

# **INFRASTRUCTURE VACATION (IV)**

## **FORMS PACKET**

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## GENERAL CHECKLIST AND INFRASTRUCTURE VACATION PROCESS

### FOR PROPERTIES WITH EXISTING INFRASTRUCTURE AND/OR DISTRICT SEWER SERVICE

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

- 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 – Infrastructure Vacation Process for Property Owners

- 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 vacate infrastructure, initiate the proper procedure, and (if needed) schedule a preliminary site visit.
- Determine** if the proposed infrastructure vacation is **PERMANENT** or **TEMPORARY** (the District reserves the right to make the final determination if any item may be temporarily vacated and reused).
- CONTRACTOR and 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. **Work on 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.**
- FORM IV-A – INFRASTRUCTURE VACATION AGREEMENT** – 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.
- FORM IV-B – APPLICATION FOR INFRASTRUCTURE VACATION PERMIT** – Complete and submit this form with all required attachments and information.
- FORM IV-C – PROPOSED INFRASTRUCTURE VACATION SKETCH** – This form shows the District what existing infrastructure you want to vacate, 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. It shall distinguish between those items planned for PERMANENT vacation and those planned for TEMPORARY vacation.
- FEES** – Pay and include all applicable fees to the District.
- CONSTRUCTION/DEMOLITION** of existing infrastructure may commence upon receipt of the Infrastructure Vacation Permit from the District.
- SALVAGING of District Equipment** – Contact the District to schedule salvaging of District equipment 48-hours in advance. Property Owner is responsible to coordinate infrastructure vacation activities between the Property Owner’s Contractor/Representative and the District’s Operator and/or Representative.
- 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 infrastructure vacation work.
- APPROVAL** – The Infrastructure Vacation Approval (Form IV-F or IV-F2) from the District indicates that your planned Infrastructure Vacation 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).

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

- INFRASTRUCTURE VACATION PERMIT** –the District will issue a permit to the property owner for vacating the existing infrastructure upon receipt and completion of the Forms listed under step 2.
  - SALVAGING and INSPECTION(S)** – Upon receipt of proper notification from the Property Owner (or his/her Contractor/Representative), the District will perform the required salvaging and inspection.
  - FORM IV-D – PERMANENT INFRASTRUCTURE VACATION INSPECTION** – A District inspector will complete this form.
  - FORM IV-D2 – TEMPORARY INFRASTRUCTURE VACATION INSPECTION** – A District inspector will complete this form.
  - FORM IV-F – PERMANENT INFRASTRUCTURE VACATION APPROVAL** – This form will be completed by the District and a copy will be provided to the property owner.
  - FORM IV-F2 – TEMPORARY INFRASTRUCTURE VACATION 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-instating the temporarily vacated infrastructure.
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# Lakeland Regional Sewer District

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

## FORM **IV – A** INFRASTRUCTURE VACATION AGREEMENT

*FILLED OUT BY PROPERTY OWNER (please type or print clearly)  
February 2020*

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

real Property(ies), within the boundaries of the Lakeland Regional Sewer District (“District”). It is my (our) understanding that I am (we are) asking to PERMANENTLY and/or TEMPORARILY vacate existing sewer infrastructure servicing my (our) sewer producing structures within the District. Said Property(ies) is(are) *[list all that apply]*:

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

I (we), the Owner(s), hereby agree to grant the Lakeland Regional Sewer District the right of property entry to salvage District equipment and to inspect the infrastructure vacation work performed by Owner and/or Owner’s Contractor and/or Other Agent acting on Owner’s behalf. I (we) hereby agree to protect equipment and items that the District intends to salvage or to remain installed for future use, 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 remove and/or to otherwise vacate all other equipment and appurtenances pursuant to all Ordinances and Standards of the Lakeland Regional Sewer 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 temporarily vacated and reused, that I am (we are) responsible to protect all infrastructure intended to be Temporarily Vacated and 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 construction of my (our) infrastructure vacation; 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 the disconnection. Furthermore, I (we) agree to 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 VACATION 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 Ordinances.

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.

**For infrastructure temporarily vacated, if the reconnection does not occur prior to \_\_\_\_\_ Owner is responsible to permanently vacate said infrastructure per District Standards.**

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

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

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

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

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

## FORM **IV – B** APPLICATION FOR INFRASTRUCTURE VACATION PERMIT

**FILLED OUT BY PROPERTY OWNER (please type or print clearly)**  
February 2020

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 AND ANY OTHER APPLICABLE FEES**
- FORM IV-A (Infrastructure Vacation Agreement)**
- FORM IV-C (Proposed Infrastructure Vacation Sketch)**

**NOTES:**

- 1) Before ANY construction begins, the owner or contractor must:
  - Apply for an infrastructure vacation permit.
  - Pay all applicable fees and charges, payable to the Lakeland Regional Sewer District.
- 2) Owner shall notify the District 48-hours in advance for salvaging District equipment.
- 3) Inspection Requirements:
  - Contact the District 48 hours before the time of the inspection.
  - District shall be present and witness any and all work within 10' of sewer main.
  - District shall be present and witness capping, marking, and backfilling of pipe stubs at Grinder basins.
- 4) The Contractor (or Owner, if performing his/her own work) shall have insurance coverage as described in the Development Standards Manual.
- 5) Note any Variance from District Standards (describe): \_\_\_\_\_
- 6) Construction methods and materials shall meet the Development Standards Manual.
- 7) Owner is responsible to protect all infrastructure intended to be Temporarily Vacated and re-used; and 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.

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

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

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

# Lakeland Regional Sewer District

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**FORM IV – C**

**PROPOSED INFRASTRUCTURE VACATION SKETCH**

*FILLED OUT BY PROPERTY OWNER (please type or print clearly)  
February 2020*

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.
- Proposed infrastructure, including but not limited to: buildings, sewers, etc.
- Indicate ALL infrastructure intended to be vacated; this may be as a note and arrow, marked over with an "X," or another means that clearly conveys the Owner's intent. *NOTE: All Infrastructure Vacation is understood to be PERMANENT unless otherwise noted by Owner as TEMPORARY.*

# Lakeland Regional Sewer District

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## FORM **IV – D** PERMANENT INFRASTRUCTURE VACATION INSPECTION

*FILLED OUT BY DISTRICT (please type or print clearly)  
February 2020*

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

### TAP CONNECTION:

INSPECTION COMMENT	NOTE	Y	N
Electrical power supply wiring from the building is disconnected from the GPS disconnect box?			
Service lateral exposed, disconnected and capped per requirements?			
Force main protected during excavation?			
Any leakage witnessed from lateral and main during or after work?			
Any damage to force main witnessed?			
Excavations backfilled per requirements?			
Work within 10' of the sewer main was performed by a licensed Contractor in the presence of the District?			
<i>COMMENTS:</i>			

### GRINDER PUMP STATION & BUILDING SEWER:

INSPECTION COMMENT	NOTE	Y	N
Electrical power supply wiring from the building is disconnected from the GPS disconnect box?			
District has completed salvaging of equipment/items?			
Building Sewer has been vacated?			
Sewer has been disconnected from sewer producing structure?			
Electrical wiring has been vacated?			
Control Panel, stand, and curb stop have been removed?			
Basin has been vacated in place (bottom punctured, top removed, and basin filled)? Or basin has been removed?			
Contractor has placed or intends to place satisfactory backfill material?			
<i>COMMENTS:</i>			

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

# Lakeland Regional Sewer District

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## FORM **IV – D2** TEMPORARY INFRASTRUCTURE VACATION INSPECTION

*FILLED OUT BY DISTRICT (please type or print clearly)  
February 2020*

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

### BUILDING SEWER:

INSPECTION COMMENT	NOTE	Y	N
Electrical power supply wiring from the building is OFF and disconnected?			
Pipe ends have been capped?			
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?			
Curb Box 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"

# Lakeland Regional Sewer District

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## FORM **IV – F** PERMANENT INFRASTRUCTURE VACATION APPROVAL

FILLED OUT BY DISTRICT (please type or print clearly)  
February 2020

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

### CERTIFICATION:

- The Permanent Infrastructure Vacation for the above property has passed final inspection and is accepted 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 IV-A – Infrastructure Vacation Agreement		
FORM IV-B – Application for Infrastructure Vacation Permit		
FORM IV-C – Proposed Infrastructure Vacation Sketch		
FORM IV-D – Permanent Infrastructure Vacation Inspection		
Inspection and Other Applicable Fees Paid		

### APPROVAL:

Approved by: \_\_\_\_\_  
LAKELAND REGIONAL SEWER DISTRICT

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



# Lakeland Regional Sewer District

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## FORM **IV – F2** TEMPORARY INFRASTRUCTURE VACATION APPROVAL

FILLED OUT BY DISTRICT (please type or print clearly)  
February 2020

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

### CERTIFICATION:

- The Temporary Infrastructure Vacation for the above property has passed final inspection and is accepted by the Lakeland Regional Sewer District.
- The infrastructure temporarily vacated under this approval is understood to be intended for re-use upon service reconnection.
- **Service reconnection shall occur by \_\_\_\_\_ as listed in FORM IV-A (Infrastructure Vacation Agreement).**
- This approval does not guarantee that the temporarily vacated infrastructure will be accepted for re-use at the time of reconnection. This infrastructure shall be permanently vacated per District Standards and at the Property Owner's expense (unless otherwise directed by the District) and per the following:
  - if reconnection is not completed within the agreed upon time frame
  - if, at the time of reconnection, the Property Owner cannot demonstrate to the District that the items intended to be reused have been adequately protected from damage and remain suitable for sewage conveyance.
- 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 IV-A – Infrastructure Vacation Agreement		
FORM IV-B – Application for Infrastructure Vacation Permit		
FORM IV-C – Proposed Infrastructure Vacation Sketch		
FORM IV-D2 – Temporary Infrastructure Vacation Inspection		
Inspection and Other Applicable Fees Paid		

### APPROVAL:

Approved by: \_\_\_\_\_  
LAKELAND REGIONAL SEWER DISTRICT

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