

Village of Clayton (VOC)

Protocol for Connecting to Village of Clayton Owned Water or Sewer Mains For Outside Districts

1.0 Purpose

The purpose of this procedure is to describe the application process for outside sewer districts to request connection into any VOC-owned water transmission main or sewer collection main. An outside sewer district is a district formed by a municipality other than the Village of Clayton.

2.0 General Requirements

All requests for connections to VOC-owned water or sewer lines must be submitted by the authorized municipality within which the district resides.

Municipalities must have a current water or sewer service agreement with the Village in order to request additional connections into a VOC-owned system.

The Village cannot approve new connections if the customer is not within the requesting municipality's existing water or sewer district.

Requests for connection into any VOC system must be submitted by the municipality in writing and the request must include the information specified in Sections 3.0 and 4.0 of this document. Requests for connection to any VOC-owned system will be evaluated based on the potential impact on the system capacity and sound engineering/construction basis. Connections must be designed and constructed in accordance with the original criteria identified in VOC contract documents and specification relating to the respective system, unless the proposed criteria can be shown to be more advanced and of better quality than that of the original specification. Contract documents are available at the Village of Clayton, located at 425 Mary St., PO Box 250, Clayton, NY 13624. Most determinations will be made within 30 days of receipt of a request.

All new connections must include a means for metering in order to accurately bill for the services provided. Detailed requirements are specified below and are dependent on the type of connection.

MUNICIPAL DISTRICTS MUST REVIEW AND CONFORM TO THE VOC OFFSET PLAN ON FILE WITH THE DEC. THE PLAN IS AVAILABLE AT THE VOC OFFICE.

3.0 Waterline Connections

Connections should be designed to minimize the number of individual tie-ins to the Village's transmission line and should be combined whenever possible through the use of a single individual tap with system meter.

All meter connections must be designed to provide a provision for pressure testing the line. Drawings will be reviewed to ensure that this provision has been included in the design. The cost of pressure testing the line is the responsibility of the municipality (for multiple connections) and the individual home owner (for single connections).

3.1 Multiple Connection Requirements

Multiple user connections are defined as more than one customer hook-up.

- 3.1.1 Multiple user connections are required to have a single tap into the transmission main, unless a special situation warrants waiver of this requirement. The municipality will be responsible for installing a single system meter in an insulated, lockable vault. The system meter will be owned and maintained by the municipality and will be used by VOC for billing. Individual household water meters are the responsibility of the municipality and will not be used for VOC billing.
- 3.1.2 Meters must be calibrated on an annual basis. The municipality is responsible for all costs associated with meter calibrations.
- 3.1.3 An Engineering Report must be submitted with the request. This report will contain the following:
 - Number of hookups to the proposed system, including a breakdown by type (i.e., residential, commercial, industrial, etc.);
 - Estimated volume of water that will be used by hook-up type provided in average gallons per day and peak gallons per day;
 - Analysis demonstrating the degree of impact, if any, that the proposed addition will have on the existing capacity of the VOC system;
 - Copies of any applicable approved regulatory required permits (NYSDEC water supply permit applications, etc.);
 - Detailed drawings and specifications indicating the proposed materials and methods of construction;
 - Protocol to be used to pressure test the system;
 - Any other relevant information needed to assess the impact of the proposed connection.

Single Connection Requirements

- 3.2.1 Single user connections may be metered inside of the residence or in a meter pit located outside the home/business. The meter must be consistent with other system meters in the municipality or as specified by the Village of Clayton.
- 3.2.2 The home owner will be responsible for all costs associated with the installation and maintenance of the lateral connection, unless otherwise agreed to by the municipality.
- 3.2.3 A letter report must be submitted with all single user connection requests. This report will contain the following:
- Demonstration that connection into an existing distribution system is not feasible;
 - Illustration of the proximity of the new connection to existing distribution systems and the evaluation of the possibility for extension of these systems;
 - Consideration for the potential of additional single-user connections in the area of the proposed connection;
 - The type of user must be specified (i.e., residential, commercial, industrial) and the estimated average and peak water usage in gallons must also be provided;
 - Copies of any applicable approved regulatory required permits (NYSDEC water supply permit applications, etc.) shall be provided;
 - Detailed drawings and specifications indicating the proposed materials and methods of construction;
 - Protocol to be used to pressure test the lateral line and meter connection;
 - Any other relevant information needed to assess the impact of the proposed connection.

4.0 Sewerline Connection

- 4.1 The municipality will be responsible for installing a single system meter in an insulated, lockable vault. The system meter will be owned and maintained by the municipality and will be used by VOC for billing/system control. Annual meter calibrations will be performed under the direction of the Village of Clayton. Any costs associated with meter calibrations are the responsibility of the municipality.

4.2 All requests for connection into a VOC-owned sewer main must be submitted with an Engineering Report. This report will contain the following:

- Demonstration that connection into an existing municipal collection system is not feasible;
- Illustration of the proximity of the new connection to existing collection systems and the evaluation of the possibility for extension of these systems;
- Consideration for the potential of additional connections in the area of the proposed connection;
- The type of user must be specified (i.e., residential, commercial, industrial) and the estimated average and peak wastewater discharges in gallons per day must be provided;
- Copies of any applicable approved regulatory required permits shall be provided;
- Detailed drawings and specifications indicating the proposed materials and methods of construction;
- Any other relevant information needed to assess the impact of the proposed connection.

5.0 Review Process

Applicants should include three (3) complete packets so the Village of Clayton can transmit copies of the submittals to the appropriate reviewers.

6.0 Inspection Requirements

All approved connection requests must be inspected by a Village of Clayton representative. Construction is the responsibility of the municipality. The municipality must schedule the connection with the Village of Clayton at least 48-hours prior to the connection. The Village of Clayton will charge a flat rate of \$1,000.00 for review of documents and inspection provided that the connection is performed within normal business hours. If the connection is scheduled outside normal business hours or takes longer than two hours, additional charges may be applied.

7.0 Record of Changes

<u>Revision Date</u>	<u>Description of Changes</u>	<u>Authorized by</u>
08/22/2011	Original Document Created	Village Board