proper operation. The backwater valve should be inspected every three (3) to six (6) months to ensure that the device is operating properly, especially before the spring thaw; debris can build up behind the flapper. The plumber/contractor should provide the Homeowner with the manufacturer's recommendation of maintenance requirements.

I understand and agree with all of the above statements and agree to comply accordingly.

Name: _____

Address: _____

Signature _____

Date: _____



CITY OF WATERTOWN BACKWATER VALVE APPLICATION FORM

- 1) Owner: Last: _____ First: _____ MI: _____
- 2) Property Address: _____
- 3) Mailing Address (if different): _____
- 4) City: _____ State: _____ Zip Code _____
- 5) Phone: (Home) (____) - ____ - _____ Alt Phone: (____) - ____ - _____
- 6) Email: _____
- 7) Is this property owner occupied? Yes ☐ No ☐
- 8) Does your home have a basement? Yes ☐ No ☐
- 9) Does your home have a sump pump? Yes ☐ No ☐
- 10) Have you experienced basement flooding in the past? Yes ☐ No ☐
- 11) Provide the name of the Contractor who will install the backwater device:

- 12) Estimate Total from the Contractor: _____
(Please include a copy of the signed estimate with the application)

Please do not write below this line.

Application Received: _____

Site Visit Date: _____ Site Inspection By: _____

Application Approval: _____ Date _____