



Return Attached Form ONLY
(Drainage/Flooding/Encroachment Problems)
Include supporting documents
Terri Pignatiello in the
Public Works Department (Annex)

Village President
Edward J. Zabrocki

Village Clerk
Patrick E. Rea

Village Trustees
David G. Seaman
Gregory J. Hannon
Michael H. Bettenhausen
Brian S. Maher
Thomas J. Staunton, Jr.
Patricia A. Leoni

Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

Administration
(708) 444-5000
Fax: (708) 444-5099

Building & Planning
(708) 444-5100
Fax: (708) 444-5199

Public Works
(708) 444-5500

Police Department
7850 W. 183rd St.
Tinley Park, IL 60477
(708) 444-5300/Non-emergency
Fax: (708) 444-5399

John T. Dunn
Public Safety Building
17355 S. 68th Court
Tinley Park, IL 60477

Fire Department & Prevention
(708) 444-5200/Non-emergency
Fax: (708) 444-5299

EMA
(708) 444-5600
Fax: (708) 444-5699

Senior
Community Center
(708) 444-5150

www.tinleypark.org

DO NOT RETURN THIS PAGE!

You are being provided with the attached Drainage Complaint Form. It is important we receive as much information as possible to investigate and determine whether this is a village or private issue.

In order for the Public Works Department to process and adequately assess your concern, please read the attached questionnaire carefully. All questions should be answered with appropriate notations included on the plat of survey you are attaching.

It is important to indicate whether you are receiving water in your home. If so, please indicate where it is entering the home and how much water, but also contact the Public Works Department at (708) 444-5500, as this is considered an urgent matter. If there is no water entering your home, and water is standing only on your property, indicate how long it typically takes to subside. If water is gone within 48 hours, this is normal and is not classified as a drainage problem.

Our staff will contact you once the form is received and processed through our work order system. An initial review will be performed as soon as possible, but does not require your attendance. Numerous factors will need to be considered in order to determine the cause of the drainage problem. Once reviewed, you will be contacted to schedule a time to meet. Remember to include your plat of survey and any photographs you have taken.

We appreciate your bringing this to our attention, but ask for your patience. Some issues have occurred over an extended period of time, sometime years. You may or may not have owned the property at the time. Please understand a drainage issue may be difficult to quickly resolve; but your situation is important to us and will be investigated in a timely manner. In the meantime, if you need information on preventing drainage problems, log onto our website at www.tinleypark.org.

PUBLIC WORKS DEPARTMENT

(Rev. 7/2009)



VILLAGE OF TINLEY PARK
DRAINAGE-FLOODING/ENCROACHMENT PROBLEMS (Citizen Complaint/Call)

Name _____ Date _____ Time _____

Address _____ Phone Number _____

Filled out by _____ Date or Period of Occurrence _____

Are you a new homeowner? _____ Since _____ Was existing problem disclosed to you? _____

Have you experienced property damage? _____ Does water come in your home? _____

If YES, describe damage, and estimate value of damage. Have you filed an insurance claim?

FLOODING/DRAINAGE - Refer to letter for questions to answer. Use reverse side if needed.

- Describe area where problem exists: front- rear-corner
- Show location on property: north-south-east-west
- Depth, time, duration of standing water, frequency and how much rain accumulated that day
- How does the drainage system currently operate (how the water flows during rain)
- Indicate if you have a sump pump on your property and has it been checked for malfunction
- Are your neighbors also affected by the same problem?
- Is there a storm drain on your property? If so, indicate location on copy of your plat of survey

Describe steps you may have taken or changes you made to alleviate the problem?

EASEMENT ENCROACHMENT - Describe what may be contributing to this problem

Please attach the following:

- Plat of Survey
- Sketch plan of property lines, house position, street, direction of water flow, storm sewer drain locations
- Photographs/videotapes of flooding, etc.
- Other supporting documents _____

For Office Use Only

Work Order # _____
Completed _____
Notes _____