

Guidelines for Private Sanitary Sewer and Waterline Extensions

Issued 7/19

The following guidelines are provided to the owner for assistance in completing a sanitary sewer or waterline extension. Be advised that these steps are required, and failure to follow them will result in unnecessary delay.

1. An Engineer, registered in the State of Ohio, shall submit improvement plans to the Stark County Metropolitan Sewer District for review. This review is normally completed within 30 days.
2. The owner's Engineer shall also submit any applicable easements for review and approval. Once approved, the easement may be signed by the grantor and recorded. A copy of the signed and recorded easement must then be returned to the Stark County Metropolitan Sewer District's Sanitary Engineering Department.
3. The owner should contact all property owners along the route of the proposed extension to ask if they are willing to participate in the project by sharing in the cost of construction. Proof of property owner contact must be provided to the Sanitary Engineering Department.

Upon completion of items 1 through 3, along with all concerns of the Stark County Engineering Department addressed and satisfied, the plans will be approved by the Sanitary Engineer. The owner's Engineer must obtain plan approval from the municipality operating the wastewater treatment facility where the sewage generated by the extension will be treated. A satellite community discharge permit may be required. For waterline extensions, the approval of the water supplier and the Lake Township Fire Prevention Officer will be required.

Upon approval of the plans, the Sanitary Engineering Department will prepare an Application and Private Extension Agreement for the owner who must:

4. Sign and return the Application and Extension Agreement to the Sanitary Engineering Department. Each signature must be witnessed. **DO NOT DATE THE AGREEMENT!** On the Application, cross out one of the alternatives regarding reimbursement of costs.
5. Submit five (5) signed plan sets for a sewer extension, (six (6) signed plan sets for waterline extensions), to the Sanitary Engineering Department. An electronic version of the plans (AutoCAD 2010) or later is also required.
6. For sanitary sewer extensions only: Post bond, if applicable. This is necessary only when a non-participant wants to obtain a sewer guarantee before final approval of construction has been given. **No guarantees will be issued before a Notice to Proceed has been released by the Sanitary Engineer.** A guarantee will allow the owner to obtain a building permit from the Stark County Building Department.

Upon completion of items 4 through 6, the County Commissioners will be asked to approve the Application and Agreement, which generally occurs within 2 weeks. Upon the Commissioners' approval, the owner will be provided copies of the Agreement and Application.

The owner must then:

7. File the Agreement and Application with the County Auditor (at the intersection of Tuscarawas Street and Market Avenue, Room 220 in the County Building), pay the required fee and obtain a receipt, which must be submitted to the Sanitary Engineering Department for verification of the filing.
8. The owner's Engineer must obtain a Permit to Install from the Ohio Environmental Protection Agency and submit a copy of the permit to the Sanitary Engineering Department.

Upon completion of items 7 and 8 and other applicable items, the owner's contractor must have a preconstruction meeting with the Sanitary Engineering Department's Construction Manager (330-451-2309). This meeting must be scheduled at least 72 hours in advance of construction. The contractor shall submit proper insurance forms and a copy of his Workmen's Compensation Certificate at or before this meeting. After the meeting, the Sanitary Engineering Department will issue a Notice to Proceed. The contractor must then schedule a construction inspector at least 24 hours before start of construction (330-451-2309).

Upon installation of the sewer, a sewer low-pressure air test and a manhole vacuum test must be **successfully** performed. Sewers constructed of flexible pipe (PVC) shall be deflection tested by mandrel (5% maximum) after at least 30 days have passed from the sewer being completely backfilled. The interior of the new sewer shall be videotaped with the video report submitted to the Sanitary Engineering Department for review and approval. The sewerage system will not be accepted for public ownership until all tests are passed and all material supplied to the Sanitary Engineering Department is approved.

Waterlines shall be leakage tested by pressure and be disinfected and pass the bacteriological test. Testing and disinfection procedures shall be in accordance with the Sanitary Engineering Department's specifications. All water used for flushing and disinfection shall be measured by the Sanitary Engineering Department and charged to the owner.

Construction inspection fees shall be charged to the contractor or owner. As-built measurements of the completed utilities must be submitted as a hard copy and electronically in AutoCAD (AutoCAD 2010 or later) to the Sanitary Engineering Department for review and approval. The contractor(s) must provide written evidence that they have been paid in full. The owner shall provide certified cost of the project and a maintenance guarantee for a two (2) year period for 5% of the improvement value.

Once all work has been completed to the satisfaction of the Sanitary Engineer, approval of the construction and acceptance of the utilities by the Stark County Metropolitan Sewer District for public ownership and operation will be documented by letter. At this point connection permits can be issued.

If reimbursement of construction costs from non-participants is requested by the owner, certified construction costs must be submitted to the Sanitary Engineering Department. (See Chapter 4 of the Stark County Metropolitan Sewer District's Rules and Regulations.)