

ROUTE 3 SEWER CORRIDOR

Sewer Connection Information & Instructions

for

Homeowners and Contractors

Date: _____, 2006

To: Property Owners & Contractors

From: The Route 3 Sewer/Development Board
Terry Buckley, Town of Champion Supervisor
Lee Carpenter, Village of Black River Mayor
Larry Longway, Town of Pamela Supervisor
Neil Parks, Town of Rutland Supervisor
Ron Taylor, Town of LeRay Supervisor

Subject: Information & Instructions for New Route 3 Sanitary Sewer Connections

This package contains important information for property owners and contractors on requirements for obtaining a Sewer Service Permit to establish a new connection within the Route 3 Sewer Corridor.

This document was developed to explain the Board's requirements and provide guidelines for property owners and contractors. All required forms are included in this document. Please read through this document carefully. Submittal of a complete application form will help ensure that your permit is approved in a timely manner.

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Route 3 Sewer Service Application

Sample Location Sketch

Standard Route 3 Sewer Easement

Sewer Installation Details

1.0 Purpose

The purpose of this procedure is to describe the application process and the basic technical requirements for the construction and installation of new Route 3 Sewer System components.

2.0 Responsibilities

- 2.1 The System Owner (Town/Village) is the municipality in which the new sewer system components will reside. The Town/Village is responsible for administering and overseeing this procedure.
- 2.2 New sewer customers are responsible for:
 - Completing a Sewer Service Application which enables them to connect to the Route 3 Sewer System.
 - Hiring an approved contractor to install the sewer system components.
 - Scheduling an inspection of the system components prior to connecting into the Route 3 Sewer System.
 - Executing an easement, if required.
 - Paying all construction, engineering, easement filing, and inspection fees associated with the new sewer service(s).
- 2.3 The Development Authority of the North Country (DANC) is responsible for operating and maintaining the Route 3 Sewer System. As the system operator, DANC personnel are responsible for ensuring that new connections are constructed and installed in accordance with applicable design standards. DANC personnel are also responsible for documenting new connections and distributing details to the system owner.

3.0 General Requirements

- 3.1 The Town/Village can only provide service to customers that are located within an existing sewer district.
- 3.2 Some of the municipalities within the Route 3 Sewer Corridor require that new sewer services are turned over to the municipality to operate and maintain. If you are constructing a new service lateral in a Town or Village that requires that your service be turned over to the municipality after construction, then an updated easement showing the location of any new system components must be filed with the County. This easement provides the Town/Village with proper access to maintain the sewer system components. The customer is responsible for all fees associated with the execution and filing of new easements. The municipality will file the easement with the County.
- 3.3 Requests for connection into the Route 3 Sewer Corridor must be submitted by completing a *Route 3 Sewer Service Application*.
- 3.4 Connections must be designed and constructed in accordance with the original criteria identified in the contract documents and specification relating to the respective system, unless the proposed criteria can be shown to be more advanced and of better quality than that of the original specification. Contract

Authority of the North Country's Warneck Pump Station located at 23557 NYS Route 37, Watertown, NY 13601.

- 3.5 Customers **must** utilize a contractor approved by the Route 3 Sewer Corridor for the installation of any sewer system components. The following contractors have been approved by the Route 3 Sewer Board:

3.5.1 Contractors Approved to Perform Direct Connections to Sewer Mainlines and Lateral Installations

<u>Contractor</u>	<u>Address</u>	<u>Phone Number</u>
BatCon	BatCon 4277 Slate Hill Road P.O. Box 155 Marcellus, NY 13108	315/345-2552
Bach & Co.	11176 County Route 9 Clayton, NY	315/686-3083
Thomas Excavating	37 E Church St Adams, NY	315/232-2162 or 315/523-1072
Mellon & Daye	703 Brooks Dr Clayton, NY	315/686-5711
North Country Contractors LLC	12141 Whitney Rd Henderson, NY 13650	315/938-7080
Marcellus Construction	4615 Crossroads Park Dr., Liverpool NY 13088	315/451-6655
Syracuse Utilities	17668 Old Rices Rd, Watertown, NY 13601	315/256-6591
W.D. Malone	708 County Route 7 Hannibal, NY	315/382-2190 or 315/561-6784

3.6 Contractors Approved to Perform Lateral Installations Only

None approved at this time.

- 3.6 All new connections must include a means for metering in order to accurately bill for the services provided. For large commercial or industrial customers this may require a sewer meter. Residential customers must be a current water customer or must install a meter on their private well.
- 3.7 Most sewer service determinations will be made within 30 days of receipt of a complete Route 3 Sewer Service Application.

4.0 Technical Requirements

Detailed technical requirements for sanitary sewer systems are presented in the latest *Contract Documents and Drawings for the Route 3 Sewer Corridor*. Customers may reference these documents to determine acceptable pipe material, covering, backfill, etc. More complex systems may require that the customer hire an engineer licensed by the State of New York to complete the design. Detailed information and drawings are available by requesting a copy of the Route 3 Contract Documents and Drawings from DANC at 315/782-8661.

Some basic requirements for single family gravity sewer laterals are listed below and are included with more detail in Section 02733 of the Contract Documents and the Sewer Installation Details found at the end of this document:

- 1) The minimum horizontal distance between water and sewer line shall be 10' except when lines must cross. At intersections water and sewer lines shall be separated by a minimum of 18 vertical inches.
- 2) Water and sewer lines shall not share excavation trenches with other utilities and must be separated by a minimum distance of 6' whenever possible.
- 3) Laterals shall be installed with a minimum of 3' of cover.
- 4) Magnetic marking tape 2 inches wide with the words SANITARY SEWER BELOW shall be installed not more than 2 feet below finished grade for all sewer laterals.
- 5) Gravity sewer laterals shall be 4" PVC Plastic SDR 35 pipe and fittings. Pipe shall be joined with integral bell and spigot rubber gasketed joints.
- 6) 4" service laterals shall be installed at a minimum of 1/4" per 1' slope.
- 7) Service laterals shall be connected to existing sewer main lines through the use of a machine drilled hole using equipment expressly made for this purpose. Laterals shall be connected to the sewer main through the use of an Inserta Tee Fitting made for PVC SDR 35 pipe. Fittings are available by contacting the Development Authority or the manufacturer (Inserta Fitting Co., Tel. 503/357-2110).
- 8) Sewer laterals shall not be connected directly to manholes.
- 9) Cleanouts shall be provided at least every 100'; at each change in direction of the line; and within 10 feet of the house foundation.
- 10) For normal soil conditions, the trench shall be excavated 4 inches deeper than the bottom of the pipe. Pipe bedding material used shall be NYSDOT Subbase Course 304 Type 2 crushed stone.
- 11) Backfill material shall be free of roots and vegetation and shall have no stones greater than 4 inches in diameter.
- 12) Pipe bedding shall be placed in maximum lifts of 8 inches after the pipe is joined.
- 13) Do not compact directly over PVC pipe until backfill has reached 2 feet above top of pipe.

4.2 Low Pressure Sewer Lateral Requirements

Some basic requirements for single family gravity sewer laterals are listed below and are included with more detail in Section 02733 of the Contract Documents and in the Sewer Installation Details found at the end of this document:

- 1) Gravity sewer laterals that cannot meet minimum slope requirements will require a grinder pump.
- 2) Grinder pumps will be supplied by the Development Authority and must be installed by an approved contractor.
- 3) The grinder pump must be paid for by the property owner before it can be supplied to the contractor. The property owner will pay the municipality for the cost of the pump. These funds will be forwarded to DANC by the municipality with the completed Sewer Service Application. Once DANC receives payment the pump can be released to the contractor for installation.

- 4) The property owner's contractor must install the grinder pump in accordance with Section 11308 of the Route 3 Contract Documents for the Route 3 Sewer System, and E-One Grinder Pump Installation Instructions. Copies of these documents are available upon request from the Development Authority.

5.0 Submittal Requirements

All new service connections must be reviewed and approved by the Municipality, their Engineer, and the Development Authority. The property owner must submit a completed Route 3 Sewer Service Application to the Clerk in Town or Village in which the proposed sewer service connection will be located. The application must be submitted with the proper connection fee and a Location Sketch. The location sketch must show the property boundaries, buildings, approximate length of service lateral with reference dimensions to two permanent structures, location of cleanouts, tie-in point to mainline, and any other relevant information. An example of an acceptable Location Sketch is attached for reference.

New sewer service connections require that services be turned over to the Town/Village for operation and maintenance after construction in accordance with the municipality's Sewer Use Law. As such, the Customer will be required to execute a property easement providing access to the municipality. Customers should contact the Town or Village Clerk to complete the easement process. A standard Route 3 Sewer Easement is attached for reference. This easement must be executed and submitted with the applicable County filing fee prior to obtaining approval for connection.

6.0 Inspection Requirements

All approved connection requests must be inspected by a Development Authority representative. The customer or their representative must schedule the connection with the Development Authority at least 48-hours prior to the connection. Customers must have an approved *Route 3 Sewer Service Application* on file with the Development Authority prior to scheduling an inspection. The Development Authority will charge a flat rate of \$150 to review the application and inspect the service. If the connection is scheduled outside normal business hours or the inspection takes longer than two hours, additional charges may be applied. To schedule an inspection contact the Development Authority of the North Country at 315-782-8661.

7.0 Record of Changes

<u>Revision Date</u>	<u>Description of Changes</u>
3/16/05	Original Document Created
5/12/06	Updated to ask about private well

Route 3 Sewer Service Residential and Commercial Application

INSTRUCTIONS

- All information must be typed or legibly printed.
- All sections of the form must be completed to avoid delays in processing.
- The property owner must sign the form.
- Submit completed form with payment and Location Sketch to the Clerk in the Town/Village in which the new service is to be located.
- The Clerk will forward the application for Technical Review.
- You will be notified by phone if your permit has been approved or if your permit is missing information required to properly review. If your application is denied you will be notified in writing as to the reason.

GENERAL INFORMATION (To Be Completed By Customer)

Property Owner's Name: _____ Phone (____) _____
Owner's Address: _____ City _____ State _____ Zip _____
Job Address: _____ City _____ State _____ Zip _____
Tax Parcel ID No. _____ ☐ Residential ☐ Commercial
Approved Contractor: _____ Phone (____) _____
Contractor's Address: _____ City _____ State _____ Zip _____

Is the requested connection to serve an existing structure? ☐ Yes ☐ No

If yes, is the requested connection to relieve a failing septic? ☐ Yes ☐ No

Does property receive potable water from private well? ☐ Yes ☐ No

If the requested connection is to serve a new structure, what is the anticipated occupancy date? _____

☐ A Sketch of the new service connection is attached.

OWNER'S CERTIFICATION (To Be Completed By Customer)

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that I am the Owner of the property located at _____ and that I am requesting a permit to install a new sewer service.

In consideration of the granting of this permit, I agree to the following:

- 1) That no work or installation has commenced prior to the issuance of a permit;
- 2) That all work will be performed to meet the standard of all applicable State and Local laws regulating construction;
- 3) To maintain the sewer service lateral or provide formal property easement to the Town/Village to maintain the sewer service lateral in accordance with the applicable municipality's Sewer Use Ordinance
- 4) To schedule an inspection of the service with DANC before any portion of the work is covered and prior to connecting into the main sewer line.

Date: _____ Signed: _____

MUNICIPAL REVIEW (To Be Completed By Municipality)

Is a new/updated property easement required? ☐ No ☐ Yes

- If easement is required it must be executed prior to connection approval.

Amount of Sewer Service Connection Fee: ☐ _____

☐ Payment Received By _____ on _____.

Municipal approval that applicant is eligible for new service connection to the R3 Sewer Corridor

Date: _____ Signed: _____

TECHNICAL REVIEW (To Be Completed By DANC)

Application Reviewed By: _____ Date: _____

Application Action: ☐ Approved, as submitted ☐ Approved with conditions
☐ Returned, due to incomplete submittal ☐ Denied (See Attached)

Sewer Lateral Connection

Town/Village: _____
House No.: _____
Street: _____

Owner: _____ Contractor: _____
Date Installed: _____

- | | | |
|------------------------------|-------------------------|-----------------------------|
| 1. Service Pipe Installation | | 2. Connection to House Line |
| a) Lateral size | _____ | 3. Length of Service |
| b) Pipe Material | εSDR 35 εother _____ | 4. Diameter of Sewer Main |
| c) Curb Stop | eyes εno | 5. Depth of Curb Stop |
| d) Grinder Pump | eyes εno | 6. εForce Main εGravity |
| | Make: _____ | Model: _____ |

General Notes: _____

EASEMENT GRANT

This Easement Grant is made this ____ day of _____, 2005 between _____ residing at _____ ("Grantor", whether one or more) and the _____, a municipal corporation of the State of New York, having an office at _____, New York _____ (the "Grantee").

RECITALS

1. Grantee is in the process of building or installing a:
 - a) wastewater collection system, including mains, laterals, pump stations, meters and other appurtenant devices; and
 - b) water supply lines, including laterals and appurtenant facilities, including pumps and meter for water (hereinafter referred to as "Facilities").
2. Grantor is the owner of certain real property within the service area of the facilities known as the _____ tax map number _____.
3. A portion of the facilities need to be installed on Grantors property in accordance with certain engineering plans drawn by _____, as shown on Schedule "A" annexed.
4. Grantee is seeking an easement to install such facility.
5. Grantor is willing to provide and easement for such facilities.

In consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the following grants, agreements, covenants and restrictions are made:

1) **GRANT OF EASEMENTS.**

- a) Permanent Easement. Grantor hereby grants and conveys to Grantee, its successors and assigns, a twenty (20) feet wide permanent right-of-way and easement on, over, under, across and through the premises of Grantor as described below ("the Permanent Easement") for the lawful purposes of the Grantee including laying, relaying, constructing, reconstructing, maintaining, inspecting, operating, cleaning, repairing, replacing and removing sewer mains, laterals or other appurtenant facilities, including supporting apparatus, meters and structures, all other facilities appurtenant thereto and any other lawful improvements thereto (collectively "the Facilities") and making such excavations and performing all work as, in the sole discretion of Grantee, its successors or assigns, may be necessary or desirable.
- b) Temporary Easement. During and for the purpose of the construction and restoration of any Facilities and appurtenances thereto, the Grantee shall have the right to clear and use additional land ten (10) feet in width on each side of the

Permanent Easement (the "Temporary Easement"). The grant of Temporary Easement shall terminate upon completion of construction of the facilities and surface restoration. Excepting and reserving from the permanent and temporary easements any area of land upon which there is situated a part of a permanent structure or building on the date of this easement grant.

2) **DESCRIPTION.** The parties hereto agree that "as built" drawings shall be filed with the County Clerk to show the precise location of the facilities and that the "as built" drawings aforementioned shall constitute the actual location of said easements as hereinbefore set forth.

3) **INGRESS AND EGRESS.** The Grantee, its agents, contractors and their workmen shall have the right to reasonably cross and recross the remaining adjacent lands of the undersigned on foot or with motor vehicles and their equipment for all purposes set forth in this Easement Grant and incidental thereto, including but not limited to the construction, inspection, cleaning, operation, maintenance and repair of the Facilities.

4) **CONSTRUCTION AND MAINTENANCE OF FACILITIES.**

- a) Upon completion of the construction of the Facilities, as well as after any subsequent repair, reconstruction, replacement or any other work in connection with the Facilities, Grantee, at its own cost and expense, shall restore the surface of the easement to, (as nearly as is reasonably practicable), their condition prior to the commencement of the work.
- b) Grantee shall defend, hold harmless and indemnify Grantor of and from all damages or judgments arising from injury or death to person or property, except such damages to the property of Grantor arising from the use of the Permanent Easement by Grantor pursuant to paragraph 4, by reason of and caused by the actions of Grantee in carrying out the purposes of this Easement Grant.
- c) The Grantee may during construction and thereafter from time to time, trim, cut and remove by manual, mechanical or chemical means, brush, trees, vegetation, and other physical obstructions on the easements.

5) **USE OF EASEMENT PREMISES BY GRANTOR.** The right to use the Permanent Easement for any purpose not interfering or inconsistent, in the opinion of Grantee, with this Easement Grant is expressly reserved by Grantor, provided, however, that Grantor shall neither build, erect, construct or place upon, over or under the Permanent Easement, anything of a permanent nature or character, except that Grantor may maintain and replace anything currently existing. Furthermore, the Grantor will not impound water nor do or cause to be done, directly or indirectly, any damage to, interference with, or create any potential hazard to the Facilities, and will not remove soil from the Permanent Easement so as to leave the Facilities nearer to the surface of the land than when laid, nor in any way interfere with or disturb the grade of the soil as completed by the Grantee. It is further understood and agreed that the Facilities shall at all times be and remain the property of Grantee and under its unconditional control and supervision.

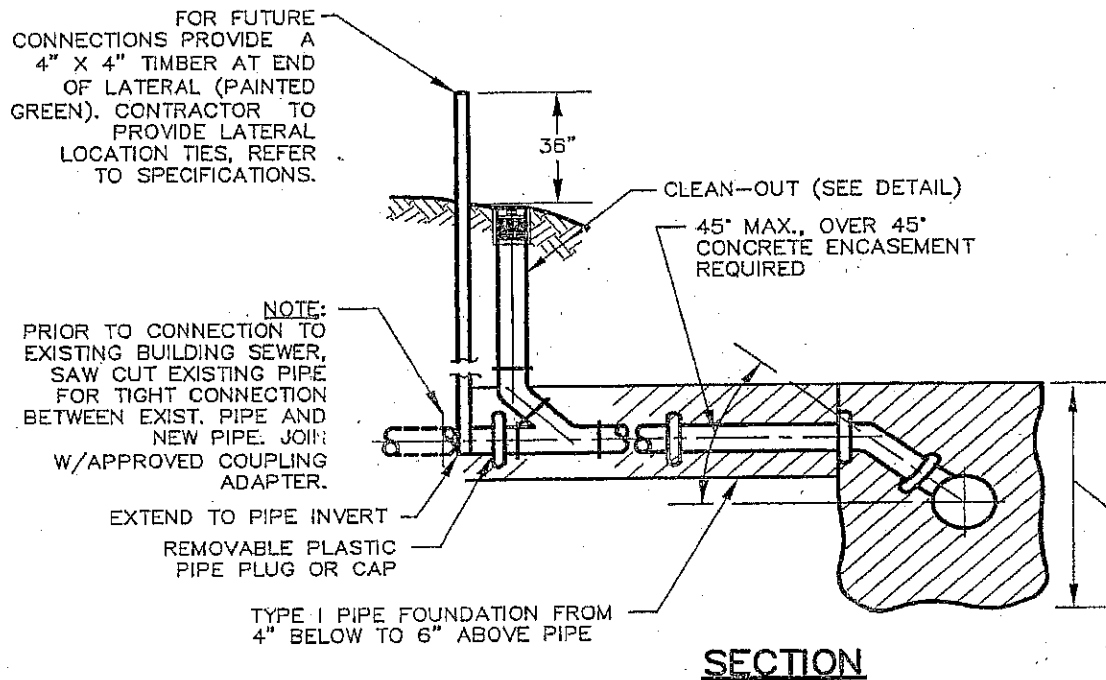
6) **WARRANTY OF TITLE AND PAYMENT.** Grantor has by this Easement Grant provided the Grantee with good and marketable title to the easements. The Grantor hereby warrants ownership in fee simple of the easements, has a good right to convey and grant the foregoing

STATE OF NEW YORK)
) ss.:
COUNTY OF JEFFERSON)

On the ____ day of _____ in the year ____ before me, the undersigned, a Notary Public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person(s) upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Sewer Installation Details

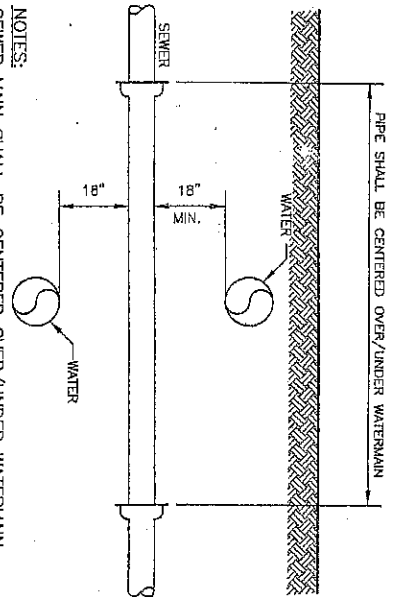


NOTES:

1. FOR CONNECTION TO EXISTING LATERALS USE APPROVED ADAPTER COUPLINGS SECTION 02733.
2. CONSTRUCT ON STRAIGHT GRADE - 4-INCH (2%) AND 6-INCH (1%) MINIMUM.
3. VERIFY UTILITY LOCATION AND ADJUST GRADE IF NECESSARY.

LATERAL DETAIL

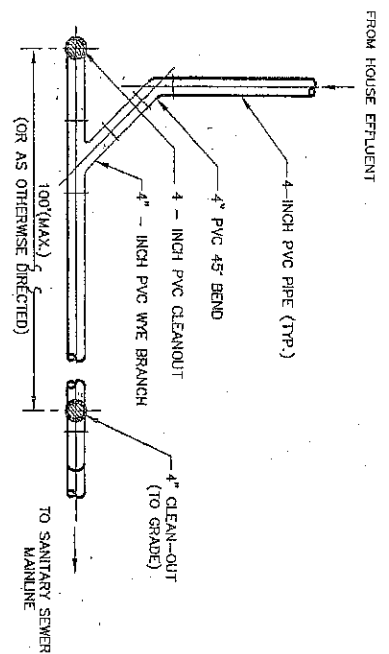
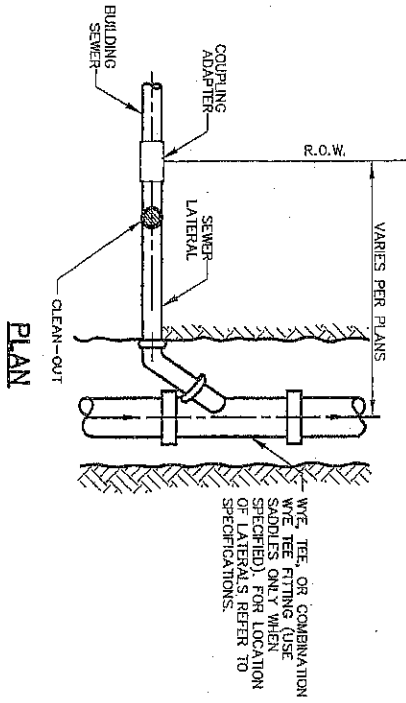
NOT TO SCALE



- NOTES:
1. SEWER MAIN SHALL BE CENTERED OVER/UNDER WATERMAIN (i.e. JOINTS SHALL BE EQUIDISTANT FROM WATER MAIN)
 2. IF 18" SEPARATION CANNOT BE OBTAINED CONTRACTOR SHALL CONCRETE ENCASE SEWER TEN FEET EITHER SIDE OF WATERMAIN.

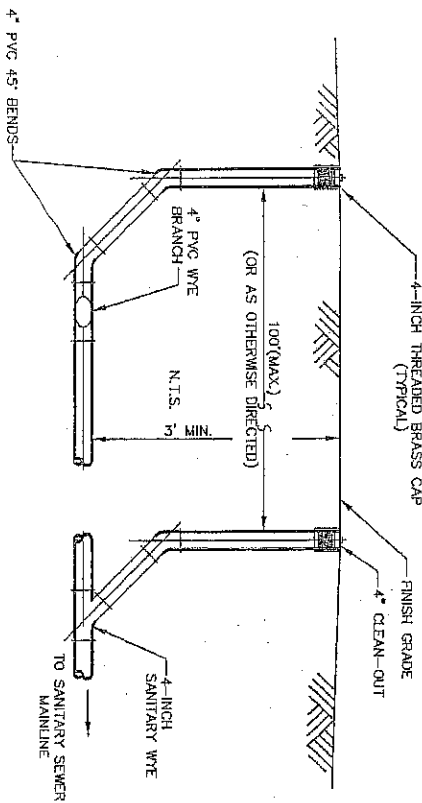
WATER/SEWER SEPARATION

NOT TO SCALE



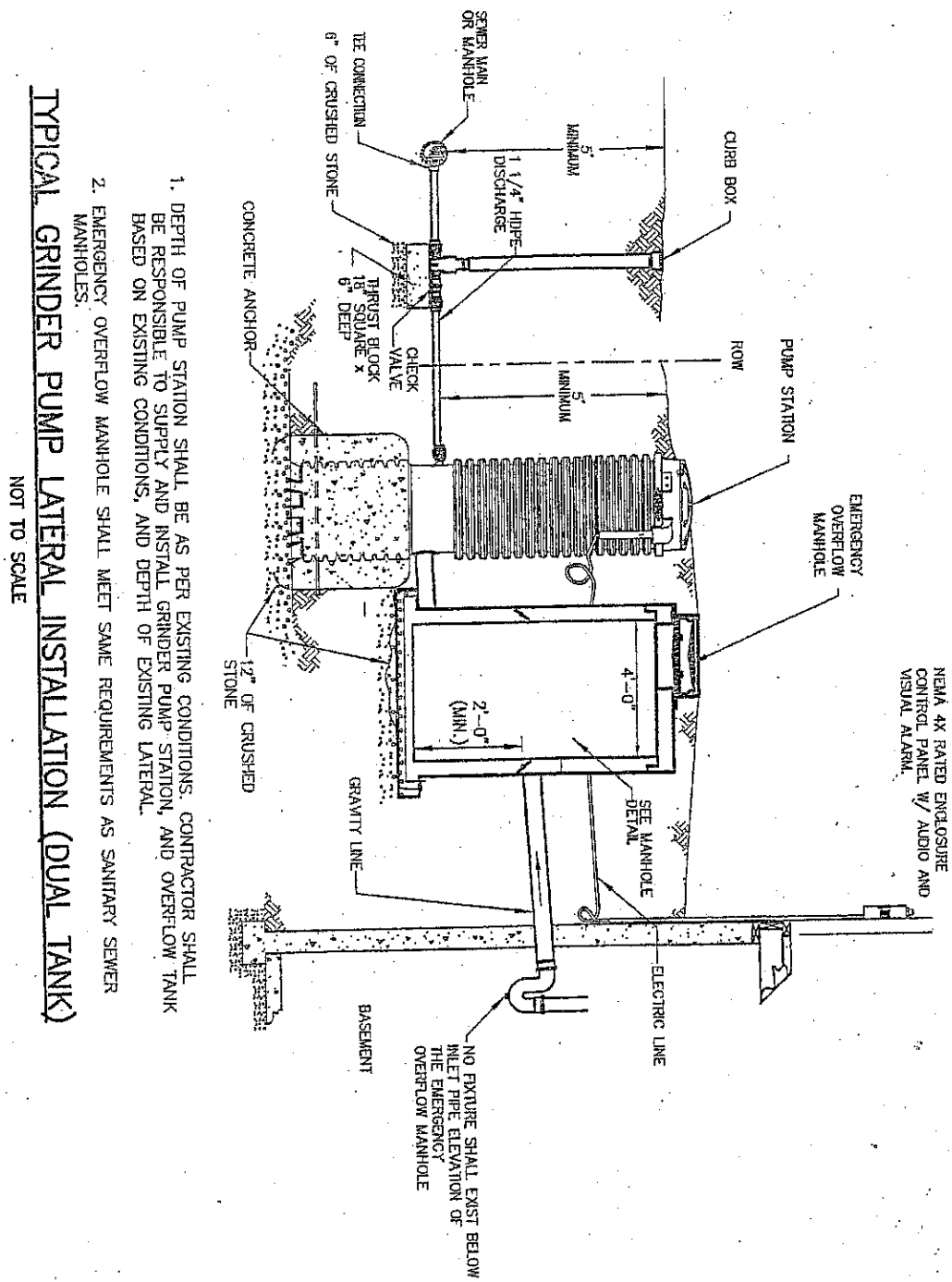
PLAN

N.T.S.



PROFILE

4-INCH SERVICE LATERAL



1. DEPTH OF PUMP STATION SHALL BE AS PER EXISTING CONDITIONS. CONTRACTOR SHALL BE RESPONSIBLE TO SUPPLY AND INSTALL GRINDER PUMP STATION, AND OVERFLOW TANK BASED ON EXISTING CONDITIONS, AND DEPTH OF EXISTING LATERAL.
2. EMERGENCY OVERFLOW MANHOLE SHALL MEET SAME REQUIREMENTS AS SANITARY SEWER MANHOLES.

TYPICAL GRINDER PUMP LATERAL INSTALLATION (DUAL TANK)

NOT TO SCALE