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North Webster, IN 46555  
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Lakeland Regional Sewer District

[lakelandrsd.com](http://lakelandrsd.com)

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# **NEW SERVICE (NS) FORMS PACKET**

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## GENERAL CHECKLIST AND NEW SEWER CONNECTION PROCESS

### FOR PROPERTIES NOT INCLUDED IN INITIAL SEWER SYSTEM CONSTRUCTION FOR A NEW CONNECTION THAT INCLUDES A LATERAL AND DOES NOT INVOLVE A SEWER MAIN EXTENSION

#### 1 - Review and become familiar with the applicable District documents

- EASEMENT** - An easement allowing the District to access your property in the vicinity of the service connection and grinder station has to be recorded. An easement may be required if the property was not part of the District's initial construction project.
- AGREEMENT TO CONNECT** – Made between the District and the Property Owner covering ownership and connection responsibilities.
- SEWER USE ORDINANCE** – Document outlining general use requirements associated with the sewer system.
- SEWER RATE ORDINANCE** - Document establishing monthly user rates and other fees.
- DEVELOPMENT STANDARDS MANUAL** – Document that includes standards, details, technical information and forms.

#### 2 - Connection Process for Property Owners

1. **CONTACT DISTRICT** – Call District or visit District website to obtain forms and applicable process. Recommended: call District at number above to schedule a preliminary site visit to review your connection and start the process.
2. **SERVICE & CAPACITY ALLOCATION LETTER provided by District.**
3. **FORM NS-A – SEWER CONNECTION AGREEMENT** – Property owner completes and submits to the District.
4. **FORM NS-A1 – GRINDER STATION PURCHASE AGREEMENT** – Property owner may complete and submit to the District.
5. **HIRE A CONTRACTOR or OWNER INSTALLED** – The property owner can hire a contractor, or has the right to perform work on his/her private property in conformance with all applicable codes and District standards.
6. **FORM NS-B – APPLICATION FOR SEWER CONNECTION PERMIT** – Complete and submit this form with all required attachments.
7. **FORM NS-C – PROPOSED BUILDING SEWER AND SERVICE CONNECTION LOCATION SKETCH** – This form lets the District know where you would like to install the building sewer and the service connection. This sketch should be developed with input from (or completed by) the contractor that you hire to do the work.
8. **FEES** – Pay and include all applicable fees to the District.
9. **Construction** of sewer connection and electrical connection may commence upon receipt of Sewer Connection Construction Permit from the District. *Electrical service must be installed and ready for service before connection to the sewer system.*
10. **INSPECTION and TESTING of Building Sewer and Service Connection** – Contact the District for inspection 48 hours in advance. Be on site during the inspection in order to grant access into buildings and throughout the property as required by the inspector. District shall witness and be onsite during hydrostatic testing of sewer force lateral and startup of grinder station.
11. **SEPTIC SYSTEM ABANDONMENT** – Hire a licensed septic hauler and a contractor familiar with the County and State requirements. Proof of this work, in the form of receipts, shall be presented to the District and the County Department of Health (as required by State Code).
12. **INSPECTION of Septic System Abandonment** – Contact the District to schedule the inspection 48 hours in advance. Work could be coordinated so that this inspection may be done concurrent with the building sewer connection inspection. The property owner is responsible to be on site during the inspection in order to provide proof of proper abandonment (receipts) and to grant access into buildings and throughout the property as required by the inspector.
13. **NEW CONNECTION AGREEMENT** – Provide District signed and recorded agreement.

#### 3 - Forms and Procedures to be completed by the District (included for property owner reference)

- SEWER CONNECTION CONSTRUCTION PERMIT** –the District will issue a permit to the property owner for constructing the sewer connection upon receipt and completion of the Forms listed under step 2.
  - INSPECTION(S)** – The District requires a 48 hour notice from the property owner for each inspection.
  - FORM NS-D – BUILDING SEWER INSPECTION** – A District inspector will complete this form. The inspector will submit the form to the District.
  - FORM NS-D2 – SERVICE CONNECTION INSPECTION** – A District inspector will complete this form. The inspector will submit the form to the District.
  - FORM NS-E – SEPTIC SYSTEM ABANDONMENT VERIFICATION** – This form will be filled out by a District inspector. The property owner shall provide proof of proper abandonment (receipts) to the inspector.
  - FORM NS-F –SEWER CONNECTION APPROVAL** – This form will be completed by the District and a copy will be provided to the property owner. This completed form is required prior to discharging into the District sanitary sewer system.
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## SERVICE & CAPACITY ALLOCATION LETTER

*FILLED OUT BY DISTRICT (please type or print clearly)*

PROPERTY OWNER	
PROPERTY ADDRESS	PROPERTY KEY No.
TYPE/USE OF STRUCTURE:	
MAXIMUM EQUIVALENT RESIDENTIAL UNIT:	

### SUMMARY:

- **This document provides notice that the Lakeland Regional Sewer District (District) has capacity and ability to provide sanitary sewer service to the property listed above.**
- Property owner is responsible for all costs and obtaining any and all property rights for main extensions to access District sewer mains.
- This document is not and should not be interpreted as a "Plan Approval", "Connection Approval" or "Permit".
- Property owner is required to follow current District Processes for Plan Approval, obtaining permits and starting construction.
- Any service is subject to Rates/charges as listed in the current District Rate Ordinance.
- The conditions of this letter will terminate within twelve (12) months of the date of this letter unless the Districts receive a form an Application for Sewer Construction Permit (NS-B).

### LAKELAND REGIONAL SEWER DISTRICT

\_\_\_\_\_ (print)

\_\_\_\_\_ (title)

\_\_\_\_\_ (signed)

Date: \_\_\_\_\_

## FORM **NS – A** SEWER CONNECTION AGREEMENT

*FILLED OUT BY PROPERTY OWNER (please type or print clearly)  
March 2017*

I (we) \_\_\_\_\_ am (are) Owner(s) of  
(Name(s))

real Property, within the boundaries of the Lakeland Regional Sewer District ("District). Said Property is located at

\_\_\_\_\_  
(Street Address, City, State, Zip)

It is my (our) understanding that I (we) am (are) asking to connect my (our) \_\_\_ residential or \_\_\_ commercial building (**check one for occupied structure**) to the sanitary sewer collection system that has been constructed by the Lakeland Regional Sewer District.

The subject property to be connected to the sanitary sewer collection system is more particularly described as follows:

\_\_\_\_\_  
(County Key Number, tax code, legal description, attach deed or other documents)

I (we) hereby agree to grant the Lakeland Regional Sewer District the right to inspect, test, measure flows or otherwise monitor each underground building sanitary service to confirm all grey water drains are connected to the District sewer and any natural precipitation or groundwater is not connected to the District sewer pursuant to Ordinances of the Lakeland Regional Sewer District in effect as of the date of this agreement and as subsequently amended from time to time.

I (we) hereby understand and agree that I (we) shall provide electrical service to the grinder pump station that serves my (our) building. I (we) agree that said service will be in compliance with all national, state, and local electrical codes and District standards in effect at the time of connection.

I (we) hereby agree to assume financial responsibility for correcting any damage to the Public Sewer caused by construction of my (our) connection to the sanitary sewer system; and that I (we) and/or my (our) Contractor shall have insurance coverage for said damage.

I (we) hereby agree that the above-mentioned property shall be connected to the sanitary sewer collection system operated by the Lakeland Regional Sewer District. I (we) further agree that in connecting to the aforementioned sanitary sewer system, I (we) will pay the required fees associated with the connection of the property to the sanitary sewer system. Furthermore, I (we) agree to pay the monthly sewer service charge currently assessed by the District. It is also understood that this commitment runs with the premises and therefore will be binding upon any subsequent landowner or successor in interest to said property.

It is further my (our) understanding that upon execution of this agreement pursuant to the terms and conditions stated above, I (we) agree to connect to the Lakeland Regional Sewer District.

**THIS AGREEMENT and commitment is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.**

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature of Owner

## FORM **NS – A1** GRINDER STATION PURCHASE AGREEMENT

**Part A: *FILLED OUT BY DISTRICT***

- Type I Station Package ..... \$ \_\_\_\_\_
- Type II Station Package..... \$ \_\_\_\_\_
- Type II Station Package..... \$ \_\_\_\_\_
- Type III-S Station Package..... \$ \_\_\_\_\_
- Type IV Station Package ..... \$ \_\_\_\_\_
- 1.25" Dia. Shutoff Valve Kit ..... \$ \_\_\_\_\_
- 1.5" Dia. Shutoff Valve Kit ..... \$ \_\_\_\_\_
- 2" Dia. Shutoff Valve Kit ..... \$ \_\_\_\_\_

**Part B: *FILLED OUT BY DISTRICT***

\_\_\_\_\_ (Property Owner) agrees to purchase and pay Lakeland Regional Sewer District ("District") for the equipment noted herein for the price of \_\_\_\_\_.

**Part C: *APPROVAL & AUTHORIZATION***

District Engineer Approval \_\_\_\_\_ Date: \_\_\_\_\_

District Operator Approval \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:**

- 1-Equipment listed herein does not represent all material required for a new connection meeting District Standards.
- 2- "Station Package" includes a Crane/Barnes grinder station package that includes a fiberglass station, internal station hardware, grinder pump, control panel and control/power wire for between pump and panel.
- 3-Shutoff valve kit includes: valve, check valve, valve box and cover.
- 4-Property owner (permittee) is responsible for all labor and costs to transport equipment from the District WWTP facility to installation area.

## FORM **NS – B** APPLICATION FOR SEWER CONNECTION PERMIT

*FILLED OUT BY PROPERTY OWNER (please type or print clearly)  
 March 2017*

DATE
PROPERTY ADDRESS
TYPE/USE OF STRUCTURE
PROPERTY OWNER'S NAME
MAILING ADDRESS
PHONE NUMBER
CONTRACTOR'S NAME (if applicable)
MAILING ADDRESS
PHONE NUMBER
PROPOSED CONSTRUCTION START DATE
PROPOSED CONSTRUCTION END DATE

**ATTACHMENTS:**

- INSPECTION FEE**
- FORM NS-A (Sewer Connection Agreement)**
- FORM NS-A1 (Grinder Station Purchase Agreement)**
- FORM NS-C (Proposed Building Sewer and Service Connection Location Sketch)**

**NOTES:**

- 1) Before excavation or construction begins, the owner or installing contractor must:
  - Apply for a building sewer connection permit.
  - Pay all applicable fees and charges payable to the Lakeland Regional Sewer District.
- 2) Owner shall provide electrical service to the grinder pump station from the building's electrical service panel in compliance with current electrical codes and District standards.
- 3) Electrical power must be supplied to the Grinder Station prior to connecting the Building Sewer to the Public Sewer.
- 3) Inspection Requirements:
  - Contact the District 48 hours before the time of the inspection.
  - District shall be present and witness lateral connection to force main, hydrostatic testing of force lateral and grinder station start-up.
  - Excavated trench to be open, pipe, fixtures, and bedding to be installed.
  - Excavated trench to be open at connection to existing Building Sewer Drain, Station and main tap.
  - Excavated trench to be closed and backfilled within 24 hours of inspection.
- 4) The Contractor (or Owner, if performing his/her own work) shall have insurance coverage as described in the Development Standards Manual.
- 5) Variance from District Standards (describe): \_\_\_\_\_
  - See Form NS-B2 – Variance Request for Re-Use of Existing Building Sewer
- 6) Construction methods and materials shall meet the Development Standards Manual.

**I have read the notes and understand my obligations:** \_\_\_\_\_ (printed name)  
 \_\_\_\_\_ (signature) \_\_\_\_\_ date)

\*\*\*\*\*BELOW THIS LINE BY DISTRICT

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FORM **NS – B2** VARIANCE REQUEST FOR RE-USE OF EXISTING BUILDING SEWER

*FILLED OUT BY PROPERTY OWNER (please type or print clearly)  
 March 2017*

PROPERTY OWNER NAME(S)	DATE
PROPERTY ADDRESS	PROPERTY CONTACT NAME & PHONE NUMBER

New Building Sewer is required from the Building Drain to the Service Connection to ensure that no clear water (I/I) discharges to the sanitary sewer collection system. A variance to use existing Building Sewer can be requested by the User or the User's Contractor.

The District reserves the right to deny and not approve any variance request; and, at the Owner's expense, to implement any testing deemed necessary, including but not limited to: televising, air testing, smoke testing, mandrel testing, potholing, etc., to ensure that re-use of the existing sewer will not impose undue burden on the District sewer system or treatment plant and meet current District requirements for Building Sewers.

Following are the minimum variance requirements:

**Level 1 Variance:**

- for simplex or duplex residential Service Connections only
- maximum of 50' of existing sewer
- existing sewer pipe must be undisturbed
- there is an existing, functioning clean out (located per District Standards); or one shall be installed
- the point of connection shall be exposed to allow for visual inspection by the District
- the joint (i.e., adaptor) between new building sewer and existing building sewer may be a watertight coupling (Fernco or approved equal) for different pipe sizes
- the portion proposed for re-use shall be televised to verify the material and condition of the pipe and joints. **Video documentation shall be submitted to the District for review.**
- **the video should clearly indicate that the pipe material is PVC (clay pipe is NOT acceptable), the joints are watertight, and that the full length of pipe and joints are of sound condition**
- use and approval is subject to inspection by the District
- **if an illicit discharge or prohibited connection is discovered in the collection system, the District may nullify a variance and require new building sewer be installed, at the Owner's expense**

**Level 2 Variance:**

- for multi-use Service Connections (e.g., campgrounds, mobile home parks, etc.), as determined by the District
- existing sewer pipe must be undisturbed
- there is an existing, functioning clean out [located per District Standards for each existing or potential connecting drain (drain may be from mobile home, camper, shower or bath house, or any permanent or temporary structure, etc.)]; or one shall be installed for each drain
- the point(s) of connection shall be exposed to allow for visual inspection by the District
- the joint(s) (i.e., adaptor) between new building sewer(s) and existing building sewer(s) shall be made with a watertight coupling (Fernco or approved equal)
- the portion proposed for re-use shall be televised to verify the material and condition of the pipe and joints. **Video documentation shall be submitted to the District for review.**
- **the video should clearly indicate that the pipe material is PVC (clay pipe is NOT acceptable), the joints are watertight, and that the full length of pipe and joints are of sound condition**
- use and approval is subject to inspection by the District
- **if an illicit discharge or prohibited connection is discovered in the collection system, the District may nullify a variance and require new building sewer(s) be installed, at the Owner's expense**

The District reserves the right to reject variance requests at the District's discretion.

The Owner is obligated to repair all existing sources of I/I (illicit discharges/prohibited connections/etc.). Additional inspections and inspection fees will be required.

I have read, understand, and agree to the above: \_\_\_\_\_  
 (printed name) (signature) (date)

\*\*\*\*\*BELOW THIS LINE BY DISTRICT

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FORM **NS - C**

## PROPOSED BUILDING SEWER AND SERVICE CONNECTION LOCATION SKETCH

*FILLED OUT BY PROPERTY OWNER (please type or print clearly)*

*March 2017*

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

**INCLUDE:**

- North arrow
- Streets and/or alleys
- Potable wells
- Existing Buildings on lot
- Lot size and shape
- Existing septic system, including all known tanks, absorption field and piping
- Existing storm and sanitary drains from building and on property
- Proposed or Existing Low Pressure Service Connection**, including PUMP BASIN, CONTROL/ALARM PANEL, CURB BOX ASSEMBLY, CORPORATION, and LOW PRESSURE SEWER LATERAL
- Proposed Building Sewer**, including POINT OF CONNECTION, CLEANOUTS, BACKWATER VALVE, and SEWER PIPE (for gravity sewer)
- Proposed electrical service from building to grinder station (line and location)**
- Proposed Ejector Pump System (if applicable), including PIT, PUMP and LATERAL location
- Indicate ALL existing and proposed pipe LENGTH, DIAMETER, MATERIAL, DEPTH, and LOCATION



## FORM NS – D BUILDING SEWER INSPECTION

*FILLED OUT BY DISTRICT (please type or print clearly)  
 March 2017*

PROPERTY OWNER NAME(S)	DATE
PROPERTY ADDRESS	PROPERTY CONTACT NAME & PHONE NUMBER

**GENERAL:**

INSPECTION COMMENT	NOTE	Y	N
Potable water wells located? <i>(indicate shortest distance in note column)</i>			
There is no apparent clearwater or I/I entry in the Building Sewer?			
All site sewage appears to be routed to the Building Sewer?			
Electrical power from the building's breaker box to the GPS disconnect box is established prior to connecting? <i>(Note direct bury or conduit, and depth)</i>			
<i>COMMENTS:</i>			

**BUILDING SEWER – GRAVITY:**

INSPECTION COMMENT	NOTE	Y	N
Pipe material is acceptable? <i>(indicate material)</i>			
Pipe diameter is acceptable? <i>(indicate diameter)</i>			
Pipe joints are acceptable? <i>(indicate type)</i>			
Is bedding material installed? <i>(indicate material)</i>			
Depth/pipe cover is acceptable? <i>(indicate up &amp; downstream depths)</i>			
Portion of the existing building sewer that will be re-used (i.e., connected from the building sanitary drain to the new building sewer) is acceptable?			
New cleanout(s) installed per District standards?			
Backwater valve installed? <i>(indicate location on site plan)</i>			
Proposed Backfill material is acceptable? <i>(note type, must use compacted aggregates under roadways and driveways)</i>			
<i>COMMENTS:</i>			

**BUILDING SEWER – EJECTOR:** reviewed and inspected on a case by case basis, attach information

**SITE PLAN:** Attach, or back of this form

**TESTING:** attach, if applicable

CONTRACTOR	SIGNATURE
INSPECTOR	SIGNATURE
DATE	INDICATE "COMPLETE" OR "INCOMPLETE"

If Service Connection and Building Sewer are COMPLETE, inspector shall (1) ensure building breaker is "ON", (2) put disconnect switch in "OFF" position, (3) open control panel, (3) turn control panel breaker "ON", (4) close and lock control panel, (5) put disconnect switch in "ON" position, (6) ensure Curb Stop is open. **INITIAL IF DONE:**

## FORM **NS – D2** SERVICE CONNECTION INSPECTION

FILLED OUT BY DISTRICT (please type or print clearly)  
 March 2017

PROPERTY OWNER NAME(S)	DATE
PROPERTY ADDRESS	PROPERTY CONTACT NAME & PHONE NUMBER

### LOW PRESSURE SEWER SERVICE:

INSPECTION COMMENT	NOTE	Y	N
Pipe material is acceptable? (indicate material in note column)			
Pipe diameter is acceptable? (indicate diameter in note column)			
Jointing is acceptable? (indicate type used)			
Is bedding material acceptable? (indicate material in note column)			
Depth/pipe cover is acceptable? (indicate depth in note column)			
<b>HYDROSTATIC TESTING COMPLETE &amp; PASSED</b>			
<b>GRINDER STATION STARTUP COMPLETE</b>			
Curb stop: location, includes check valve, shut off valve, and riser box?			
Tracer wire is installed and connected? (indicate material & color)			
Is proposed backfill material acceptable (under roads, drives, walks, etc.)?			
COMMENTS:			

### GRINDER STATION:

INSPECTION COMMENT	NOTE	Y	N
Is bedding material acceptable? (indicate material in note column)			
Is ballast installed?			
Is (are) pump(s) installed? (indicate model/manufacturer in note column)			
Pipe inlet and outlet have watertight connection?			
Inlet pipe is within the acceptable inlet zone?			
Basin top is at appropriate elevation (standard and flood: 2" above grade; traffic rate: at grade)? (indicate type of cover in note column)			
Vent is installed correctly (standard – on basin lid; flood – on control/alarm panel mounting stand)? (indicate location in note column)			
Control/alarm panel is installed within 10' of grinder basin, has two conduits, disconnect box, and proper visibility?			
Is proposed backfill material acceptable? (must use compacted aggregates under roadways and driveways)			
COMMENTS:			

**SITE PLAN:** attach, or back of this form

CONTRACTOR	SIGNATURE
INSPECTOR	SIGNATURE
DATE	INDICATE "COMPLETE" OR "INCOMPLETE"

## FORM NS – E SEPTIC SYSTEM ABANDONMENT VERIFICATION

*FILLED OUT BY DISTRICT (please type or print clearly)  
 March 2017*

PROPERTY OWNER NAME(S)	DATE
PROPERTY ADDRESS	PROPERTY CONTACT NAME & PHONE NUMBER

### SEPTIC SYSTEM ABANDONMENT

INSPECTION COMMENT	NOTE	Y	N
Power was disconnected at the source and all controls and panels were removed. All above ground electrical lines not intended for re-use were removed or properly abandoned. <i>(note if N/A)</i>			
Owner provided a dated receipt indicating that a Licensed Septic Tank Cleaner had recently pumped and hauled the septic tank(s) and/or absorption field. <i>(note date and obtain a copy of the receipt)</i>			
Was the tank removed or abandoned in place? <i>(indicate which in notes)</i>			
If in place, was the bottom of the tank broken up?			
If in place, was the lid crushed in?			
Was the hole (if removed) or tank (if in place) backfilled and compacted in place? <i>(indicate backfill material in note column)</i>			
Did the septic system have an absorption field?			
Was the absorption field piping and aggregate abandoned in place or removed? <i>(note if N/A)</i>			
If removed, Owner provided a dated receipt indicating that the materials were disposed of at a licensed landfill. <i>(note date and obtain a copy of the receipt) (note if N/A)</i>			
Were all known and apparent sanitary piping and appurtenances discharging to a body of water or storm drain disconnected, plugged, and abandoned?			
<i>COMMENTS:</i>			

INSPECTOR	SIGNATURE
DATE	INDICATE "COMPLETE" OR "INCOMPLETE"

## FORM **NS – F** SEWER CONNECTION APPROVAL

*FILLED OUT BY DISTRICT (please type or print clearly)  
March 2017*

PROPERTY OWNER	
PROPERTY ADDRESS	PROPERTY KEY No.
TYPE/USE OF STRUCTURE	

### CERTIFICATION:

- The building sewer and service connection for the above structure has passed final inspection and testing and is accepted for service by the Lakeland Regional Sewer District.
- This approval is subject to all applicable laws, rules and regulations.
- The District has received and approves the following required documentation:

DOCUMENT	DATE RECEIVED	VERIFIED BY (INITIAL)
FORM NS-A – Sewer Connection Agreement		
FORM NS-A1 – Grinder Station Purchase Agreement		
FORM NS-B – Application for Sewer Connection Permit		
FORM NS-C – Proposed Building Sewer and Service Connection Location Sketch		
FORM NS-E – Septic Tank Abandonment Verification		
FORM NS-D – Building Sewer Inspection		
FORM NS-D2 – Service Connection Inspection		
Equipment Fee Paid (If Applicable – Grinder station, valves, etc.)		
Inspection Fee Paid		
NEW CONNECTION AGREEMENT (includes easement)		

### APPROVAL:

Approved by: \_\_\_\_\_

LAKELAND REGIONAL SEWER DISTRICT

Date: \_\_\_\_\_