

BASEMENT FLOOD PREVENTION ASSISTANCE PROGRAM APPLICATION PACKAGE

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What kind of work may be eligible for assistance?

Step 2: Application

Application Instructions

Grant application form

Schedule A: Contractor's Estimate

Acknowledgement Form

County of Brant
519-449-2451
Fax: 519-449-2454
1-888-250-2297
www.brant.ca



County Administrative Building
26 Park Ave
P.O. Box 160
Burford ON, N0E 1A0

Step 1: Eligibility

Step 2: Application

What is the Basement Flood Assistance Program?

On October 21, 2010, Brant County Council approved a grant program, offering reimbursement of the actual costs incurred by a residential property owner, for work undertaken to prevent storm water from flooding the basement of their residential dwelling. A grant of up to \$1,000 per property is available.

Am I eligible for the grant program?

- You must be the owner of a residential dwelling within the County of Brant, and
- The driveway on your property must be below the grade of the street, and
- A catchbasin and gravity connection to the County storm sewer must be located at the base of the driveway to capture and convey water to the storm sewer

What kind of work may be eligible for assistance?

- Installation of a back flow prevention valve on the private storm water connection.
- Alteration of driveway entrances to reduce overland flow to the base of the driveway.

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Step 1: Eligibility

Step 2: Application

Application Instructions

- Review the eligibility requirements
- Complete and sign the “Grant Application” form.
- Obtain a written estimate detailing the work to be completed and including all costs and attach to “Schedule A – Contractor’s Estimate”. Ensure that the contractor completes and signs the “Contractor’s Certification” confirming that none of the building storm drainage system (roof leaders, weeping tile, sump pump etc.) outlet to the existing gravity connection to the municipal storm sewer.
- Complete and sign the “Acknowledgment Form”.
- Deliver the application to any County of Brant Customer Service Office (list attached) or submit the application by mail to:

County of Brant Administration Office, 26 Park Ave, P.O. Box 160, Burford, ON N0E 1A0,
Attention: Insurance Clerk.
- The County will review your application and determine if you are eligible for the grant program.
- If you are eligible your application will be forwarded to the County’s Adjusting Firm, Cunningham Lindsey, to process your application.
- You will be provided with written notification from Cunningham Lindsey advising if your grant application has been approved or denied. If denied, you will be advised of the reason your application was denied.
- If approved, arrange for a qualified contractor to perform the approved work within six months of the date on the notification of grant approval.
- Submit a copy of the paid invoice for the approved work to Cunningham Lindsey, 505 Park Road North, Suite 214, Brantford Ontario N3R 7K8.

*If you require clarification on any of the above please contact the Insurance and Legal Clerk at:
519-449-2451 or 1-888-250-2295 ext. 2236*

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**BASEMENT FLOOD PREVENTION ASSISTANCE PROGRAM
 GRANT APPLICATION FORM**

FOR COUNTY USE ONLY:						
Application Number:			Date Received:			
TO BE COMPLETED BY PROPERTY OWNER:						
Municipal Address of Property (municipal #, street name, postal code)						
Registered Property Owner(s) (List given and surname for each registered owner)						
1.						
2.						
Mailing Address if different than Municipal Address						
Phone - daytime		Cell phone		Email		
Contractor's Name			Contractor's Phone #			
Contractor's Address						
Supporting documentation (must be submitted for your application to be considered)						
Contractor's estimate attached <input type="checkbox"/>			Acknowledge form attached <input type="checkbox"/>			
Owner's certification						
I certify that I am the registered owner of the property described above and that all information provided in this application is true and correct						
Name:		Signature:		Date:		
Name:		Signature:		Date:		
FOR COUNTY USE ONLY – Eligibility Requirements				Confirmed by:		Initials
Registered owner	<input type="checkbox"/> yes	<input type="checkbox"/> no	Down grade driveway	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Acknowledgement	<input type="checkbox"/> yes	<input type="checkbox"/> no	Gravity storm connection	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Previous grant paid:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Work eligible	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes enter amount:	\$ _____		Contractor's verification rec'd	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Grant: <input type="checkbox"/> Approved <input type="checkbox"/> Denied			Amount approved		\$ _____	Initials
If denied attach reason for denial			Cheque #		# _____	

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**BASEMENT FLOOD PREVENTION ASSISTANCE PROGRAM
SCHEDULE A -CONTRACTOR'S ESTIMATE**

Please attach a copy of Contractor's Estimate and arrange for the contractor to sign the Contractor's certification below.

I _____ certify that I am the authorized signing officer for the contractor and that the property located at _____ has been inspected and I hereby certify that the roof leaders and building drainage at the above noted property do not outlet to the weeping tile system or the private catch basin at the base of the driveway.

Signature: _____

Date: _____

Notice of Collection of Personal Information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Personal information on this Application for Eligibility is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 24, as amended, and will be used by the County of Brant and Cunningham Lindsey Canada Limited. as part of the administration and assessment of the Basement Flood Prevention Assistance Program.

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**BASEMENT FLOOD PREVENTION ASSISTANCE PROGRAM
ACKNOWLEDGEMENT FORM**

I, (print name) _____, a registered owner of the property located at (print address) _____ in the County of Brant, do hereby acknowledge and agree on behalf of all registered owners of the property, that by offering a Basement Flood Prevention Assistance Program grant reimbursing the cost of eligible improvements at the above noted property, the Corporation of the County of Brant is not admitting any liability for damage caused by past or future basement flooding at the above noted property. I further acknowledge and agree on behalf of all registered owners of the property, that the Corporation of the County of Brant does not guarantee that the above noted property will not experience basement flooding in the future.

I verify on behalf of all registered owners of the above noted property, that none of the building storm drainage system (roof leaders, weeping tile, sump pump etc.) outlet to the existing gravity connection to the municipal storm sewer.

I authorize and agree on behalf of all registered owners of the above noted property, to permit employees or agents of the Corporation of the County of Brant and Cunningham Lindsey Canada Limited to enter onto the above noted property for the purpose of inspecting the storm water system.

I acknowledge and agree on behalf of all registered owners of the above noted property, that in order to be eligible for reimbursement under the Basement Flood Prevention Assistance Program, it is the owner's responsibility to have all improvements completed by a qualified contractor and to obtain all required permits.

I acknowledge and agree on behalf of all registered owners of the above noted property, that any amount paid under the Basement Flood Prevention Assistance Program, will be deducted from eligible grant money available for this property and the maximum grant amount per property is \$1,000.

I further acknowledge and agree on behalf of all registered owners of the above noted property, that it is the owner's responsibility to pay the contractors for any and all works completed and that the Owner is responsible to maintain the improvements at the Owner's sole cost.

I further acknowledge and agree on behalf of all registered owners of the above noted property, that the Corporation of the County of Brant or Cunningham Lindsey Canada Limited or their agents, representative, employees or directors, will not be held liable for the failure of improvements at the above noted property for any reason whatsoever, including but not limited to the following or any combination of the following:

1. improper assessment of the improvements required for the above noted property
2. improper installation or performance of improvements
3. defective products or workmanship
4. inadequate or improper maintenance of the improvements
5. any modification to the improvements
6. none-disclosure of the maintenance requirements for the improvements to future owners
7. power interruptions

I further acknowledge and agree on behalf of all registered owners of the above noted property, that the owners of the above noted property will not hold the Corporation of the County of Brant or Cunningham Lindsey Canada Limited or their agents, representative, employees or directors, liable for damage to any other property alleged to be caused as a result of improvements at the above noted property.

Registered owners signature

Witness signature

Date

Date

Witness name

please note: witness cannot be a family member