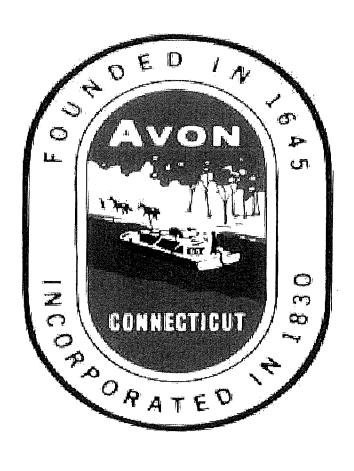
AVON WATER POLLUTION CONTROL AUTHORITY



SEWER CONNECTION REQUIREMENTS

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

(Revised 09 01 2016)



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 followed 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 and Insurance Requirements). All fees and assessments must be paid in full prior to the issuance of a permit. Proper Insurance and Bonding information must be supplied and approved prior to 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)

NAENGINEERING_SEWER_FILES\sewerpermitforms\Sewer Application Policy revised.doc

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 approvedYesNo Comments:
2. Assessment Paid Yes No No (Amount)
3. Connection Charge PaidYesNoN/A(Amount)
Note: Assessments and connection charges must be paid to Collector of Revenue and receipt acknowledged to Engineering before permit can be issued).
4. Permit fee paidYesNoN/A(Amount)
5. Bond is adequate and currentYesNoN/A(Amount)
6. Insurance Certificate is adequate and currentYesNoN/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:

- I. 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 SHOWING PROPOSED LOCATION OF THE BUILDING CONNECTION AND ELEVATIONS HAS BEEN FILED DURING THE TIME OF A BUILDING PERMIT APPLICATION, IF NOT, THE PROPERTY OWNER SHALL HAVE A PLOT PLAN PREPARED AND SUBMITTED TO THE SEWER DEPARTMENT AS 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.

FEES, ASSESSMENT 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 CONNEGT 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. THE CONTRACTOR SHALL PROVIDE INSURANCE CERTIFICATION IN ACCORDANGE 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". THE TOWN OF AVON USES AN INSURANCE VERIFICATION SYSTEM TO DETERMINE IF COVERAGE PROVIDED MEETS THE MINIMUM REQUIREMENTS. PLEASE BE SURE TO HAVE THE AGENCY THAT ISSUES THE INSURANCE CERTIFICATE INDICATE ALL COVERAGES, NAIC CODES FOR INSURERS, AND PAYS SPECIFIC ATTENTION TO THE REQUIREMENTS FOR EXPLOSION, COLLAPSE, AND UNDERGROUND HAZARDS. PLEASE NOTE THAT IMPROPER OR INCOMPLETE INSURANCE FORMS WILL DELAY THE ISSUANCE OF PERMITS.

- 5. ONCE A PROPERTY HAS BEEN CONNECTED, THE 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 PROPATED AT TO THE DATE OF CONNECTION, NOT THE DATE THAT A CERTIFICATE OF OCCUPANCY (CO) IS GRANTED.
- 6. PERMIT FEES ARE \$50.00

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

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:

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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
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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.

BONDING OF PUBLIC WORKS TYPE PROJECTS WITHIN THE TOWN'S RIGHT-OF-WAY OR OTHER PROPERTIES.

HISTORY:

FOR MANY YEARS, THE TOWN'S POLICY WAS THAT A CONTRACTOR COULD PROVIDE A SINGLE \$5,000 BOND TO PROTECT THE TOWN FROM FAULTY OR INCOMPLETE WORK WITHIN THE TOWN'S PROPERTY / ROW. CONTRACTORS WERE REQUIRED TO PROVIDE A SINGLE BOND THAT COULD COVER AN UNLIMITED NUMBER OF PERMITTED PROJECTS, THIS MAY HAVE BEEN APPROPRIATE WHEN THE PURCHASING POWER OF \$5,000 WAS MUCH STRONGER, HOWEVER IT WAS DETERMINED THAT THIS WAS INADEQUATE WHEN CONTRACTORS DID MULTIPLE PROJECTS WITH A LIKELIHOOD OF THEIR WORK VALUE (COST) EXCEEDING THE \$5,000 BOND AMOUNT. ACCORDINGLY, THE TOWN INSTITUTED A REQUIREMENT THAT EACH PERMIT ISSUED (DRIVEWAY/EXCAVATION, SEWER LATERAL) MUST INCLUDE A SEPARATE \$5,000 BOND TO COVER THAT SPECIFIC PERMITTED WORK. EXPERIENCE NOW TELLS US THAT WHILE THIS PROTECTS THE TOWN ADEQUATELY, IT PRESENTS DIFFICULTY TO THE CONTRACTORS/DEVELOPERS AS WELL AS TO TOWN STAFF TO MANAGE BOND PAPERWORK. TO RESOLVE THIS AND STILL PROTECT THE TOWN'S INTEREST, FOLLOWING IS THE REVISED ENGINEERING DEPARTMENT DRIVEWAY/EXCAVATION, SEWER LATERAL PERMIT POLICY.

POLICY:

GENERAL: THIS POLICY IS FOR TYPICAL DRIVEWAY, EXCAVATION, AND SANITARY LATERAL INSTALLATION PERMITS — LARGER PROJECTS SUCH AS WATER MAIN REPLACEMENT, OR SANITARY MAINLINE EXTENSIONS ARE TO BE PROTECTED ON A CASE BY CASE BASIS WITH A BOND AMOUNT SET BASED ON THE WORK TO BE PERFORMED.

THE TOWN REQUIRES THAT ALL EXCAVATION, DRIVEWAY AND SEWER CONNECTION PERMITS ARE BONDED. IT IS THE INTENT OF THE TOWN THAT THE BOND AMOUNT IS COMMENSURATE WITH WHAT IT WOULD COST THE TOWN TO COMPLETE THE PROJECT WITHIN THE TOWN'S RIGHT-OF-WAY. IN MOST CASES, THE BOND AMOUNT FOR A DRIVEWAY, MINOR EXCAVATION OR SEWER LATERAL CONNECTION IS ESTABLISHED AT \$5,000 PER PERMIT. AS AN ALTERNATIVE, A CONTRACTOR MAY PROVIDE A \$50,000 BOND TO COVER UNLIMITED MINOR PERMITS. PROJECTS THAT HAVE A VALUE GREATER THAN \$50,000 MAY BE REQUIRED TO BE BONDED INDIVIDUALLY. BONDS ARE TO REMAIN IN PLACE FOR ONE YEAR FOLLOWING COMPLETION AND APPROVAL BY THE TOWN OF THE WORK.

A BOND MUST BE IN PLACE FOR ONE (1) YEAR FOLLOWING FORMAL APPROVAL BY THE ENGINEERING DEPARTMENT OF THE WORK PERFORMED. IT HAS BEEN OUR EXPERIENCE THAT MANY CONTRACTORS PROVIDE BONDS THAT HAVE A ONE (1) YEAR EXPIRATION, THEREFORE THE BOND NEEDS TO BE RENEWED BEFORE IT EXPIRES TO COVER THE ONE YEAR TERM FOLLOWING FORMAL APPROVAL. WE STRONGLY RECOMMEND THAT THE BOND TERM BE AS LONG AS POSSIBLE TO AVOID ADMINISTRATIVE INEFFICIENCY. THE TOWN WILL RELEASE A BOND AS REQUESTED WHEN ALL PERMITS UNDER A BOND HAVE MET THE ONE YEAR TERM.

DRIVEWAY AND EXCAVATION PERMITS. PLEASE SEE DRIVEWAY / EXCAVATION INFORMATION PACKET FOR ADDITIONAL SPECIFICATIONS AND INFORMATION.

ALL WORK WITHIN TOWN OF AVON PROPERTY OR RIGHTS-OF-WAY (ROW) THAT REQUIRES EXCAVATION OR HAS THE POTENTIAL TO DAMAGE OR ALTER TOWN OF AVON PROPERTY OR ROW REQUIRES A PERMIT FROM THE TOWN OF AVON ENGINEERING DEPARTMENT. ALL PERMITS ARE REQUIRED TO BE TAKEN OUT BY ETHER THE DEVELOPER OR OWNER OF THE ADJACENT PROPERTY FOR WHOM THE WORK IS BEING DONE, OR THE UTILITY COMPANY, OR THE QUALIFIED CONTRACTOR BEING HIRED TO PERFORM THE WORK AS THE SUPERVISORS OF THE WORK. IN ORDER TO TAKE OUT A PERMIT, THE PROJECT MUST BE REVIEWED BY TOWN STAFF FOR COMPLIANCE WITH TOWN REQUIREMENTS, AND THERE MUST BE A BOND ON FILE TO COVER THE WORK BEING PERFORMED.

SANITARY (DRAIN LAYERS) PERMITS. PLEASE SEE DRAIN LAYER PERMIT INFORMATION PACKET FOR ADDITIONAL SPECIFICATIONS AND INFORMATION.

ALL WORK THAT HAS EITHER A DIRECT OR INDIRECT CONNECTION TO THE TOWN OF AVON SANITARY COLLECTION SYSTEM REQUIRES A DRAIN LAYERS PERMIT FROM THE TOWN OF AVON ENGINEERING DEPARTMENT. ALL PERMITS ARE REQUIRED TO BE TAKEN OUT BY A LICENSED SEWER LAYER QUALIFIED AND APPROVED TO PERFORM THE WORK. IN ORDER TO TAKE OUT A PERMIT, THE PROJECT MUST BE REVIEWED BY TOWN STAFF FOR COMPLIANCE WITH TOWN REQUIREMENTS, AND THERE MUST BE A BOND ON FILE TO COVER THE WORK BEING PERFORMED.

SEWER DESIGN AND INSTALLATION REQUIREMENTS:

1. <u>24 Hours advance Notice</u> 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, EXCEPT WHERE THE DEPTH OF THE SEWER IS 15 FT OR GREATER WHERE DUCTILE IRON PIPE IS REQUIRED.
- **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 0 RING GASKETS ARE NOT PERMITTED.
- 7. CLEANOUTS ARE REQUIRED AT THE FIRST 1 OOFT FROM MAIN AND EVERY 1 OOFT 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 THAT4FT IN DEPTH WILL REQUIRE A MINIMUM OF 2IN OF RIGID FOAM INSULATION AS DIRECTED BY THE TOWN INSPECTOR.
- 12. 5FT MINIMUM CAST IRON (C.I.) OR SDR-35 PVC STUB SHALL BE IN PLACE FROM THE BUILDING 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 2FT 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.