

**PERMANENT INFRASTRUCTURE
DISCONNECTION (V)
FORMS PACKET**

(Revised November 20, 2024)

GENERAL CHECKLIST AND PERMANENT DISCONNECTION PROCESS

FOR PROPERTIES WITH EXISTING INFRASTRUCTURE AND/OR DISTRICT SEWER SERVICE

Review and become familiar with the applicable District documents

- PERMANENT DISCONNECTION AGREEMENT And Acknowledgement Form** – Document outlining the requirements for permanently disconnecting your structure from District owned and maintained infrastructure, and a recorded acknowledgment.
- SEWER USE ORDINANCE** – Document outlining general use requirements associated with the sewer system.
- SEWER RATE ORDINANCE** - Document establishing monthly user rates and other fees.
- MODIFICATION OF SEWAGE WORKS ORDINANCE** – Document detailing obligations if a customer wants to work on District owned equipment.
- RATE REDUCTION ORDINANCE** – Document detailing the process for receiving a rate reduction for a permanent disconnection.
- DEVELOPMENT STANDARDS MANUAL** – Document that includes standards, details, technical information and forms.

Permanent Disconnection Process for Property Owners

Part 1 – Application

Early Coordination with DISTRICT

1. **CONTACT DISTRICT** – Call District or visit District website to obtain forms and applicable process. **Recommended:** call District at number above to review your intent to permanently disconnect your structure, initiate the proper procedure, and (if needed) schedule a preliminary site visit.

Submit Application Packet to District:

2. **FORM V-A – PERMANENT DISCONNECTION AGREEMENT AND ACKNOWLEDGMENT** – Fill out and submit this form to the District. Contact the District with any questions or concerns on how to properly fill out this form.
3. **FORM IV-B – APPLICATION FOR PERMANENT DISCONNECTION PERMIT** – Complete and submit this form with all required attachments and information.
4. **FORM IV-C – PROPOSED PERMANENT DISCONNECTION SKETCH** – This form shows the District what existing structure you want to permanently disconnect, including: houses, cottages, sheds, potable water wells, building sewers, grinder pump stations, sewer service connection points, and/or other existing infrastructure on the property(ies). This sketch should be developed with input from (or completed by) the contractor that you hire to do the work.
5. **Application Fee.** Pay \$120 application fee pursuant to the District’s Sewer Rate Ordinance.
6. **HIRE A CONTRACTOR or OWNER PERFORMED** – 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. However, work on items connected to District owned items shall be performed by a licensed Contractor able to demonstrate experience in and knowledge of low-pressure sewer systems, and requires proof of adequate insurance coverage per District Standards. If any proposed work involves the District’s equipment, the property owner must comply with the requirements of the Modification of Sewage Works Ordinance.

Part 2 – Construction

7. **DISCONNECTION AND SUBSEQUENT DEMOLITION** - Disconnection of an existing sewage producing structure may commence upon receipt of the Permanent Disconnection Permit from the District.

Part 3 – Inspection, Acceptance & Approval for Service

8. **INSPECTION** – Contact the District for inspection 48-hours in advance. Be on site during the inspection in order to grant the District’s representative access into buildings and throughout the property as needed to perform inspection of the disconnection.
9. **CHARGES** – Pay the applicable charges for the District’s Supervisor, Staff or Technician to review the disconnection.
10. **Board Approval** – All applicable documents to go before Board review for approval of rate reduction

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- 11. DISTRICT issues a Permanent Disconnection APPROVAL** – The Infrastructure Disconnection Approval (Form V-F) from the District indicates that your planned Infrastructure disconnection work is complete. Retain a copy of this Form as it may have specific instructions for any future development that may occur on the property(ies). In addition, any reconnection shall comply with the District’s Development standards.

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

- INFRASTRUCTURE DISCONNECTION PERMIT** –the District will issue a permit to the property owner for disconnecting the existing infrastructure upon receipt and completion of the Forms listed under step 2.
 - FORM V-D – PERMANENT INFRASTRUCTURE DISCONNECTION INSPECTION** – A District inspector will complete this form.
 - FORM V-F – PERMANENT INFRASTRUCTURE DISCONNECTION APPROVAL** – This form will be completed by the District and a copy will be provided to the property owner. It will include important instructions to the Property Owner for re-connecting the permanently disconnected infrastructure.
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FORM IV – A INFRASTRUCTURE PERMANENT DISCONNECTION AGREEMENT

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

I (we) _____ am (are) the Owner(s) (“Owner”) of real Property(ies) containing a sewage producing structure, within the boundaries of the Lakeland Regional Sewer District (“District”) and connected to the District’s sewage collection system. It is my (our) understanding that I am (we are) asking to Permanently disconnect my (our) sewage producing structures within the District. Said Property(ies) is(are) *[list all that apply]*:

PERMANENT :	COUNTY KEY NO.:	STREET ADDRESS, CITY, ZIP:	DEED OR OTHER RECORD ATTACHED:
1) _____	_____	_____	_____
2) _____	_____	_____	_____

I (we) hereby agree to protect equipment and items owned by the District during my (our) demolition and/or construction, to compensate and/or to replace District owned equipment and items damaged by Owner and/or Owner’s contractor and/or other agent acting on Owner’s behalf, and to disconnect all other equipment and appurtenances pursuant to all Ordinances and Standards of the District that are in effect as of the date of this agreement and as subsequently amended from time to time.

I (we) hereby agree and understand that the District reserves the right to make the final determination if any item may be permanently disconnected, that I am (we are) responsible to protect all infrastructure intended to be re-used; and prior to re-use/reconnection. I (we) shall demonstrate to District that said infrastructure meets District Standards at time of reconnection, and I (we) shall comply with the District’s reconnection process in place at the time of reconnection.

I (we) hereby agree to assume financial responsibility for correcting any damage to the Public Sewer caused by my (our) Permanent Disconnection; 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(ies) shall be disconnected from the sanitary sewer collection system operated by the Lakeland Regional Sewer District. I (we) further agree that I (we) will pay the required fees associated with inspecting the disconnection. Furthermore, I (we) agree to continue pay the applicable monthly sewer service charge currently assessed by the District.

It is further my (our) understanding that upon execution of this agreement pursuant to the terms and conditions stated above and upon issuance and receipt of the INFRASTRUCTURE DISCONNECTION PERMIT from the District, I (we) agree to disconnect from the Lakeland Regional Sewer District, and to connect as a “New Service Connection” all future sewer producing structures; all in accordance with industry standards, District Standards and Ordinances, and all other applicable local and state laws and ordinances.

It is also understood that this commitment runs with the land and therefore will be binding upon any subsequent landowner or successor in interest to said property. The Owner shall be required to inform any subsequent property owner of their obligations under this Agreement and execute the attached Acknowledgment to be recorded by the District.

THIS AGREEMENT is entered into this _____ day of _____, 20 _____.

Mailing Address Signature of Owner

City State Zip Signature of Owner

5002 E. 100 N.

Warsaw, Indiana 46582

Phone (574) 529-2383

Email: jhabegger@lakelandrsd.com

RATE REDUCTION/ACKNOWLEDGMENT FORM 2024-10

Date: _____

I/We, **NAME OR NAMES** is /are the owner(s) of **PROPERTY ADDRESS & KEY #**. I/We do hereby forfeit the Lakeland Regional Sewer District (the "District") sanitary sewer connection(s) for parcel formally known as **PROPERTY ADDRESS** on the aforementioned property. I/We have received a copy of Ordinance 2024-10. I/We have read the Ordinance, understand the Ordinance, and shall abide by and comply with the Ordinance. I/We warrant that we have fulfilled all the requirements under the Ordinance in order to permit my/our disconnection from the sanitary sewer system. I/We understand that in doing so, I am/we are not entitled and will not be issued a refund or reimbursement. I/we also understand that this does not relieve me/us of all or our billing obligations associated with the foregoing parcel(s). I/We shall (and future owners of my parcels) remain responsible for all debt service charges. Should this be a single system, I/we accept the responsibility for returning all equipment undamaged (less normal wear and tear) to the District. If the system is currently a shared system, it is understood there may be a charge in converting this to a non-shared system and/or there may not be equipment for me/us to return. It is understood that an inspection will be required to verify that all plumbing has been properly abandoned.

If at a future date, I/we or subsequent owners of the property wish to reconnect to the system, it will be handled as a new hook-up to the system. Provided however, I/we will receive a grinder pump at no charge in accordance with the Ordinance; all other cost and charges shall be my/our responsibility. Reconfirming in detail the statement above, aside from the District supplying a grinder pump, the owner would be responsible for paying the required fees, purchasing necessary sanitary equipment, and all installation costs, along with any permit and/or inspection fees.

(Signatures follow on next page)

Lakeland Regional Sewer District

lakelandrsd.com

(November 20, 2024)

IN WITNESS WHEREOF, the Grantor has executed this instrument this _____ day of _____, 20__.

Signed: _____

Signed: _____

Printed: _____

Printed: _____

STATE OF _____) COUNTY OF _____) SS:

Before me, a notary public in and for said county and state, personally appeared _____, who acknowledged the execution of the foregoing on behalf of said Grantor, and who, having been duly sworn, stated that any representations therein contained are true.

Witness my hand and Notarial Seal this ____ day of _____, 20__.

Signature: _____

Printed: _____

Notary Public

My Commission Expires: _____

Resident of _____ County, _____

IN WITNESS WHEREOF, the Grantee has caused this instrument to be executed in its corporate capacity by its duly qualified and acting President James Haney, who says that he is the duly qualified and acting of the Board of the Lakeland Regional Sewer District, Kosciusko County.

Signed this _____ day of _____, 20__.

Lakeland Regional Sewer District

_____, District President

ATTEST:

_____, Secretary

STATE OF INDIANA)
COUNTY OF KOSCIUSKO) SS:

Before me, a notary public in and for said county and state, personally appeared _____,
_____ of the Lakeland Regional Sewer District, who acknowledged the execution
of the foregoing, and who, having been duly sworn, stated that any representations therein contained are
true.

Witness my hand and Notarial Seal this _____ day of _____, 20____.

Signature: _____

Printed: _____

Jenna Habegger, Notary Public

My Commission Expires: 02/18/2034
Resident of Kosciusko County, Indiana

This instrument prepared by Andrew Boxberger Attorney No. 23515-02
301 W. Jefferson Blvd Suite 200
Fort Wayne, IN 46802

I affirm, under penalties for perjury, that I have taken reasonable care to redact
each Social Security number in this document, unless required by law.

BY: ANDREW BOXBERGER

FORM V – B APPLICATION FOR PERMANENT DISCONNECTION

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

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

ATTACHMENTS:

- FORM V-A (Permanent Disconnection Agreement and Acknowledgment)**
- FORM V-C (Sketch of Disconnection)**

NOTES:

- 1) Before ANY construction begins, the owner or contractor must Apply for an Permanent Disconnection permit.
- 2) Inspection Requirements:
 - Contact the District 48 hours before the time of the inspection.
 - District shall be present and inspect any and all work within 10' of District owned infrastructure.
- 3) The Contractor (or Owner, if performing his/her own work) shall have insurance coverage as described in the Development Standards Manual.
- 4) Note any Variance from District Standards (describe): _____
- 5) Construction methods and materials shall meet the Development Standards Manual.
- 6) Prior to re-use/reconnection, Owner shall demonstrate to District that said infrastructure meets District Standards at time of reconnection, and Owner shall comply with the District's reconnection process in place at the time of reconnection.
- 7) Applicant (property owner and/or contractor) is responsible for obtaining a County Highway Permit if applicable, and to provide a copy to the District before starting construction.
- 8) Applicant (property owner and/or contractor) is responsible for requesting utility locates
- 9) Applicant acknowledges that they have received a copy of the recorded easement for the property noted in the application permit and understands that the property owner is bound by the terms of said easement.

OWNER ACKNOWLEDGEMENT

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

*****BELOW THIS LINE BY DISTRICT

DISTRICT ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION (THIS IS NOT AN APPROVAL)

Received & Acknowledged by: _____ Date: _____

FORM **V – C**

PROPOSED PERMANENT DISCONNECTION SKETCH

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

PROPERTY ADDRESS: _____ DATE: _____



INCLUDE:

- North arrow
- Streets and/or alleys
- Property lines and dimensions
- Existing infrastructure, including but not limited to: buildings (cottages, houses, sheds, etc.), wells, building sewer and/or ejector system, Grinder Pump Station (basin, control panel, electrical connection), low pressure lateral and main (if known), etc.
- Indicate where Permanent disconnection is to occur; this may be as a note and arrow, marked over with an "X," or another means that clearly conveys the Owner's intent.

FORM V – D PERMANENT DISCONNECTION INSPECTION

FILLED OUT BY DISTRICT (please type or print clearly)

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

BUILDING SEWER:

INSPECTION COMMENT	NOTE	Y	N
All Structures have been removed from the property			
If the Answer above is yes, no further inspection needed. If no proceed below.			
Electrical power supply wiring from the building is OFF and disconnected?			
Pipe ends have been capped or the structure has been adequately rendered incapable of producing sewage pursuant the District’s Reduction in Billing Ordinance requirements?			
Pipe ends have been marked with rebar?			
Infrastructure remaining for reuse has been adequately demarcated for protection and future locating?			
<i>COMMENTS:</i>			

GRINDER PUMP STATION:

INSPECTION COMMENT	NOTE	Y	N
Electrical power supply wiring from the building is OFF?			
Corporation stop is completely closed?			
District has shut GPS breakers OFF?			
District has removed pumps from basin?			
Pumps remain in basin?			
Infrastructure remaining for reuse has been adequately demarcated for protection and future locating?			
<i>COMMENTS:</i>			

CONTRACTOR	SIGNATURE
INSPECTOR	SIGNATURE
DATE	INDICATE “COMPLETE” OR “INCOMPLETE”

FORM V – F PERMANENT DISCONNECTION APPROVAL

FILLED OUT BY DISTRICT (please type or print clearly)

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

CERTIFICATION:

- The Permanent disconnection for the above property has passed final inspection and is accepted by the Lakeland Regional Sewer District.
- This approval does not guarantee that the permanently disconnected infrastructure will be accepted for re-use if reconnection is ever requested.
- 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 V-A – Permanent Disconnection Agreement and Acknowledgement		
FORM V-B – Application for Permanent Disconnection Permit		
FORM V-C – Proposed Permanent Disconnection Sketch		
FORM V-D – Permanent Disconnection Inspection		

APPROVAL:

Approved by: _____
LAKELAND REGIONAL SEWER DISTRICT

Date: _____