

# TWIN LAKES REGIONAL SEWER DISTRICT

"Protecting the Environment Today for Tomorrow's Generations"

Policy 2003-05

## NEW CONNECTION PROCEDURE

The following Policy has been adopted by the Board of Trustees on May 21, 2003 and incorporated into the District's Standard Operating Procedures.

### NEW CONNECTION PROCEDURE

When a prospective customer wants to construct a structure with sewage making capability, on a piece of property located within a sewer area of the TLRSD, the following procedure will be followed.

1. Any new construction, residential/commercial/industrial/governmental/institutional, shall require a building permit from Carroll County and/or White County. This permit cannot be obtained unless the owner has a sewer connection application tap permit from the District.
  - a. The property owner schedules an appointment with the Administrative Assistant to review the new connection procedure and review the permit process and costs associated with the new connection. We will require the parcel number for the proposed building site, copy of the recorded deed/owner information, selection of TLRSD Qualified Contractor for Sewer Installation, electric service provider, as well as a site map indicating the plumbing layout/proposed grinder location.
  - b. Upon determination by the District's Superintendent, that the District has sufficient capacity to serve the new structure, the District will issue a permit and charge the owner One Hundred Twenty-five dollars (\$125.00) for the permit. The District will collect the connection fee & grinder costs at the time the owner orders the grinder unit from the District.

### POST-PROJECT PUMP PURCHASE

1. Property owner contacts the District and schedules an appointment with the Administrative Assistant. We will require the parcel number for the proposed building site, copy of the recorded deed/owner information, selection of TLRSD Qualified Contractor for Sewer Installation, as well as a site map indicating the plumbing layout/proposed grinder location.
2. The District will determine the size of the unit the owner will need, and informs owner of all costs. This may require a 24-hour review period.

ISSUE DATE  
5/21/2003

REVISION NUMBER: DATE  
# 27 : (02-18-2022 INCREASE)

3. The owner will provide the District with two (2) certified bank checks and/or money orders, one will be made out to Covalen and the other made out to Twin Lakes Regional Sewer District (TLRSD).
  - a. The Covalen check will cover the amount for the following items, depending on items in stock
    - i. Environmental One Grinder Pump Station
    - ii. Control Panel
    - iii. Freight
  - b. The check made out to TLRSD will include the amount for the following items, depending on items in stock
    - i. Recording of easement
    - ii. Sewer Connection Permit –tap on
    - iii. Stainless Steel Lateral Assembly (Curb Stop)
    - iv. 3 Stainless Steel/HDPE Whips
    - v. Extension Rod
    - vi. Aluminum Valve Box for Curb Box (without lid)
    - vii. Cast Iron Lid for Curb Box Assembly
    - viii. Connection fee (see Policy #2003-04, attached)
4. Upon submission of checks to the District, the District will:
  - a. Order the unit(s) needed.
  - b. Covalen will ship the unit(s) and have it (them) shipped directly to the District, tagged with the owner's name.
5. Upon arrival of the unit(s), the District will contact the contractor, to pick-up and load unit.
6. The District will begin billing the owner a monthly bill, the month following startup certification from Covalen and/or their representative.
  - a. For Multi-Family structures – The District will begin monthly billing, for 1 EDU upon start-up of the grinder unit and for any units sold or occupied whichever occurs first.
    - i. The monthly billing for unsold/unoccupied units will begin upon the selling of or occupancy of each unit.

ISSUE DATE  
5/21/2003

REVISION NUMBER: DATE  
# 27 : (02-18-2022 INCREASE)

## GRINDER TAP ON FEES/COSTS

### COVALEN:

SINGLE GRINDER UNIT	\$3,503.81
CONTROL PANEL	308.47
FREIGHT	*

\*Freight charge to be determined at time of order

### COVALEN:

DOUBLE GRINDER UNIT	\$4,815.00
CONTROL PANEL	355.00
FREIGHT	*

\* Freight charge to be determined at time of order

### TLRSD:

RECORDING OF EASEMENT (2 pg. document)	\$ 25.00
SEWER CONNECTION PERMIT – TAP ON	\$ 125.00
STAINLESS STEEL CURB STOP	\$ 350.00
3 STAINLESS STEEL/HDPE WHIPS	\$ 65.10
EXTENSION ROD	\$ 25.00
ALUMINUM VALVE BOX FOR CURB BOX (WITHOUT LID)	\$ 50.50
CAST IRON LID FOR CURB BOX ASSEMBLY	\$ 18.50
CONNECTION FEE – SEE POLICY 2003-04 – ATTACHED	

■ **INSTALLATION COST OF GRINDER UNIT IS BETWEEN PROPERTY OWNER  
AND QUALIFIED INSTALLER**

The following contractors are qualified installers to set grinder unit, tap the main line and install the service line. These installers are also on the list of TLRSD qualified contractors to install building sewer to grinder pumps.

Accu-Dig Services, Inc.	4844 E. 150 S., Monticello	574-583-4814
Jim Overbeck Excavating, Inc.	5855 E. 100 N., Monticello	574-870-0984

The following contractors are qualified to set grinder units; and are authorized to sub-contract the tap of the main line to one of the above listed contractors. These installers are also on the list of TLRSD qualified contractors to install building sewer to grinder pumps.

Rob Hutter D/B/A ARP Construction	3796 E. Parses Rd., Monticello	574-583-5640
Terry Grogan Construction, LLC.	1177 E. 900 N., Battleground	765-426-3830

ISSUE DATE  
5/21/2003

REVISION NUMBER: DATE  
# 27 : (02-18-2022 INCREASE)