SUSSEX POLICY

Subject		Number
BASEMENT FLOODING PREVENTION SUBSIDY PROGRAM		WD-15
Date FEBRUARY 21, 2023	Approved by COUNCIL [X] OTHER(S) [ ]	Date JANUARY 19, 2015
Signature	Date of Revision FEBRUARY 10, 2023	PAGE 1/5

The town of Sussex recognizes that a flooded basement can be one of the most stressful and disruptive events associated with being a homeowner. An overloaded sewer (known as surcharging) usually happens during severe rainstorms. Sewers can become overloaded due to excessive water flow from:

- Downspouts (roof leaders)
- Weeping Tiles / Foundation Drains
- Sump pumps connected to lines designated for sanitary sewer flows

In order to assist homeowners to reduce the potential for future flooding from a backup of the sanitary sewer system, Sussex is providing a one-time Basement Flood Prevention Subsidy, up to a maximum of $3,000.00, to assist:

- Sussex residents who have a history of basement floods caused by a backup or surcharge of the sanitary sewer system.

- Sussex residents who have not experienced flooding but would like to correct improper storm water connections and install a backwater valve.

WHAT COST SHARING DOES THE SUBSIDY COVER?

A one-time subsidy up to a maximum of $3,000.00. Please see the table below for a breakdown of the maximum allowance.

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Subsidized Item / Work	Includes Costs For:	Percentage of Total Cost / Maximum Reimbursement
Weeping Tile Disconnection / Sump Pump System	• Disconnection of the weeping tiles/foundation drains from the sanitary sewer system. • Purchase & installation of a sump pump system; to receive storm water from the weeping tiles and to direct water to suitable location away from home. • Covers costs for materials, labour, permit & taxes.	Subsidy is for 50% of the invoiced total by contractor up to a maximum of **$2,000.00**.
Disconnection of Downspouts	• Costs associated with redirecting downspouts away from home and to cap the existing pipe leading to the weeping tiles at the side of the home.	Subsidy is for 50% of all costs up to a maximum of **$300.00**.
*Backwater Valve	• Purchase and installation of a building code / plumbing code approved backwater valve inside the home. • Covers costs for materials, labour, permit & taxes.	Subsidy is for 50% of the invoiced total by contractor up to a maximum of **$700.00**.

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*** Homeowners will only quality for this subsidy if they have demonstrated they do not have any downspout or weeping tile / foundation drain connections to the sanitary sewer.**

THE APPLICATION PROCESS AND HOW TO APPLY

The homeowner coordinates all of the necessary work, as follows:

1. Perform the necessary due diligence in selecting a qualified drainage contractor capable of performing the work) in your home. Some important things to consider when selecting a contractor who is right for you are:
    - We suggest obtaining at least 3 estimates for competitive pricing.
    - Ask for, and check contractor references.
2. Apply to Sussex Town Hall for a building permit to conduct the work.
3. Once approved, complete the work.
4. Once all work is complete, arrange for an inspection and documentation from Sussex ensuring the work meets the National Building Code standards.
5. Submit a completed Application Package to Sussex. The following items MUST be included in the application package in order for a reimbursement to be granted:
    - Completed town of Sussex Application Form (PDF file)
    - Signed Sussex Waiver Form (PDF file)
    - Invoices of Work Completed and/or Receipt(s) for Materials
        - From contractors and the homeowner
    - Copy of Plumbing Permit from Department of Public Safety
        - Complete with Permit Number and Description of work permitted.
    - Confirmation of Inspection completion from Sussex
        - may be in the form of an email to the homeowner from the Building Inspector.

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- Written proof from contractor indicating that sump pump is not required / advised (and why) when the backwater valve is only being installed

Please mail or drop off all required information to:

Sussex
524 Main Street,
Sussex, NB,
E4E 3E4

Upon review of the completed application ensuring the work completed meets the National Building Code of Canada standards, a cheque will be mailed to the homeowner within 4 - 6 weeks.

Terms & Conditions for Subsidy Funding

1. Sussex supports local residents in taking proactive measures to mitigate the risk of basement flooding events through the Basement Flooding Prevention Subsidy Program ("the Program"). These terms and conditions are set out to govern conditions of any support between Sussex and the Applicant as part of the Program.

2. Work is defined as any of the following:
   - Disconnection of downspouts from the sanitary sewer system.
   - Disconnection of weeping tiles from the sanitary sewer system and installation of a sump pump system with battery backup.
   - Installation of a National Building Code / Plumbing Code of Canada approved backwater valve.
   - 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).

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3. Completed Work is defined as Work that is fully functional and acceptable under industry standard. Work is only deemed "Complete" upon meeting National Building Code of Canada / Plumbing Code standards and approval by the Building Inspector.

4. All Work, and inspection of Work, is to be coordinated by the homeowner.

5. The homeowner is responsible for the on-going operation and maintenance of all equipment installed as part of the Work.

6. The homeowner must sign the application form and waiver form, releasing Sussex from any liability resulting from Work carried out as part of the Basement Flooding Prevention Subsidy Program.

7. Reimbursement will occur upon satisfactory review of the submitted required forms and associated documentation, and the Work being declared Complete. A Cheque will be mailed out within 4-6 weeks of receipt of an acceptable and complete application.

8. Sussex 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 or participation in any part of this subsidy program.

9. Sussex reserves the right to accept or reject, at its sole discretion, any application or any part thereof.

10. At any time and for any reason, Sussex may terminate the Program and refuse any or all further applications. Any such decisions may be made at the sole discretion of Sussex.

11. 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.

Sussex	**BASEMENT FLOODING PREVENTION SUBSIDY PROGRAM** **WAIVER**

Homeowner Application, Release and Acknowledgement

This _____day of _____, 20___.
(day) *(month)* *(yy)*

BETWEEN:

SUSSEX, (the "TOWN")

- and -

_____, (the "HOMEOWNER")
(Print Name)

- of -

_____, (the "PROPERTY)
(Print Address)

WHEREAS the Homeowner at its sole discretion, has performed Work to the Property's storm water and wastewater systems as part of the Town's Basement Flooding Prevention Subsidy Program (the "PROGRAM").

ACKNOWLEDGEMENT:

I, _____*(print name)* have made myself informed about the Sussex Basement Flooding Prevention Subsidy Program, including the Terms and Conditions, and hereby provide the Town of Sussex with the following waiver of liability and indemnification agreement.

RELEASE:

I hereby certify that I am the owner of the Property and I hereby agree that the Town's decision to subsidize the completed work is in no way an admission on the part of the Town, its councilors, officers, employees or agents of liability or responsibility for past or future backups of the Town's wastewater system; and

SUSSEX BASEMENT FLOODING PREVENTION SUBSIDY PROGRAM WAIVER

I hereby agree not to use the performance of or the Town's payment for a portion of the Completed Work as evidence in any legal proceedings that has initiated or will initiate against the Town, its Councillors, officers, employees, or agents; and

I hereby agree that the existing private wastewater and storm sewer systems located on the Property are the Homeowner's responsibility and that the homeowner is responsible for future maintenance and upkeep of any of the Completed Work located on the Property; and

I hereby agree that the performance of the Completed Work in no way deems anything located on the Property now or in the future as being part of the Town's wastewater system; and

I hereby agree that in the event of a sale or lease of the Property, I will inform the purchaser or lease of the existence of the Completed Work installed and the applicable maintenance requirements.

IN WITNESS WHEREOF, the Homeowner and the Town have hereunto signed their names at the times and placed indicated.

This _____ day of _____, 20_____.
(date) *(month)* *(yy)*

At the _____ of _____ in the province of New Brunswick.
(city, Town) *(name of city, town)*

_____
Homeowner *signature*

_____
Name: *Please print*

_____ *Homeowner Initials*

Sussex

BASEMENT FLOODING PREVENTION SUBSIDY APPLICATION

Property and Contact Information		
Owner's Name:	Construction year of the home:	
Address:	Town:	Postal Code:
Telephone Number's:	Home:	Work:
Email address:		

Subsidy Information		
Completed Work	Work Description	Subsidy Information
☐	Disconnection of downspouts from the sanitary sewer system.	Subsidy is for 50% of the invoiced total by contractor up to a maximum of **$300.00**.
☐	Disconnection of the weeping tiles/foundation drains from the sanitary sewer system.	Subsidy is for 50% of the invoiced total by contractor up to a maximum of **$2,000.00**.
☐	Purchase and installation of a building code-approved backwater valve inside the home.	Subsidy is for 50% of the invoiced total by contractor up to a maximum of **$700.00**.

*** Homeowners will only quality for this subsidy if they have demonstrated they do not have any downspout or weeping tile / foundation drain connections to the sanitary sewer.**

Required Document Checklist – Please include the following with your application	
☐	Building Permit issued by the Town of Sussex
☐	Receipt of payment for the building permit.
☐	Copy of the Detailed receipt from the licensed plumber contractor performing the work. This receipt shall include the following; 1. Name of Business completing the work. 2. Name of the licensed Plumber completing the work. 3. Certificate of Qualifications License number of the Plumber completing the work. 4. Details of the work completed broken down to specifically show separate costs assiociated directly with each of the following: disconnection of weeping tiles, installation of a sump pump system, disconnection of downspouts, and / or installation of the main sanitary line backwater valve. 5. Written proof from the contractor indicating the sump pump is not required / advised (and why) when a backwater valve is only being installed.
☐	Confirmation of inspection completed by the Town of Sussex.
☐	Original signed Waiver, 2 pages.

Sussex	**BASEMENT FLOODING PREVENTION SUBSIDY APPLICATION**

☐	Original Signed Application Form, 2 pages including the Terms and Conditions.
Release	
I hereby certify that I am the Property 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 hereto attached.	
Homeowner Signature:	Date:

OFFICE USE ONLY

Application #:	Dated Received:	
Approval Subsidy Amount:	Approval Signature:	Date:

_____ *Homeowner Initials*

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Sussex	**BASEMENT FLOODING PREVENTION SUBSIDY,** **TERMS AND CONDITIONS**

The Town of Sussex (the "Town") supports local residents in the taking of proactive measures to mitigate the risk of basement flooding events through the Basement Flooding Prevention Subsidy Program (the "Program"). These Terms and Conditions are set out to govern conditions of any support between the Town and the Applicant as part of the Program.

1. Work is defined as any of the following;
    a. Disconnection of downspouts from the sanitary sewer system.
    b. Disconnection of weeping tiles form the sanitary sewer system and installation of a sump pump system with battery backup.
    c. Installation of a National Building Code of Canada approved backwater valve. *(Homeowner will only qualify for a backwater valve subsidy if they have demonstrated they do not have any downspouts or weeping tile / foundation drain connections to the sanitary sewer system.)*

2. Completed Work is defined as Work that is fully functional and acceptable under industry standards. Work is only deemed "Complete" upon meeting the National Building Code of Canada standards as approved at the time of the Application and approved by the Building Inspector of the Town.

3. All Work, and Inspection of Work, is to be coordinated by the homeowner.

4. The homeowner is responsible for the on-going operation and maintenance of all equipment installed as part of the Work.

5. The Homeowner must sign the Town's application form and Waiver form, releasing the Town form any and all liability resulting from Work carried out as part of the Town' Basement Flooding Prevention Subsidy Program.

6. Reimbursement will occur upon satisfactory review of the submitted required forms and associated documentation, and the Work being declared Complete. A Cheque will be mailed out within 4 to 6 weeks of receipt of an acceptable and complete application.

7. The Town will not be held responsible for any maintenance or warranty, with respect to the performance, capabilities, or failures of any Work, devise, or workmanship related to any Work performed as participation in any part of this Subsidy Program.

8. The Town reserves the right to accept or reject, at its sole and absolute discretion, any application or any part thereof.

9. At any time and for any reason, the Town may terminate the program and refuse any or all further applications. Any such decisions may be made in the Town's sole and absolute discretion.

10. 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.

_____ *Homeowner Initials*