



"PROGRESS THRU PARTICIPATION"

Department of Public Works

3900 Berdnick Street • Rolling Meadows, Illinois 60008 • 847-963-0500 • Fax: 847-963-0555

October 2, 2020

Dear Senior:

The City of Rolling Meadows Public Works Department will be administering the Senior Snow Removal Program this coming season for residents 65 years of age and older.

Because you participated in the Senior Snow Removal Program last year or indicated an interest in joining the program this winter, we are giving you the opportunity to enroll in the program this year. The program will begin November 1, 2020, and continue through April 15, 2021. **If you would like to be a part of the program this winter, please fill out the enclosed yellow "Income Verification Form" and mail it back to the Public Works Department office by October 20, 2020.** This form follows the Senior Freeze Exemption form which some of you may already fill out. You will **not** need to provide a copy of your income tax or Social Security Benefit statement, but the form **must** be signed at the bottom. If you chose to drop out of the program at any time during the winter season you will not be able to reapply until the following season.

The City's contractors are instructed to plow driveways after a single event snow fall over 3". Note that measurements are not cumulative; if it snows 2" on a Tuesday and then 2" on a Wednesday, the contractors generally will not plow because the requirement is for a single 3" snowfall or more. If you have a **detached** garage the program includes the shoveling of snow from one door to your driveway. Homes with **attached** garages do not receive shoveling to clear a door.

Please read the attached guidelines to make sure that you qualify for this program. The program is limited to ninety (90) homes, which are selected on a first-come-first-served basis. Once the limit has been reached, new applications will be placed on a waiting list.

You will receive confirmation of your registration. At that time, you will be notified of the contractor your driveway has been assigned to, including the contact information of the contractor.

If you have questions about the program please call the special Senior Snow Removal Program phone number at (847) 870-2892.

Sincerely,

Kristina Christie  
Public Works Clerk

**SENIOR SNOW REMOVAL PROGRAM GUIDELINES**  
**WINTER 2020-2021 SNOW REMOVAL PROGRAM**

1. The program is offered to **residents 65 years or older**, with a subsidy to qualifying residents (see attached Income Verification Form).
2. Homeowners will be charged for snowplowing services each time the contractor's services are requested, by the City, to plow snow. Note that if you are participating in this program, and someone other than the contractor clears your driveway, **you will still be charged for the snow removal**. This will be strictly enforced.
3. The City's contractors' will plow participants' driveways after each single event three inch (3") or greater snowfall, within 12 hours of the end of the snow fall. Public Works Snow Command makes the decision to call out the contractor after checking various locations in town. The program includes the shoveling of snow from one door of your house to your driveway if you have a **detached** garage.
  - a. In the event of a lengthy snow event, typically an event exceeding eight inches (8"), the contractor may be required to provide a second plowing of all driveways and walkways under the contract. You will be charged for two (2) events.
  - b. The City's Public Works Department may authorize senior driveway snow removal services to take place in the event of unusual conditions despite snowfall totals below 3" minimum accumulation (i.e. heavy, wet snow, ice storms or exceedingly cold temperature forecasts). Conversely, light snowfall accumulations over lengthy periods of time may result in snow plowing not being required.
  - c. **Homeowner's will be charged for each time the contractor is called by Snow Command for plowing service.**
4. The Senior Snow Removal Program contractors are independent contractors, and are not City employees. They do not use City vehicles. They have been instructed to automatically plow all driveways that are part of the program.
5. **You need not call the City or the Public Works Department for snow plowing once you are participating in the program.** If, after 24 hours from the end of a snow storm you find that your driveway has still not been plowed, please contact the Public Works Department at 847-870-2827 to report a missed driveway plowing.
6. The City of Rolling Meadows will bill each homeowner **once a month** for all driveway snow removal events that were performed. Please make checks payable to the City of Rolling Meadows and return to the Finance Department at 3600 Kirchoff Road, Rolling Meadows, IL 60008 by the due date indicated.
7. The City's contractors will complete plowing of their own commercial accounts first, prior to beginning residential senior citizen driveways. **Please understand your driveways will be plowed, however, it will depend on how quickly the contractors finish commercial accounts, which may be determined by the extent of the snowfall for any given storm.** *Snow Command waits for the end of the storm to call the contractors for plowing so your driveway will be as clear as possible.*
8. When our Snow Command has called out the Senior Snow Removal Program contractors, which occurs after a 3" snowfall and within 12 hours of the end of the storm, we will post a message on the special Senior Snow Removal Program phone number at **(847) 870-2827**.
9. **If you are not satisfied with your plowing service quality, please call your contractor directly.** You will be provided with the name and contact information for your contractor upon acceptance into the program. Contractors are liable for damage to the homeowner's property; please report any damage directly to the contractor.

City of Rolling Meadows  
Income Verification Form  
For 2020-2021 Snow Season  
(November 1, 2020 to April 15, 2021)

Yes, I want to participate in the Senior Snow Removal Program for driveways.

OR

No, I do not want to participate in the Senior Snow Removal Program at this time.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Marital Status:

Single/Widowed/Divorced

Married

Spouse's Name: \_\_\_\_\_

Spouse's Birthdate: \_\_\_\_\_

Social Security, SSI benefits. Include Medicare deductions (yearly total): \_\_\_\_\_

Railroad Retirement benefits. Include Medicare deductions (yearly total): \_\_\_\_\_

Civil Service benefits (yearly total): \_\_\_\_\_

Annuity benefits (yearly total): \_\_\_\_\_

Human Services & other governmental assistance (yearly total): \_\_\_\_\_

Wages, salaries, and tips from work (yearly total): \_\_\_\_\_

Interest and dividends received (yearly total): \_\_\_\_\_

Other income: \_\_\_\_\_

Total Income: \$ \_\_\_\_\_

Only Check 1 Box	# of Persons in Household	Income Level	City Subsidy	Homeowner Cost per Plowing
	1	Above \$45,000	0	\$40.00
	2	Above \$55,000		
	1	\$30,000 to \$45,000	33%	\$27.00
	2	\$40,000 to \$55,000		
	1	Below \$30,000	67%	\$13.00
	2	Below \$40,000		

For participants with detached garages, indicate which door is to be made accessible:

Side: \_\_\_\_\_ Back: \_\_\_\_\_ Front: \_\_\_\_\_

RETURN THIS FORM BY MAIL OR IN PERSON TO:

Rolling Meadows Public Works Department  
Attn: Kristina Christie  
3900 Berdnick Street  
Rolling Meadows, IL 60008

\_\_\_\_\_  
Signature  
I state that, to the best of my knowledge,  
the information contained in this  
affidavit is true, correct, and complete.