

The purpose of this application example is to provide assistance to small and medium sized rural communities in the drafting of documents necessary for the efficient operation of water, wastewater, and other utility services. The use of this example beyond the scope for which it was prepared is not recommended without consulting competent government or outside counsel. Users are cautioned to check for changes in the laws of the State of Indiana before implementing any legal contracts. Statutory changes may materially affect the ability of an entity to enter into or enforce various types of contracts.

Exhibit A

Rules and Regulations for House Connections and Sewer Extensions

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1. Permit Requirements

No connection with or extension of either any public sanitary sewer or any construction, alteration or repair of any pipe, conduit or facility between the sanitary collector line and any building shall be made without previous permit authorizing the same. Application for permits are to be submitted for approval to the Regional Sewer District Board.

Emergency repairs may be made without previous permit during weekends, evenings and holidays as long as a permit is obtained at the earliest possible time thereafter. Such repairs are still subject to Regional Sewer District inspection and therefore must be left uncovered until inspected. Suitable safety protection shall be erected until the work can be inspected and backfilled.

2. Permit Fee

No permit for construction or alteration of any sanitary sewer pipe, conduit, sewer line extension, or connection to a public sanitary sewer shall be issued until and unless applicant has paid the permit fee. Permits will be issued by the municipality in which the work is to be done upon acceptance of the application by the Regional Sewer District Board.

3. Special Requirements

A permit may, at the discretion of the Utility Engineer, embrace special provisions and conditions as to the use of grease traps, size of pipe, method of construction, backfill requirements or similar detail.

4. Illegal Connections

No person shall provide for or permit the drainage of any cellar, swimming pool, water cooled air-conditioned system, or any storm water or surface water, roof drains, foundation drains, sump pumps or area drains, directly or indirectly, into any sanitary sewer.

5. Sump Pump Certification

Upon the transfer of real property within the Regional Sewer District, the owner / agent must certify that any sump pumps, roof drains, area drains, etc. are not connected to the sanitary sewer system. The owner / agent must indicate on the back of the form where any / all of these drains do discharge.

6. Abandonment of Septic Systems or Cesspools

No cesspool or septic tank shall be allowed to discharge into the public sewer, and wherever a connection discharging into a cesspool or septic tank shall have been extended to the sanitary sewer and properly connected therewith, the connection to the said cesspool or septic tank immediately after the completion of said new connection shall be entirely cut off from the cesspool or septic tank, shall be emptied of its contents, and backfilled with fresh clean fill material.

7. Permits for Sewer Collector Line Extensions

Every application for a sewer collector line extension shall be accompanied by the required application to the Indiana Department of Environmental Management along with a complete set of proposed plans and details for the project. The proposed plans and details shall then be delivered to the Regional Sewer District for approval and authorizing signature. The proposed plans and details, along with the required State application, shall then be forwarded to the Indiana Department of Environmental Management as contained in its Rules and Regulations for the Preparation and Submission of Designs for the Sewer System and Sewerage Treatment Works. During the construction of all sewer extensions, everything shall be left open for inspection by the proper agent of the Regional Sewer District and no sewage will be permitted to be discharged into the line and no permanent connection shall be made to the sewer system until the required tests have been made and the tightness of the sewer found to conform to the Regional Sewer District specifications.

8. House Connections

In all house connections, each property shall be separately and independently connected with the sanitary sewer, and for the purpose of this regulation, each side of a so-called double house shall be considered as a separate property and each side must have a separate house connection located entirely within its boundaries if topographically feasible.

The foregoing provisions shall not apply to any double house with a single house connection, which was constructed prior to the passage of these regulations, except as hereinafter provided. If the Regional Sewer District shall determine that such a double house with a single house connection, or either side of such double house, is in a condition detrimental to human health because of such single connection, by reason of the inadequacy of the connection or its interior appurtenances, or by reason of failure to maintain such single connection or appurtenances in proper working order owing to divided responsibility, such officer shall notify the owner of each side of such double house to cause his side to be separately and independently connected to the sewer system within 60 days after such notification as provided in the Sewers User Ordinances of the Regional Sewer District. Any owner who shall fail to make such connection within said time shall be deemed in violation of these ordinances.

In the case of apartments in a single building where pursuant to a general plan of development all apartments are designed for and operated under a single administrative ownership responsible for the maintenance of sewer connections, one house connection may be made from each building to the sanitary sewer and so maintained while such building remains under a single ownership.

In the case of two or more such buildings, each shall be connected to the sanitary sewer by separate house connections. In the case of condominium type apartment complexes, each individual apartment shall be treated as a single house requiring a separate connection unless there exists an agreement for construction and maintenance of common sanitary facilities, approved by the Regional Sewer District. No house connection shall be covered until so ordered by the Regional Sewer District or its authorized representative. Ample notice (72 hours) must be given the inspector in order that he/she may examine the work before ordering the backfilling to begin. Any part of the work which may have been covered without previously obtaining the consent of the Regional Sewer District or its agent, shall be uncovered for his examination if so ordered by him. The backfilling around a house connection shall be so executed as not to injure the joints of the pipes. The backfill shall be so compacted as to permit the restoration of the surface of the street as nearly as possible to its former condition, or as specifically required by the District Engineer.

9. House Connection Construction

"Cleanouts"

At least one cleanout must be provided on every house connection. Location(s) of cleanout(s) shall be governed by the following consideration: A minimum of two inches (2") internal diameter pipe suitable for pressure service shall be used for the force main section of the system. The remainder of the system shall meet the specifications for a gravity house connection. Mechanical or other pressure type joints shall be utilized in the force main.

"Cover Over Pipe"

The pipe shall have additional protection in all areas with less than thirty inches (30") of cover. This protection shall consist of placing concrete (2,500 psi) 6" around the pipe or the placement of the sewer pipe inside a larger diameter concrete or iron pipe. For pipes of eight inches (8") or greater in diameter, eight (8) #4 reinforcing rods shall be placed around the pipe in the concrete encasement.

"Connection to Sewer Main"

Where available, connections to the sewer main (collector line) shall be through the use of "wyes" or "stubs". Otherwise, saddle or manhole connections shall be used. Such saddle connections shall be made up to the upper half of the sewer main and shall be completely sparged with concrete after inspection of the connection. House connections to manholes will be permitted providing the connection is watertight and the new flow properly channeled into the existing channel.

"Grease Trap"

A properly designed ventilated grease trap shall be interposed between the house connection and the kitchen and pantry sinks of every hotel, eating house, restaurant, cooking establishment or gasoline service station. No trade wastes, such as those from factories, laundries, dairies, etc. shall be discharged into the sanitary sewer except by special permission of the Regional Sewer District.

"Separation of Lateral from Private Wells"

All house connections must be 50 feet from the private well head (Uniform Plumbing Code latest edition, ISDH technical specifications-Chapter 3).

10. Inspection

Sewer inspection is available from 8:00 A.M. to 4:00 P.M. Monday through Friday except for holidays. The rate for out-of-hour sewer inspections shall be computed at 1 % times the inspector's hourly rate, with a minimum two-hour charge. Whenever possible, requests for sewer inspection should be made seventy-two (72) hours in advance by calling Regional Sewer District

11. Pipe Classification and Pipe Requirements

The pipe used for either house connections or sewer extensions must meet the requirements of most recent ASTM specifications and good engineering practice.

"House Connections"

Poly Vinyl Chloride - PVC Schedule 40 with cemented coupling joints, or rubber compression joints.

12. Stream Crossing

The pipe used for stream crossing shall be cast iron encased in concrete within the limits of the stream and to a point ten feet (10') from each bank. All pipe located within ten feet of a stream shall be cast iron. Wherever possible, the line shall be located three feet (3') or more below the stream bed at stream crossing.

13. Manhole Marker

Permanent markers must identify all manholes out of paved areas. The marker shall be placed two feet (2') to the north or east of all such manholes. They shall extend two feet above grade and be painted yellow.

14. Trench Excavation and Bedding Procedure for Sanitary Sewer and House Connections

The trench shall be dug six inches (6") or more than the final grade line and the pipe shall be crushed stone or pea gravel which will pass one-half inch (2") sieve but will be retained on #4. The granular bedding shall have a minimum thickness of six inches (6") or one-fourth the outside pipe diameter and shall extend halfway up the pipe barrel at the sides. The remainder of the side fills and a minimum depth of twelve inches (12") over the top of the pipe shall be filled with carefully compacted bank run or clean earth material to be approved by the PSOC Manager or his agent. From the point twelve inches (12") above pipe, selected backfill material approved by the District Engineer shall be deposited in the trench uniformly, in lifts not exceeding twelve inches (12"), and each lift shall be thoroughly tamped to the satisfaction of the Engineer.

15. Final Acceptance (Air Testing)

After completing backfill of collector sewers, the contractor shall perform an air test and deflection test on the line, at his own expense, in the presence of a representative of the Regional Sewer District. Final acceptance will not be granted until the entire installation has passed these tests. Air test and deflection test specifications can be obtained at the Regional Sewer District office.

16. Photo Inspection of Sewer Lines

Upon completion of the project or any section thereof, the Regional Sewer District may require photo or television inspection of the sewer by means of a camera traveling through pipe. Defects such as cracked pipe, defective joints, leaking joints, misaligned joints, and all others which may in any way affect the grade and alignment of the pipe, the life of the completed work and / or the water tightness of the sewer, shall be corrected by uncovering the pipe, replacing the defective or improperly installed pipe, and satisfactory backfilling of the trench. In the event that roadway pavement or sidewalk has been replaced before this corrective work is done, the cost of additional replacement of pavement or sidewalk shall be paid by the contractor. The cost of the photo or television inspection of the sewer shall be borne by the contractor, as well as all costs to repair defective sections. The Regional Sewer District reserves the right to require re-inspection of the repair by the same method outlined above. The cost of the second photo or television inspection shall also be borne by the contractor.

17. Sewerage Extensions

Plans for sewerage extensions shall comply with "Rules and Regulations for the Preparation and Submission of Plans for Sewer Systems and Wastewater Treatment Plants," Indiana Department of Environmental Management.

18. Requirements for Final Acceptance of New Collector Line Extensions

All lines shall satisfactorily pass the required air and deflection tests and meet all other construction requirements including internal camera inspection. All lines shall be clean and free of mud or other sediment. Manholes shall be completed to specifications and be free of leaks. "As built" drawings shall be delivered to the Regional Sewer District for their permanent records. All sewer collector lines constructed in the Regional Sewer District shall receive final approval from the District Engineer. The District Engineer will grant final approval for those lines constructed in the Regional Sewer District.

Adopted and APPROVED by the Regional Sewer District
Day of MONTH, YEAR NUMBER.

The _____ Regional Sewer District

EXAMPLE