

PRE-APPROVAL APPLICATION INSTRUCTIONS

Resident Application Notice

This notice explains how eligible property owners may request review for participation in the Private Sewer Lateral Repair Program.

Before Work Begins

- A complete Pre-Approval Application Packet is required.
- Written City approval is required before repair work begins.
- Work completed without prior written approval is not eligible for reimbursement.
- City-directed work requires a signed Property Access & Participation Agreement.

Application Packet Checklist

- Pre-Approval Application Form
- Property owner contact information
- Description of reported sewer issues
- Optional photos or documentation
- Existing CCTV or diagnostic inspection, if available
- Signed Property Access & Participation Agreement for City-completed work

City Review Steps

1. Review application for completeness
2. Verify property ownership and program area eligibility
3. Prioritize applications based on program criteria and available funding
4. Coordinate CCTV or diagnostic inspection as needed
5. Determine scope of work
6. Issue written pre-approval or request additional information

Questions / Assistance

Contact the City of Cahokia Heights Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org. Residents may request information, ask questions, or request that application materials be mailed to them.

Required Legal Notice

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.