



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
Fax: (519) 733-8108  
[www.kingsville.ca](http://www.kingsville.ca)

# **BACKYARD FLOODING PROTECTION SUBSIDY PROGRAM**

## **PROGRAM INFORMATION AND APPLICATION**

Council approved a Backyard Flooding Protection Subsidy Program (BYFP) to assist homeowners.

The BYFP is a program assists homeowners by way of a financial subsidy to install a rear yard catch basin.

For the application and for further information about this program, please read the enclosed information.

BACKYARD FLOODING PROTECTION SUBSIDY PROGRAM

## BACKYARD FLOODING PROTECTION SUBSIDY PROGRAM

Application# \_\_\_\_\_

### A. Pre-Qualification:

Homeowner's Name: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

Address where work is being performed: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Inspection Time: \_\_\_\_\_  
(M-F – 8:00 a.m. to 3:00 p.m.)

Forward completed application to:

**Backyard Flooding Protection  
Subsidy Program**

Director of Infrastructure & Engineering  
Attention: Andrew Plancke  
2021 Division Rd North  
Kingsville, ON N9Y 2Y9  
E-mail to: [aplancke@kingsville.ca](mailto:aplancke@kingsville.ca)

Are your taxes current? **Yes** or **No**

If you answered, "No" to above, are you on a payment plan with the  
Town to become current? **Yes** or **No**

**Please Note:** Being enrolled in a payment plan is acceptable for the purpose of satisfying the requirement under the Backyard Flooding Protection Subsidy Program of being current on your taxes. If your taxes are not current and you are not enrolled in a payment plan, please contact us (below) to arrange a payment plan.

#### Corporation of the Town of Kingsville

Attention: Finance Services  
Department  
2021 Division Rd North,  
Kingsville, ON N9Y 2Y9

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### B. Proposed Eligible Works:

**Maximum Eligible Subsidy Limit is \$1,500 Per Home/Unit**

A) Install a rear yard catch basin. Up to 50% of cost, (\$1,500 maximum)

FOR OFFICE USE ONLY:	ELIGIBLE:	YES	or	NO
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### C. Release:

(To be signed when the Building Inspector visits property)

#### ACKNOWLEDGEMENT OF RESPONSIBILITY AND LIABILITY WAIVER

##### TO BE COMPLETED BY ALL OWNERS OF THE PROPERTY

**ATTENTION: SIGNING THIS DOCUMENT IS A PRE-CONDITION TO PARTICIPATION IN THE BACKYARD FLOODING PROTECTION SUBSIDY PROGRAM. BY SIGNING THIS LEGAL DOCUMENT YOU GIVE UP CERTAIN LEGAL RIGHTS. PLEASE READ CAREFULLY.**

**You are entitled to obtain independent legal advice before signing.**

**Property Address:** \_\_\_\_\_ **Kingsville, ON** \_\_\_\_\_

In consideration for participation in the Backyard Flooding Protection Subsidy Program [the "Program"], I/we, an Applicant(s), understand, acknowledge, and agree that:

- a) I/we am/are the owner(s) of the property stated herein;
- b) **The Applicant(s) are fully and solely responsible for any and all work** as carried out through the Program, including but not limited to, the choice of eligible contractors, the selection and/or installation of materials, the work, improvements, and/or modifications conducted, and any and all other work procedures [collectively the "Work"], regardless of whether said Work was carried out as part of, or in association with, the Program;
- c) The Corporation of the Town of Kingsville [the "Corporation"] **assumes no responsibility for the methods, workmanship, or any action or inaction, by the contractor**, which the Applicant(s) may find to be unacceptable;
- d) Any issues the Applicant(s) may have arising from the Work will be addressed by the Applicant(s) directly with the contractor, and **the Corporation is not responsible for doing so**;
- e) Should any of the Work be removed within 5 years of the completion date, the **total amount** of the subsidy provided through the program shall be **repaid by the Applicant(s)** to the Corporation;
- f) The Corporation is entitled to disconnect the property's downspout, at the Corporation's cost.
- g) **The Corporation assumes no responsibility or liability for any loss, damage, injury, expense, or any other matter** that may arise, or that may be incurred, as a result of the Applicant(s)'s participation in Program, as a consequence of any cause, including the negligence of the contractor, the Corporation, and/or their employees and/or agents.
- h) Participation in the Program is **not a guarantee** by the Corporation that future flooding will not occur;

- i) The Applicant(s) hereby release and hold harmless the Corporation, its employees and/or agents, from any and all Claims associated with participating in Program, including losses from future flooding resulting from the failure of any of the Work carried out under this Program, howsoever arising;
- j) The Applicant(s) are responsible to ensure that a Building Permit is obtained within 60 days of receiving approval to proceed with eligible work under the program

I/we understand and agree that I/we have been given the opportunity to seek independent legal advice prior to signing this document, and hereby accept full responsibility for complying with all of the terms set forth therein.

I/we agree that this document will be binding upon myself/ourselves, my/our heirs, next of kin, executors, administrators, and successors.

I/we hereby direct payment of the Program grant to be made to \_\_\_\_\_

**I HAVE READ THIS DOCUMENT CAREFULLY AND I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS LIABILITY WAIVER ON MY LEGAL RIGHTS AND RESPONSIBILITIES.**

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Co-Applicant's Name *(if applicable)*

\_\_\_\_\_  
Co-Applicant's Signature *(if applicable)*

\_\_\_\_\_  
Witness

# Contractor Quote Form

CONTRACTOR TO COMPLETE FOR HOMEOWNER

Application # \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Telephone: \_\_\_\_\_ License #: \_\_\_\_\_

Request For Quote By: \_\_\_\_\_

Address Where Work Is To Be Completed: \_\_\_\_\_

## Detailed Work Quote:

Please List Materials and Labour separately (and attach other information as needed):

Total Cost (including tax): \$ \_\_\_\_\_

Quote Good Until (must be good for at least 60 days): \_\_\_\_\_

No. of Days Required to Complete Work: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

## Notice to Homeowners: Do NOT sign blank contractor quote forms

I hereby acknowledge that I requested this quote from the Contractor listed herein and have received this quote directly from said Contractor.

Homeowner's Signature: \_\_\_\_\_

## Note to Homeowner:

When the work is completed, please forward this quote and original invoice(s) which show a cost breakdown of all charges with the total amount paid clearly marked as "Paid in Full" by mail or in person to:

### **Backyard Flooding Protection Subsidy Program**

Attention: Andrew Plancke

Director of Infrastructure & Engineering

2021 Division Rd North

Kingsville, On N9Y 2Y9

# Contractor Quote Form

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### **Backyard Flooding Protection Subsidy Program**

Attention: Andrew Plancke

Director of Infrastructure & Engineering

2021 Division Rd North

Kingsville, On N9Y 2Y9

The Town of Kingsville makes improvements annually to the complex system of underground pipes, sewers and catch basins. However, these improvements alone cannot completely protect a property from flooding.

With increasingly frequent and severe weather events related to climate change, it is essential that residents take the appropriate action to reduce the risk of flooding on their own private property.

## What Is It?

Kingsville is offering residents a financial subsidy to install a rear yard catch basin. The amount of subsidy that may be available to residents is described below.

### **Backyard Flooding Protection Subsidy – Eligible Amount**

#### **Install a rear yard catch basin (permit required)**

Up to 50% of cost, (\$1,500. maximum)

**Disputes with respect to qualifying work will be resolved by the Director of Infrastructure & Engineering and/or the Chief Building Official or their designate.**

## What the program does not cover:

- Replacement of existing rear yard catch basin
- Upgrade of an existing rear yard catch basin
- Addition of another rear yard catch basin
- Work performed for which a permit cannot be obtained.

## Subsidy Requirements

**ALL** eligible backyard flooding protection work **MUST** be performed by a licensed contractor. Any work performed by a homeowner themselves **DOES NOT qualify** for subsidy.

## Who Is Eligible For This Program?

This program is available to property owners who live in the Town of Kingsville and do not have amounts owing to the Town such as back taxes or overdue payments.

## How Do I Take Advantage Of This Subsidy Program?

## What is the process?

**Application:** Start by completing sections A and B on the Application and send it:

Via mail to: **Backyard Flooding Protection Subsidy Program**  
 Attention: Andrew Plancke  
 Director of Infrastructure & Engineering  
 2021 Division Rd North  
 Kingsville, On N9Y 2Y9

Via email to: [aplancke@kingsville.ca](mailto:aplancke@kingsville.ca)

**if** you reside in the Town **and** you obtained or can obtain a permit to complete the work **and** you have your original invoice.

## Steps in the Process:

1. Your application will be screened initially to:
  - a) Determine if you reside in the Town; and
  - b) Determine if any amounts are currently outstanding. i.e. tax arrears
2. Next, if conditions 1a) and 1b) above are met, an Inspector will arrange to visit your property and determine the eligible work for subsidy under this program. The Inspector will also have the property owner(s) sign the release found in Section C of the Application.

## Please note:

- Subsidies for eligible work are subject to available funding and provided on a first-come, first-served basis
- Subsidies are provided one time only for each eligible installation, per property, and on a no-fault basis.
- The subsidy is available only to existing properties, not properties in the planning stages or currently under construction.
- If the Inspector approves eligible work under the program, all owners of the property will be required to sign the Acknowledgement of Responsibility and Liability Waiver ["Waiver"] (found in Section C of the Application).
- Once the signed Waiver is received by the Inspector you can then proceed to obtain two quotes to perform the eligible work.

The homeowner must also sign both quotes to acknowledge that the quotes were requested by the homeowner.

**You may select whichever quote you are satisfied with – however – the Town will use the lower of the two quotes for calculation of your eligible subsidy amount.**



- The contractor must use material or fittings that are approved by the Ontario Building Code.
  - A Building Permit and an approved final inspection must be obtained for rear yard catch basin installations.
  - The permit must be obtained within 60 days of receiving Inspector approval to proceed with eligible work under the program.
- 3. Have the work performed.** (We recommend that you do not pay the contractor in full until the building plumbing permit has been finalized.)
- 4. How do I receive the subsidy?** If the work is in order, please remit the following information in order that the paperwork can be processed and a cheque issued for the eligible subsidy amount:
- The two quotes received for the eligible work (as described earlier in 3).
  - Invoice(s) must show a cost breakdown of all charges; with the total amount paid clearly marked as “Paid in Full.”
  - All documents must be originals. No photocopies will be accepted.
  - Supporting documentation must be received by the Town of Kingsville within one year of the date of completion of the work as listed on your original invoice.

Remit required paperwork to:

**Backyard Flooding Protection Subsidy Program**

Attention: Andrew Plancke  
Director of Infrastructure & Engineering  
2021 Division Road North  
Kingsville, ON N9Y 2Y9  
[aplancke@kingsville.ca](mailto:aplancke@kingsville.ca)

## FOR OFFICE USE ONLY

### COST:

Permit Fee: \$ \_\_\_\_\_

Cost of Work(s) (including taxes) \$ \_\_\_\_\_

Work completed by (list Contractor): \_\_\_\_\_

Total Eligible Work Cost \$ \_\_\_\_\_

A) Account No.: \_\_\_\_\_

B) Account No.: \_\_\_\_\_

C) Account No.: \_\_\_\_\_

Total Eligible Subsidy \$ \_\_\_\_\_

### INTERNAL APPROVALS:

Infrastructure & Engineering Approval: \_\_\_\_\_

Approval for Payment (Finance): \_\_\_\_\_

### COMMENTS:

### DATE (YYYY/MM/DD) of:

Application: \_\_\_\_\_

Initial Approval: \_\_\_\_\_

Building Permit Finalized: \_\_\_\_\_