

## Flood Hazard Preparation Tips Before the Flood

### 1. Safeguard your possessions.

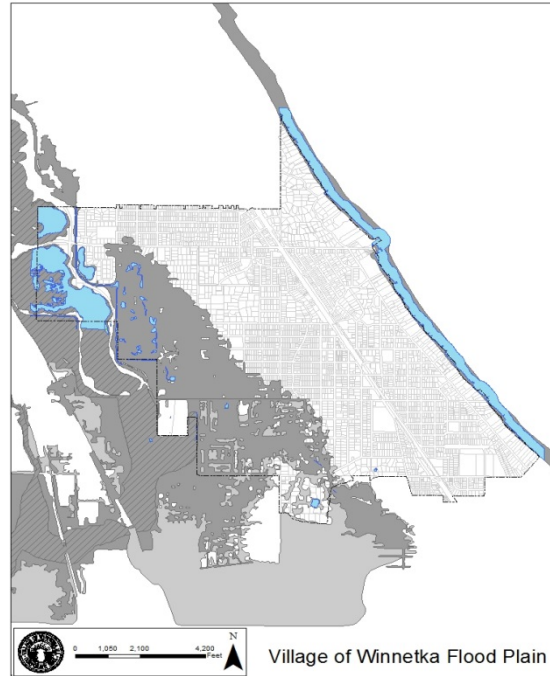
Create a personal flood file containing information about all your possessions and keep it in a secure and safe place, such as a safe deposit box or waterproof container. This file should have:

- A copy of your insurance policies with your agents contact information.
- **A household inventory:** For insurance purposes, be sure to keep a written and visual record of ALL major household items and valuables. Include serial numbers and store receipts for major appliances and electronics. Have jewelry and artwork appraised. These documents are critically important when filing insurance claims. For more information visit [www.knowyourstuff.org](http://www.knowyourstuff.org).
- Copies of all other critical documents, including finance records or receipts of major purchases.

### 2. Prepare your house.

- Check to see that the sump pump is working properly and consider installing a battery operated backup and water alarm to let you know if water is collecting in the basement.
- Clean gutters, downspouts, inlets...
- Raise electrical components (switches, outlets, circuit breaker, furnace, water heater, washer/dryer) to the Flood Protection Elevation (FPE = BFE + 2'; or 627.3 NAVD 1988)
- Move furniture and valuables to a safe place.

*If you are a recipient of this letter, then your property is either located within the 100-year flood plain, or it is immediately adjacent to the flood plain, and may be subject to flooding.*



Flood plain inquiries can be directed to the Engineering Department of the Village of Winnetka, and can be made in person, by telephone, or by e-mail. The Engineering Department is located at the Village Yards, 1390 Willow Road, Winnetka. While any of our Engineering Staff can answer your questions, our Flood Plain Manager is Susan Chen, Assistant Village Engineer, who can be reached at 847-716-3532 or [schen@winnetka.org](mailto:schen@winnetka.org). For flood plain inquiries, please provide the Village with the street address of the property in question. For general questions or concerns regarding local flooding, drainage issues or sewer back-ups, contact 847-716-3568, and your call can be directed to the appropriate Public Works staff.

## Village of Winnetka

### Protecting Your Property from Flood Hazards



### Public Works Engineering Department

Phone: 847.716.3568

## Protecting your Property

If your home or property is experiencing flooding in the form of ponding water, basement flooding by surface waters, seepage or through the floor drains, there are certain steps you can take to help minimize the problem.

- If you are experiencing ponding water on your property that is only draining by either evaporation or infiltrating into the ground, you may want to consider installing a storm inlet in the low area on the property to collect storm water and discharge it into the public storm system. If there is already an existing storm service to the property, and if grade elevations allow for positive drainage and the service is in good condition, then you may be able to tie the inlet into the existing service. Otherwise, a new storm service can be brought to the site, disconnecting any existing storm service at the main.
- If you are experiencing water entering the basement by topping over the window wells or seeping through the foundation wall or footing, providing positive drainage away from the foundation and/or maintaining the foundation's drain tiles, may help in this case.

- If you are experiencing water entering through the floor drain in the basement, then, most likely, the sanitary sewer service is the issue, and will need to be investigated. The first item to investigate, in any case, is to ensure that the storm sewer and sanitary sewer services are not interconnected, in any way. If it is found that they are, they must be separated, immediately, in accordance with Section 15.24.070 of the Village Code.

It is important to note that any alteration to a structure or land requires a permit from the Community Development Department be issued with approval by the Public Works Engineering Division. Also, ANY alteration, regrading or filling in the flood plain requires a permit.

## Protecting your Property and your Neighborhood

All residents can assist the Village of Winnetka's efforts to prevent and minimize flooding in Winnetka by doing the following:

- Do not dump or throw anything into ditches, swales, streams or other water conveyance systems. Dumping or altering grades is in violation with the Village's ordinance Sections 9.16.020.B.11; 14.04.130.A.1; 15.32.080.G and L; and 15.68. Even grass clippings, mulch and branches can accumulate and block drainage. When a drainage-way is obstructed, the water can get displaced onto adjacent properties, potentially causing flooding.

- If you see dumping or debris in ditches, swales or streams, or any filling within the flood plain (including the placement of mulch, soil, timbers, stone, raised gardens or patios, porches, sheds, or any other material or structure, please contact the Public Works Department at 847-716-3568, and the Village can investigate the situation and follow the necessary procedures to handle the violation. It is important to make the call while the activity is in process. Otherwise, it can be very difficult to assess whether it is a new or existing condition.
- If you are considering development on your property, including altering, regrading or filling on your property, a permit will most likely need to be obtained through the Community Development Department, to ensure that there will be no fill in the flood plain and no adverse drainage impacts on adjacent properties. Contact the Village of Winnetka Permit Clerk at 847-716-3520 and Engineering at 847-716-3568 to determine whether a permit and/or approval will be required prior to the work commencing.
- If your property is adjacent to a drainage ditch or swale, please do your part and keep the area clear of brush and debris. The Village of Winnetka has a maintenance program which can help remove major blockages such as downed trees.
- If you see any building or filling without a Village permit posted, please contact the Community Development and/or Public Works Department at 847-716-3520 or 847-716-3568.