

# **Village of Clayton Sewer System**

## **Sewer Connection Information & Instructions**

**for**

**Homeowners and Contractors**

***Village of Clayton  
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To: Property Owners & Contractors  
From: Village of Clayton  
Date: August 22, 2011  
Subject: Information & Instructions for Sanitary Sewer Connections

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This package contains important information for property owners and contractors on requirements for obtaining a Sewer Service Permit to establish a new connection within the Village of Clayton Sewer System.

This document was developed to explain the Village's requirements and provide guidelines for property owners and contractors. All required forms are included in this document. Please read through this document carefully. Submittal of a complete application form will help ensure that your permit is approved in a timely manner.

Information is periodically updated by the Village Board so please check with your local Village Clerk to make sure you have the most recent copy of the document available.

# Information & Instructions for Sanitary Sewer Connections

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Village of Clayton Sewer Service Application

Sample Location Sketch

Sewer Installation Details

## Information & Instructions for Sanitary Sewer Connections

### 1.0 Purpose

The purpose of this procedure is to describe the application process and the basic technical requirements for the construction and installation of new Village of Clayton Sewer System components.

### 2.0 Responsibilities

- 2.1 The System Owner (Village of Clayton) is the municipality in which the new sewer system components will reside. The Village is responsible for administering and overseeing this procedure.
- 2.2 New sewer customers are responsible for:
- Completing a Sewer Service Application which enables them to connect to the Village of Clayton Sewer System.
  - Hiring an approved contractor to install the sewer system components.
  - Scheduling an inspection of the system components prior to connecting into the Village of Clayton Sewer System.
  - Executing an easement, if required.
  - Paying all construction, engineering, easement filing, and inspection fees associated with the new sewer service(s) prior to activation of services.
  - Submitting “as-built” documentation to the Village of Clayton after completion of the service installation.
- 2.3 The Village of Clayton is responsible for operating and maintaining the Village of Clayton Sewer System. As the system operator, Village personnel are responsible for ensuring that new connections are constructed and installed in accordance with applicable design standards. Village personnel are also responsible for documenting new connections.

### 3.0 General Requirements

- 3.1 The Village can only provide service to new customers that are located within an existing sewer district.
- 3.2 Requests for connection into the Village of Clayton Sewer System must be submitted by completing a *Village of Clayton Sewer Service Application (attached)*.
- 3.3 Connections must be designed and constructed in accordance with the original criteria identified in the 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 offices.
- 3.4 Customers **must** utilize a contractor approved by the Village of Clayton Sewer System for the installation of any sewer system components (including direct connections to sewer mainlines and lateral installations). See **TABLE 1 – APPROVED CONTRACTOR LIST**.

- 3.5 All new connections must include a means for metering in order to accurately bill for the services provided. For large commercial or industrial customers this may require a sewer meter. Residential customers must be a water customer or must install a meter on their private well.
- 3.6 Most sewer service determinations will be made within 30 days of receipt of a complete Village of Clayton Sewer Service Application.

#### 4.0 Technical Requirements

Detailed technical requirements for sanitary sewer systems are presented in *10 State Standards* and specifications developed by Village engineers. Customers may reference these documents to determine acceptable pipe material, covering, backfill, etc. More complex systems may require that the customer hire an engineer licensed by the State of New York to complete the design. Detailed information and drawings are available by requesting technical specifications from the Village at 315-686-5552.

##### 4.1 Gravity Sewer Lateral Requirements

Some basic requirements for single family gravity sewer laterals are listed below and are detailed in drawings at the end of this document:

- 1) The minimum horizontal distance between water and sewer line shall be 10' except when lines must cross. At intersections water and sewer lines shall be separated by a minimum of 18 vertical inches.
- 2) Water and sewer lines shall not share excavation trenches with other utilities and must be separated by a minimum distance of 10' whenever possible.
- 3) Laterals shall be installed with a minimum of 4' of cover. Insulated laterals may have less coverage if approved by Village personnel.
- 4) Magnetic marking tape 2 inches wide with the words SANITARY SEWER BELOW shall be installed not more than 2 feet below finished grade for all sewer laterals.
- 5) Residential gravity sewer laterals shall be 4" PVC Plastic SDR 35 pipe and fittings. Pipe shall be joined with integral bell and spigot rubber gasketed joints.
- 6) 4" service laterals shall be installed at a minimum of 1/4" per 1' slope.
- 7) Service laterals shall be connected to existing sewer main lines through the use of a machine drilled hole using equipment expressly made for this purpose. Laterals shall be connected to the sewer main through the use of an Inserta Tee Fitting made for PVC SDR 35 pipe or approved equivalent. Fittings are available by contacting the Village of Clayton or the manufacturer (Inserta Fitting Co., Tel. 503/357-2110).
- 8) Sewer laterals shall not be connected directly to manholes.
- 9) Cleanouts shall be provided at least every 100 feet; at each change in direction of the line; and within 10 feet of the house foundation.
- 10) For normal soil conditions, the trench shall be excavated 4 inches deeper than the bottom of the pipe. Pipe bedding material used shall be NYSDOT Subbase Course 304 Type 2 crushed stone.
- 11) Backfill material shall be free of roots and vegetation and shall have no stones greater than 4 inches in diameter.
- 12) Pipe bedding shall be placed in maximum lifts of 8 inches after the pipe is joined.
- 13) Do not compact directly over PVC pipe until backfill has reached 2 feet above top of pipe.

## 4.2 Low Pressure Sewer Lateral Requirements

Some basic requirements for single family gravity sewer laterals are listed below:

- 1) Gravity sewer laterals that cannot meet minimum slope requirements will require a grinder pump.
- 2) Grinder pumps will be supplied by the Village of Clayton and must be installed by an approved contractor.
- 3) The grinder pump must be paid for by the property owner before it can be supplied to the contractor. The property owner will pay the municipality for the cost of the pump.
- 4) The property owner's contractor must install the grinder pump in accordance with Village of Clayton requirements. Copies of these documents are available upon request from the Village of Clayton.
- 5) The property owner will be responsible for replacement costs of failed grinder pumps.
- 6) The Village of Clayton will assume operation and maintenance of the line from the Village main to the grinder pump. The customer is responsible for maintenance from the pump to the building.

## 5.0 Submittal Requirements

All new service connections must be reviewed and approved by the Village of Clayton. The property owner must submit a completed Village of Clayton Sewer Service Application to the Village Clerk. The application must be submitted with the proper connection fee and a Location Sketch. The location sketch must show the property boundaries, buildings, approximate length of service lateral with reference dimensions to two permanent structures, location of cleanouts, tie-in point to mainline, and any other relevant information. A form which can be used for the location sketch is attached at the end of this document.

## 6.0 Inspection Requirements

All approved connection requests must be inspected by a Village of Clayton representative. The customer or their representative must schedule the connection with the Village at least 48-hours prior to the connection. Customers must have an approved *Village of Clayton Sewer Service Application* on file with the Village prior to scheduling an inspection. The Village will charge a minimum fee of \$1,000 to review the application and inspect the service. If the connection is scheduled outside normal business hours or the inspection takes longer than two hours, additional charges may be applied. To schedule an inspection contact the Village of Clayton at 315-686-5552.

7.0 Record of Changes

Revision Date	Description of Changes	Authorized by
08/22/2011	Original Document Created	Village Board
10/24/2011	Added Bearup Construction as Approved Contractor	Village Board
07/09/2012	Added W.D. Bach Excavating & Consulting, LLC as Approved Contractor	Village Board
10/30/2013	Added Charles Fram as Approved Contractor	Technical Review Committee (C/T, DPW Supt., W/WW Mgr.
11/25/2013	Section 2.2 ("As-Builts") Section 4.2 ("O&M") Added Requirements to "Location Sketch"	Village Board

**TABLE 1 – APPROVED CONTRACTOR LIST**

Contractor	Address	Phone
Bach & Co.	11176 Cty Rte 9 Clayton, NY 13624	(315) 686-3083
Bearup Construction	PO Box 255 Clayton, NY 13624	(315) 686-4459
Pete Mellon	41041 Smithering Hts. Rd. Clayton, NY 13624	(315) 686-3256
Hazlewood Mechanicals	703 Brooks Dr. Clayton, NY 13624	(315) 686-2160
W.D. Bach Excavating & Consulting, LLC	PO Box 434 Clayton, NY 13624	(315) 686-5555
Charles Fram	27910 Simpson Rd. Redwood, NY 13679	(315) 405-1142



**Village of Clayton Sewer Service  
Residential and Commercial Application**

**INSTRUCTIONS**

- All information must be typed or legibly printed.
- All sections of the form must be completed to avoid delays in processing.
- The property owner must sign the form.
- Submit completed form with payment and Location Sketch to the Clerk.
- The Clerk will forward the application for Technical Review.
- You will be notified by phone if your permit has been approved or if your permit is missing information required to properly review. If your application is denied you will be notified in writing as to the reason.

**GENERAL INFORMATION (To Be Completed By Customer)**

Property Owner's Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Job Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Tax Parcel ID No. \_\_\_\_\_  Residential  Commercial

Does this new connection require a hot-tap into the sewer mainline  Yes  No

Approved Contractor: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Is the requested connection to serve an existing structure?  Yes  No If yes, is the requested connection to relieve a failing septic?  Yes  No

Does property receive potable water from private well?  Yes  No

If the requested connection is to serve a new structure, what is the anticipated occupancy date? \_\_\_\_\_

A Sketch of the new service connection **is attached.**

**OWNER'S CERTIFICATION (To Be Completed By Customer)**

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that I am the Owner of the property located at \_\_\_\_\_ and that I am requesting a permit to install a new sewer service.

In consideration of the granting of this permit, I agree to the following:

- 1) That no work or installation has commenced prior to the issuance of a permit;
- 2) That all work will be performed to meet the standard of all applicable State and Local laws regulating construction;
- 3) To maintain the sewer service lateral or provide formal property easement to the Town/Village to maintain the sewer service lateral in accordance with the applicable municipality's Sewer Use Ordinance
- 4) To schedule an inspection of the service with the Village before any portion of the work is covered over and prior to connecting into the main sewer line.

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

**MUNICIPAL REVIEW (To Be Completed By Village)**

Amount of Sewer Service Connection Fee:  \_\_\_\_\_

Payment Received By \_\_\_\_\_ on \_\_\_\_\_.

Municipal approval that applicant is eligible for new service connection to the Village of Clayton Sewer System.

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

**TECHNICAL REVIEW (To Be Completed By Village Representative)**

Application Reviewed By: \_\_\_\_\_

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

Application Action:  Approved, as submitted  Approved with conditions  
 Returned, due to incomplete submittal  Denied (See Attached)

# Sewer Lateral Connection

Town/Village: \_\_\_\_\_

House No.: \_\_\_\_\_

Street: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Contractor: \_\_\_\_\_

\_\_\_\_\_

- (1) The application requires a detailed plan showing the location of connection to the sewer main. The grinder pump location should also be shown, including location, depth and brand (either *Liberty* or *E-One* – See Village Standards).
- (2) Pursuant to the Village’s Long-Term Control Plan, an offset fee is required for all new connections. This offset fee is a 2:1 ratio, based on 200gpd usage. The offset fee for a single-family residence is \$800. Payment must be received prior to application approval.

<p>1. Service Pipe Installation</p> <p>a) Lateral size _____</p> <p>b) Pipe Material    <input type="checkbox"/>SDR 35    <input type="checkbox"/>other_____</p> <p>c) Curb Stop        <input type="checkbox"/>yes    <input type="checkbox"/>no</p> <p>d) Grinder Pump    <input type="checkbox"/>yes    <input type="checkbox"/>no    Make:_____ Model:_____</p>	<p>2. Connection to House Line _____</p> <p>3. Length of Service _____</p> <p>4. Diameter of Sewer Main _____</p> <p>5. Depth of Curb Stop _____</p> <p>6. <input type="checkbox"/>Force Main    <input type="checkbox"/>Gravity</p>
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General Notes: \_\_\_\_\_

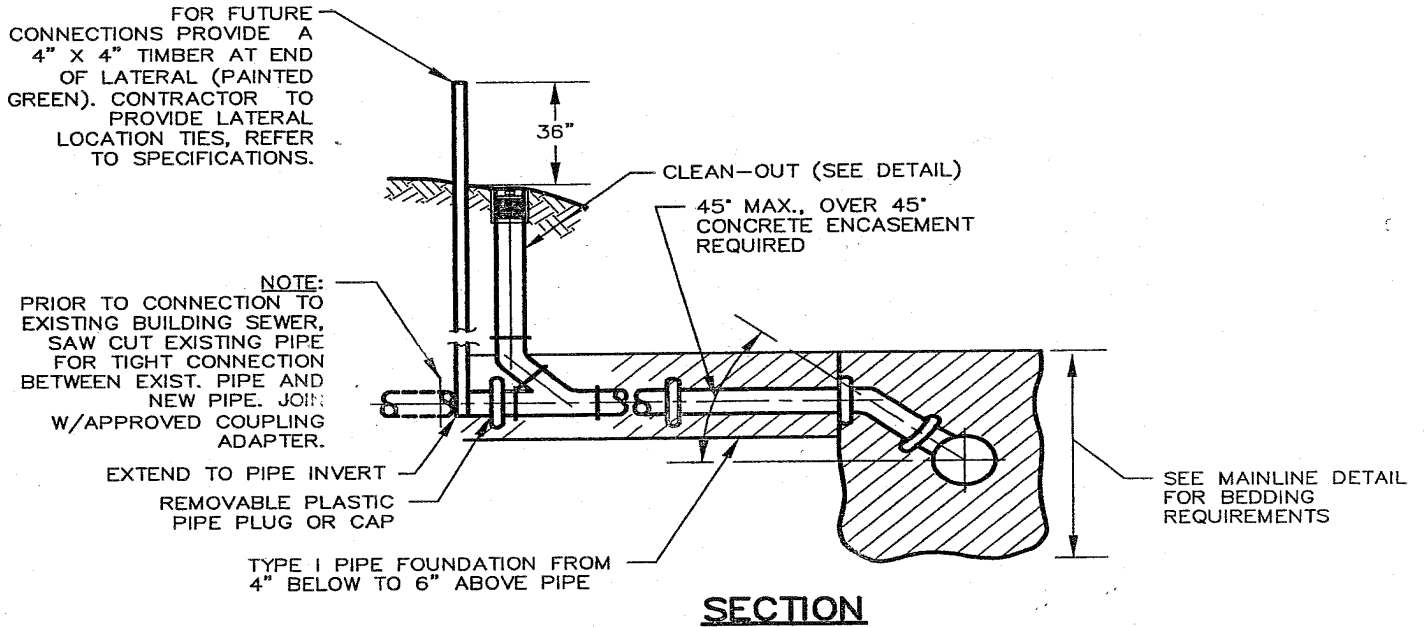
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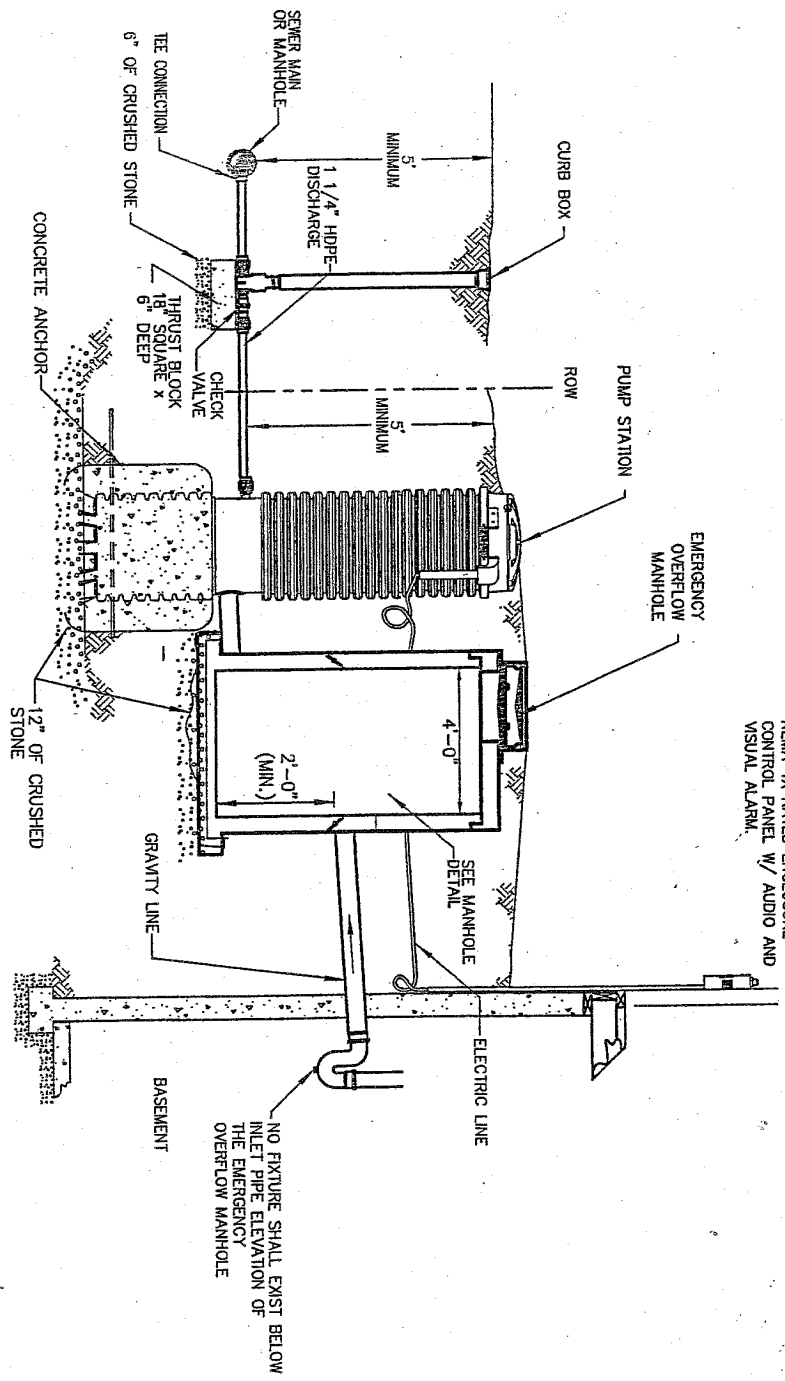
**Sewer Installation Details**



**NOTES:**

1. FOR CONNECTION TO EXISTING LATERALS USE APPROVED ADAPTER COUPLINGS PER SPECIFICATION SECTION 02733.
2. CONSTRUCT ON STRAIGHT GRADE - 4-INCH (2%) AND 6-INCH (1%) MINIMUM.
3. VERIFY UTILITY LOCATION AND ADJUST GRADE IF NECESSARY.

**LATERAL DETAIL**  
NOT TO SCALE



NEMA 4X RATED ENCLOSURE  
CONTROL PANEL W/ AUDIO AND  
VISUAL ALARM.

1. DEPTH OF PUMP STATION SHALL BE AS PER EXISTING CONDITIONS. CONTRACTOR SHALL BE RESPONSIBLE TO SUPPLY AND INSTALL GRINDER PUMP STATION, AND OVERFLOW TANK BASED ON EXISTING CONDITIONS, AND DEPTH OF EXISTING LATERAL.
2. EMERGENCY OVERFLOW MANHOLE SHALL MEET SAME REQUIREMENTS AS SANITARY SEWER MANHOLES.

**TYPICAL GRINDER PUMP LATERAL INSTALLATION (DUAL TANK)**

NOT TO SCALE

