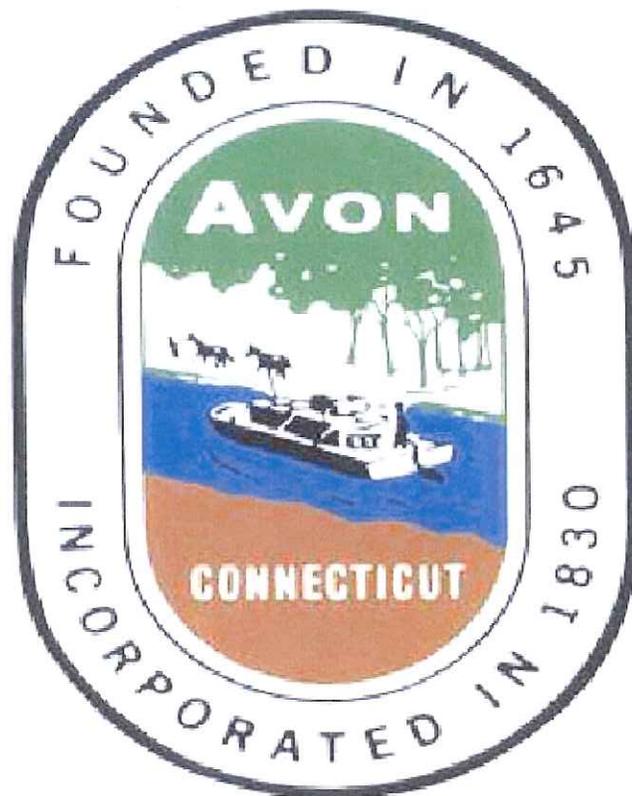


AVON WATER POLLUTION CONTROL AUTHORITY



SEWER CONNECTION REQUIREMENTS

Engineering Department
60 West Main Street / Building # 7
Avon, Connecticut 06001
Phone: 860 409 4324



AVON WATER POLLUTION CONTROL AUTHORITY SEWER CONNECTION INFORMATION

In an effort to streamline the process of acquiring a sewer connection permit, the Town of Avon has prepared this package of documents providing information and requirements to contractors and property owners wishing to connect to the Avon sewer collection system.

The general process that is to be filed in order to connect to the Avon sewer collection system is:

1. Provide required documentation indicating intent to connect to the collection system
 - a. Contact information (See Sewer Permit Application Contact Form)
 - b. Design drawing showing existing condition and proposed route (See Sewer Design and Installation Requirements)
 - c. Insurance and Bond (See **Fees, Assessment, Bond and Insurance Requirements**)
 - d. \$50 permit fee
2. Review of request to connect is performed by Avon Engineering / Sewer Department. This will generally be completed within 2 business days of receipt of the initial documentation. Missing or incomplete information will result in processing delays.
3. Review will include information provided as previously described and required fees and assessments will be determined (See **Fees, Assessment, Bond and Insurance Requirements**). All fees and assessments must be paid in full prior to the issuance of a permit.
4. Avon Engineering or Sewer staff will contact the applicant to describe additional information and other requirements to complete the permit.
5. Upon receipt of all required documentation and payment of all fees from the Town of Avon Collector of Revenue, Engineering will complete the permit form within the permit tracking system and contact the applicant that permit is ready for signature and pick up.
6. Once the permit is completed, the contractor may begin work, following Avon requirements for equipment, details, and inspections. (See **Sewer Design and Installation Requirements**)
7. Upon completion of the work, inspections, testing, etc., the Avon Inspector will complete the permit. The bond for the work must remain in place for 1 year following this date.



**AVON WATER POLLUTION CONTROL AUTHORITY
SEWER PERMIT APPLICATION / CONTACT FORM
(PAGE 1 OF 2)**

This form is to be filled out by the applicant (license holder) for sewer connection permit

Date: _____ Property Being Served: _____

CONTRACTOR INFORMATION

Contractor Company Name: _____
Applicant Name (License Holder): _____
Contractor Address (# and Street) _____
(PO Box) _____ (City) _____ (State) _____ (Zip) _____
Phone (Office) _____ (Fax) _____ (Cell) _____
Email Address _____
Contractor License (No.) _____ (Expiration date) _____

OWNER INFORMATION

Property Owner Name: _____
Owner Company Name (If applicable): _____
Owner Address: (# and Street) _____
(PO Box) _____ (City) _____ (State) _____ (Zip) _____
Phone (Office) _____ (Fax) _____ (Cell) _____

CONNECTION INFORMATION (Please X where appropriate)

Property Being Served: _____
Connection Type: New Construction _____ Existing Facility _____ Disconnect _____
Commercial _____ Residential _____ Industrial _____ Restaurant _____
Lateral Stub Exists and will be connected to _____ Yes _____ No
Call Before You Dig (CBYD) number _____



**AVON WATER POLLUTION CONTROL AUTHORITY
SEWER PERMIT APPLICATION / CONTACT FORM
(PAGE 2 OF 2)**

Contractor Provided Information: (please X when provided)

Received and understands Town of Avon details and requirements	_____
Provided Insurance Certificate meeting Town of Avon requirements	_____
Provided Bond meeting Town of Avon requirements	_____
Provided Design Plan clearly showing planned work	_____
Provided \$50.00 payment for permit	_____

For internal use only:

Internal review of submitted information:

- Design Plan reviewed and approved ____ Yes ____ No
 Comments: _____

- Assessment Paid ____ Yes ____ No ____ N/A ____ (Amount)
- Connection Charge Paid ____ Yes ____ No ____ N/A ____ (Amount)

Note: Assessments and connection charges must be paid to Collector of Revenue and receipt acknowledged to Engineering before permit can be issued).

- Permit fee paid ____ Yes ____ No ____ N/A ____ (Amount)
- Bond is adequate and current ____ Yes ____ No ____ N/A ____ (Amount)
- Insurance Certificate is adequate and current ____ Yes ____ No ____ N/A

Permit approved by: _____ Date: _____



AVON WATER POLLUTION CONTROL AUTHORITY
SEWER CONNECTION REQUIREMENTS

YOU MUST CONTACT THE SEWER DEPARTMENT AT (860) 409-4324

GENERAL INFORMATION:

1. PRIOR TO APPLICANT PROVIDING DESIGN DRAWING, THEY ARE TO CONFER WITH TOWN STAFF TO DETERMINE IF A LATERAL STUB EXISTS FOR THE SUBJECT PROPERTY CONNECTING TO THE PUBLIC SEWER. THIS REVIEW WILL ALSO IDENTIFY EASEMENT OR OTHER UNIQUE CIRCUMSTANCES THAT MAY BE PERTINENT TO THE DESIGN. IF THERE IS NO LATERAL STUB LEFT, THE APPLICANT SHALL NOTE THIS ON THE PERMIT APPLICATION.
2. IT SHALL BE DETERMINED BY THE SEWER DEPARTMENT IF A PLOT PLAN HAS BEEN FILED DURING THE TIME OF A BUILDING PERMIT APPLICATION SHOWING PROPOSED LOCATION OF THE BUILDING CONNECTION AND ELEVATIONS, IF NOT THE PROPERTY OWNER SHALL HAVE SAID PLOT PLAN PREPARED AND SUBMITTED TO THE SEWER DEPARTMENT IF REQUIRED.
3. IF IT IS DETERMINED BY TOWN STAFF THAT A SUBJECT PROPERTY DOES NOT HAVE DIRECT ACCESS TO EXISTING MAINLINE SEWER, AND ACCORDINGLY IS NOT SERVICEABLE, THE OWNER OF THE SUBJECT PROPERTY MAY WISH TO EXTEND THE MAINLINE SEWER. THE OWNER MAY PROPOSE TO EXTEND THE MAINLINE SEWER BY FIRST CONFERRING WITH TOWN ENGINEERING AND SEWER STAFF TO DETERMINE IF THE EXTENSION IS FEASIBLE AND CONSISTENT WITH THE TOWN'S MASTER SEWER FACILITIES PLAN. IF IT IS, OWNER WILL CONTRACT WITH A CONNECTICUT LICENSED PROFESSIONAL ENGINEER TO PERFORM NECESSARY FIELD SURVEY AND DESIGN, AND PRESENT THIS TO TOWN STAFF FOR REVIEW AND APPROVAL. ONCE THE DESIGN IS APPROVED, THE OWNER MAY ENTER INTO A "SEWER PERMIT AGREEMENT" WITH THE AWPCA TO CONSTRUCT THE SEWER AS DESIGNED. UPON COMPLETION OF CONSTRUCTION AND APPROVAL BY TOWN STAFF, THE EXTENDED MAINLINE CAN BE CONNECTED TO. FOR ADDITIONAL INFORMATION CONCERNING THIS, PLEASE CONTACT THE SEWER SUPERINTENDENT OR TOWN ENGINEER.

4. A CONTRACTOR APPLYING FOR A PERMIT TO INSTALL, REPAIR, AND/OR REPLACE A BUILDING SEWER CONNECTION SHALL HAVE A CURRENT DRAIN LAYERS LICENSE TYPE P-1, P-7, OR W-9 AS ISSUED BY THE STATE OF CONNECTICUT.
5. THE CONTRACTOR SHALL PROVIDE A NOTARIZED DRAIN LAYERS BOND VALUED AT \$10,000, OR AS REQUIRED BY THE TOWN OF AVON, AT THE TIME OF APPLICATION FOR DRAIN LAYERS PERMIT. THE BOND MUST BE IN PLACE FOR 1 YEAR AFTER APPROVAL BY TOWN STAFF.
6. THE CONTRACTOR SHALL PROVIDE INSURANCE CERTIFICATION IN ACCORDANCE WITH THE TOWN'S INSURANCE REQUIREMENTS — "TOWN OF AVON INSURANCE LIMITATIONS COVERAGE REQUIREMENTS FOR CONTRACTED WORK" SUBSECTION "GENERAL LIABILITY COVERAGE REQUIREMENTS: PERMITTING FOR PUBLIC RIGHT OF WAY PROJECTS"

FEES, ASSESSMENT, BOND AND INSURANCE REQUIREMENTS:

1. TOWN STAFF WILL DETERMINE IF APPLICABLE SEWER ASSESSMENTS HAVE BEEN PAID FOR THE SUBJECT PROPERTY. SEWER ASSESSMENTS IN GENERAL ARE PAYMENTS / REIMBURSEMENTS COVERING THE COST OF INSTALLATION OF THE MAINLINE SEWER AND MUST BE PAID IN FULL PRIOR TO ISSUANCE OF A PERMIT TO CONNECT.
2. IF SEWER ASSESSMENTS HAVE NOT BEEN LEVIED BY THE TOWN DUE TO THE TIME LAG BETWEEN CLOSING A PROJECT AND LEVYING OF ASSESSMENTS BY THE AVON WATER POLLUTION CONTROL AUTHORITY (AWPCA), THE OWNER MAY REQUEST PERMISSION FROM THE AWPCA TO CONNECT TO THE SEWER SYSTEM. IF APPROVED BY THE AWPCA, THE APPLICANT SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF THE APPROVAL AND ENTER INTO A SEWER CONNECTION AGREEMENT WITH THE TOWN OF AVON.
3. THE PROPERTY OWNER SHALL PAY A LATERAL CONNECTION CHARGE DEPENDING UPON THE TYPE OF PROPERTY BEING CONNECTED. COMMERCIAL / INDUSTRIAL CONNECTION CHARGES ARE DETERMINED BY FORMULA DEPENDING UPON SIZE OF THE FACILITY AND ANTICIPATED FLOWS. RESIDENTIAL CONNECTIONS ARE CURRENTLY A FLAT FEE OF \$2,500. THESE FEES ARE DETERMINED BY THE AWPCA AND ARE SUBJECT TO CHANGE WITH ECONOMIC CONDITIONS. PROPERTY OWNERS WISHING TO CONNECT TO THE SEWER MUST CONTACT THE SUPERINTENDENT OF SEWERS WHO WILL COMPLETE THE CONNECTION CHARGE FORM. THIS FORM MUST BE INCLUDED WITH PAYMENT TO THE AVON

COLLECTOR OF REVENUE. THE COLLECTOR OF REVENUE WILL RETURN A RECEIPT OF PAYMENT TO THE ENGINEERING DEPARTMENT. THIS RECEIPT IS REQUIRED IN ORDER TO COMPLETE THE PERMIT APPLICATION.

4. ONCE A PROPERTY HAS BEEN CONNECTED, A SEWER USE FEE APPLIES. SEWER USE FEES ARE DETERMINED BY THE AWPCA ON AN ANNUAL BASIS USING AN EQUIVALENT DWELLING UNIT (EDU) FORMULA. THE SEWER USE FEE FOR COMMERCIAL / INDUSTRIAL FACILITIES IS DERIVED FROM THE WATER USE AS BILLED BY THE WATER COMPANY PROVIDING SERVICE. RESIDENTIAL CUSTOMERS PAY A FLAT FEE ESTIMATED AT 1 EDU. THE SEWER USE FEE IS PRO-RATED AT TO THE DATE OF CONNECTION, NOT THE DATE THAT A CERTIFICATE OF OCCUPANCY (CO) IS GRANTED.
5. PERMIT FEES ARE \$50.00

SEWER DESIGN AND INSTALLATION REQUIREMENTS:

1. 24 HOURS ADVANCE NOTICE FOR INSPECTION IS REQUIRED PRIOR TO THE DATE YOU REQUEST TO BEGIN EXCAVATION.

OFFICE HOURS: MONDAY – FRIDAY, 8:30 AM – 4:00 PM,
OFFICE FAX # (860)- 409- 4364

2. INSPECTIONS ARE NOT DONE ON WEEKENDS OR TOWN OBSERVED HOLIDAYS. WORK IS TO BE COMPLETED BETWEEN THE HOURS OF 8:30AM AND 4:00PM
3. THE ISSUANCE OF A PERMIT SHALL NOT BE CONSIDERED THE 24 HOUR ADVANCE NOTICE FOR AN INSPECTION.
4. MINIMUM GRADE FOR LATERAL IS TWO PERCENT (2%)
5. SDR 35 PVC PIPE IS REQUIRED FOR GRAVITY LINES
6. MINIMUM 6" PVC PIPE SHALL BE USED ON GRAVITY LINES CONNECTING TO THE MAIN SEWER. SDR 35 PIPE SHALL BE USED WITH GASKET IN PLACE. **ROLL ON OR O RING GASKETS ARE NOT PERMITTED.**
7. CLEANOUTS ARE REQUIRED AT FIRST 100FT FROM MAIN AND EVERY 100FT INCREMENT THEREAFTER OR IF DEEMED NECESSARY BY TOWN INSPECTOR. MAGNETS WILL BE PLACED AT EACH C.O.(CLEANOUT) A EXTERNAL TYPE END CAP SHALL BE PROVIDED. REVIEW CLEANOUT DETAIL CONSTRUCTION.
8. CHANGES IN DIRECTION IN EXCESS OF 45 DEGREES SHALL HAVE A CLEAN OUT OR STRUCTURE PROVIDED.

9. SEE "TYPICAL TRENCH & BEDDING DETAILS" FOR BACKFILL AND BEDDING REQUIREMENTS.
10. TOWN ENGINEER VIA THE TOWN INSPECTOR RESERVES ALL RIGHTS TO CHANGE OR ALTER INSTALLATION TO MEET ANY SPECIAL REQUIREMENTS.
11. CONNECTIONS LESS THAN 4 FT IN DEPTH WILL REQUIRE A MINIMUM OF 2 IN OF RIGID FOAM INSULATION AS DIRECTED BY THE TOWN INSPECTOR.
12. 5 FT MINIMUM CAST IRON (C.I.) OR SDR-35 PVC STUB SHALL BE IN PLACE FROM THE FOUNDATION.
13. PRESSURE TREATED 4X4 IS REQUIRED TO MARK CAPPED END OF LATERAL AT STREET.
14. ANY LATERALS CONNECTING TO SEWER MAIN LINE INTO A MANHOLE SHALL ADHERE TO ALL SPECIFICATIONS AS OUTLINED IN THE DROP MANHOLE DETAIL.
15. GREEN MARKING TAPE STATING "BURIED SEWER" IS TO BE PLACED APPROXIMATELY 2 FT ABOVE ALL SANITARY LINES, BACKFILL SHALL NOT COMMENCE UNTIL INSTRUCTED BY TOWN INSPECTOR.
16. STRICT ADHERENCE TO ALL STATE OF CONNECTICUT O.S.H.A. REGULATIONS AS REQUIRED.
17. AT SUCH TIME AS A PUBLIC SEWER BECOMES AVAILABLE TO A PROPERTY SERVED BY A PUBLIC SEWER, SEPTIC TANKS, CESSPOOLS AND SIMILAR PRIVATE SEWAGE DISPOSAL FACILITIES SHALL BE THEREAFTER PROMPTLY ABANDONED, PUMPED OUT AND FILLED WITH SUITABLE MATERIAL SO AS NOT TO CREATE A HAZARD TO THE PUBLIC HEALTH AND SAFETY.

Town of Avon Insurance Limitations
Coverage Requirements for Contracted Work

In order to ensure that the Town of Avon is properly protected from insurance claims arising out of work performed on behalf of the Town by outside contractors, the following minimum policy limits and coverage requirements are mandatory effective June 1, 2011. The Town expressly reserves the right, in its sole discretion, to require higher policy limits, additional types of coverage, and additional provisions.

General Liability & Automobile Coverage Requirements: Construction Projects*:

- a. Commercial General Liability:
- | | |
|---|-------------|
| Each Occurrence: | \$2,000,000 |
| Personal/Advertising Injury Per Occurrence: | \$2,000,000 |
| General Aggregate: | \$2,000,000 |
| Product/Completed Operations Aggregate | \$2,000,000 |
| Damage to Rented Premises | \$ 100,000 |

MUST include coverage for explosion, collapse, and underground hazards. If this coverage is automatically included under the Commercial General Liability, please note this in the Description of Operations section of the COI.

- b. Automobile Liability:
- | | |
|--------------------------------|-------------|
| Each Accident: | \$2,000,000 |
| Hired/Non-owned Auto Liability | \$2,000,000 |
- c. Worker's Compensation, as required by Connecticut State statutes.
- d. The "Town of Avon" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.
- e. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A- : VII.
- f. The contractor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.
- g. It is desired by the Town that no insurance be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743. Endorsements to the contractor's policies may be used to comply with this requirement.
- h. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

* This category includes all projects where there is the possibility of serious injury or death due to the nature of the work.

Subject: Avon Insurance Limitations
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General Liability Coverage Requirements: Permitting for Public Right of Way Projects:

- a. Commercial General Liability:
- | | |
|---|-------------|
| Each Occurrence: | \$1,000,000 |
| Personal/Advertising Injury Per Occurrence: | \$1,000,000 |
| General Aggregate: | \$1,000,000 |
| Product/Completed Operations Aggregate | \$1,000,000 |

MUST include coverage for explosion, collapse, and underground hazards. If this coverage is automatically included under the Commercial General Liability, please note this in the Description of Operations section of the COI.

- b. Worker's Compensation, as required by Connecticut State statutes.
- c. The "Town of Avon" is to appear as an additional insured on the contractor's general liability Certificates of Insurance.
- d. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A- : VII.
- e. The contractor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.
- f. It is desired by the Town that no insurance be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743. Endorsements to the contractor's policies may be used to comply with this requirement.
- g. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

General Liability & Automobile Coverage Requirements: All other Service Projects:

- a. Commercial General Liability:
- | | |
|---|-------------|
| Each Occurrence: | \$1,000,000 |
| Personal/Advertising Injury Per Occurrence: | \$1,000,000 |
| General Aggregate: | \$2,000,000 |
| Product/Completed Operations Aggregate | \$2,000,000 |
| Damage to Rented Premises | \$ 100,000 |
- b. Automobile Liability:
- | | |
|--------------------------------|-------------|
| Each Accident: | \$1,000,000 |
| Hired/Non-owned Auto Liability | \$1,000,000 |
- c. Worker's Compensation, as required by Connecticut State statutes.
- d. The "Town of Avon" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.

Subject: Avon Insurance Limitations

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- e. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A- : VII.
- f. The contractor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.
- g. It is desired by the Town that no insurance be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743. Endorsements to the contractor's policies may be used to comply with this requirement.
- h. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

Professional Contract Insurance Limits:

- a. Commercial General Liability: \$1,000,000
 Combined single limits per occurrence for bodily injury, personal injury, property damage and products/completed operations.
 - 1. The Town and its respective officers, agents, officials, employee volunteers, boards and commissions are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased or used by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town.
 - 2. The contractor's insurance coverage shall be primary insurance as respects the Town of Avon. Any insurance or self-insurance maintained by the Town shall be excess of the contractor's insurance and shall not contribute with it.
 - 3. Any failure to comply with reporting provisions of the policies shall not affect coverages provided to the Town of Avon.
 - 4. Coverage shall state that the contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- b. Automobile Liability:

Each Accident:	\$1,000,000
Hired/Non-owned Auto Liability	\$1,000,000
- c. Errors and Omissions/Professional Liability Insurance \$1,000,000
 - If issued on a claims-made basis, the policy must remain in effect for the duration of the contract and two (2) years after project completion. An extension of three (3) additional years may be required at the discretion of the Town Manager or his/her designee.

Subject: Avon Insurance Limitations

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- For all professional contracts - liability policies may not be limited to the fees paid to the vendor.
- d. Worker's Compensation, as required by Connecticut State statutes.
- e. The "Town of Avon" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.
- f. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A- : VII.
- g. The contractor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.
- h. It is desired by the Town that no insurance be suspended, voided, canceled or modified in coverage or limits without thirty (30) days prior written notice be registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001- 3743. Endorsements to the contractor's policies may be used to comply with this requirement.