

APPLICATION INSTRUCTIONS

STEP 1: Review Eligibility Evaluation Form procedures and information contained in this packet. Still have questions? Contact Fox Metro's Engineering Department at 630-301-6882. Remember that only residents located in the unincorporated areas of Fox Metro's service area are required to complete the S.O.A.P. application contained herein.

STEP 2: After being deemed eligible for Fox Metro's S.O.A.P., gather the following information:

- *Three (3) detailed cost estimates
- Proof of Ownership of the Property
- Signed S.O.A.P. Permit Form (page 8)
- Signed Homeowner Participation Agreement Form (page 9)
- Provide detailed drawing exhibiting proposed scope of work

The three (3) detailed cost estimates must be obtained from a minimum of three (3) licensed and bonded contractors. Have the contractors provide a written proposal which details the scope of work. The reimbursement maximum is 65% up to \$5,000.

Submit the all of the materials listed above to the Engineering Department by emailing it to: Submittals@foxmetro.org

STEP 3: The drawings will be reviewed and will either be approved as noted or returned for revisions. When drawings receive approval, the permit will be issued and the contractor can start the work. 24 hour notice is required.

STEP 4: The contractor needs to contact Fox Metro's Engineering Department to schedule inspections during the course of work and at completion for a final inspection.

STEP 5: After the work has been inspected and approved, the homeowner needs to pay the full amount to the contractor and then needs to submit the following to the Engineering Department to get reimbursed:

- Completed Request for Reimbursement Form
- A copy of a paid and itemized invoice from the contractor who did the work.
- A copy of the cancelled check (both sides) or other payment verification form such as a credit card receipt that the homeowner paid for the work.

Again, submit all materials to the Engineering Department by emailing the information to (Submittals@foxmetro.org)

STEP 6: The homeowner will receive Fox Metro's reimbursement check in the mail approximately forty five days after all of the required paperwork is submitted to the Engineering Department.