

SECTION 3

**GENERAL RULES AND
REQUIREMENTS**

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3.1 **General**

This Section provides the general rules and policies for the design and construction of sanitary sewer systems, water works projects, storm sewers and drainage, and public streets and alleys, including permit requirements and inspection.

3.2 **Sanitary Sewer Connections (laterals)**

The following paragraphs provide a highlight of the provisions contained in the applicable Ordinances. If any conflicts between these Standards and the Ordinances shall be superseded by the Ordinances.

A. Sewer Connection Permit

The City requires connection permits to be issued by the City for all repairs and modifications to or connection of a building sewer to a public sewer.

B. Permit Fee

A fee per each connection to the sanitary sewer shall be charged for each new connection. Repairs of an existing service shall require a permit that will not be subject to any fee. However, modifications to an existing service shall require a permit and will be subject to a permit fee.

This fee shall cover the costs of mandatory inspection and any reinspection that may be necessary because of remedial construction, not including the contractor costs for CCTV. The City Council shall determine and may revise the amount of such connection fees.

These fees shall be additive if more than one water meter is provided.

C. Application for Connection Permit

An application for a Connection Permit shall be made on the Form provided by the City and available at the City Hall.

D. Prohibition Against Clean Water Discharges

No person shall discharge or cause to be discharged to any sanitary sewers either directly or indirectly:

- Storm Water
- Surface Water
- Ground Water
- Roof Runoff
- Subsurface Drainage (gravity or pumped)

- Cooling Water
- Unpolluted Water
- Unpolluted Industrial Process Water

E. Mandatory Inspection of Building Connections

It shall be the responsibility of the Holder of a Connection Permit to notify the City that the sewer work is available for inspection. The City will conduct inspections on connections from 8:00 AM to 3:00 PM Monday through Friday except on observed City holidays. The building sewer shall be fully exposed from the foundation to the point of connection with the public sewer.

The City shall take a minimum of two (2) construction "as-built" photos for City record prior to backfilling.

The City and its authorized representative shall have the right of entry upon or through any premises for purpose of inspection of sewer work and any other construction activity performed on or associated with the connection of the building sewer to the City sewer, including inspection for clear water discharges into the sewer.

F. Building Sewer Responsibility

It shall be the responsibility of the property owner(s) whose property is benefitted to provide for, install and make private connections for the use of their premises to an existing public or building sewer. Further, it shall be the responsibility of the property owner to make all necessary repairs, extensions, relocations, changes or replacements thereof, and of any accessories thereto. These requirements may be altered, modified or waived at the discretion of the City when it is shown that compliance is not possible due to extenuating circumstances.

Installation and maintenance of building laterals is the property owner's responsibility from the building/house to the main line. Private sump pumps shall be required when gravity connections are not possible and are to be owned, operated, and maintained by the property owner. Force mains are required to discharge to the nearest sanitary manhole.

3.3 Water Service Connections

The following paragraphs provide a highlight of the provisions contained in the applicable Ordinances. If any conflicts between these Standards and the Ordinances shall be superseded by the Ordinances.

A. Application for Connection Permit

An application for a Connection Permit shall be made on the Form provided by the City and available at the City Hall.

B. Mandatory Inspection of Building Connections

It shall be the responsibility of the Holder of a Connection Permit to notify the City that the water service is available for inspection. The City will conduct inspections on connections from 8:00 AM to 3:00 PM Monday through Friday except on observed City holidays. The building service line shall be fully exposed from the foundation to the point of connection with the water main.

The City shall take a minimum of two (2) construction "as-built" photos for City record prior to backfilling.

The City and its authorized representative shall have the right of entry upon or through any premises for purpose of inspection of water line work and any other construction activity performed on or associated with the connection of the building service line to the City water distribution system.

C. Building Service Line Responsibility

It shall be the responsibility of the property owner(s) whose property is benefitted to provide for, install and make private connections for the use of their premises to an existing public or building service lateral. Further, it shall be the responsibility of the property owner/developer to make all necessary repairs, extensions, relocations, changes or replacements thereof, and of any accessories thereto. These requirements may be altered, modified or waived at the discretion of the City when it is shown that compliance is not possible due to extenuating circumstances.

3.4 Design/Construction Approval for Development

A. Requirements for Construction Permits

It shall be the responsibility of the Developer/Contractor to obtain a valid Construction Permit for the construction of new projects (or the modification of existing infrastructure) from INDOT, IDEM or any other applicable regulatory agency.

A copy of this permit shall be filed with the City.

B. Technical Review

The Developer/Contractor shall submit design drawings for review and approval of the City. During this review the City Engineer and/or the City, or the authorized agent of the City, may recommend approval of the project or request formal revisions. Revised drawings and specifications shall be resubmitted to the City Engineer and/or the City, or the authorized agent of the City, for final approval.

For drainage plans approval for properties within the corporate boundary plans need to be formally submitted to the County Surveyor's Office. The County Surveyor will then submit those plans to the City Engineer for City review. The

process can be expedited by submitting two sets of plans (one directly to the County Surveyor and one copy directly to the City Engineer). To process a full set of plans including drainage and civil plans indicating existing conditions and proposed modifications to structures, utilities, grade, impervious/pervious surfaces (parking areas, roof lines, building footprint(s), etc.), sidewalks, general site modifications.

Building plans for properties within the Corporate Boundary need to be formally submitted directly to the County Area Plan Department and they will make the City aware of any significant items such as change of use.

C. Final Plan Approval

The City Engineer and City shall issue final approval for all projects.

D. Posting of Bond

1. The City and City Engineer may, as a prerequisite to the issuance of project approval, require the posting of a performance bond from a company licensed by the State of Indiana to provide such surety. Such bond shall be equal to one hundred (100) percent of the contract amount or an amount established by the City to provide surety for the satisfactory completion of the improvements required by the Construction Permit and shall name the City of Monticello who can enforce the obligations thereunder.
2. The City and City Engineer may as a prerequisite to acceptance of a project governed by these standards require the posting of a maintenance bond in an amount not to exceed twenty-five (25) percent of the contract amount or, subject to the approval by the City or City Engineer, provision for maintenance, for a period of time as specified herein. Said time period shall begin with the date of acceptance by the City. Said bond shall name the City of Monticello who can enforce the obligations thereunder.
3. In instances where the City and City Engineer have required a bond pursuant to this section, the City may, as an alternative to the posting of such bond, accept other appropriate security such as properly conditioned irrevocable letter of credit which meets the same objective as the bonds described in this section, subject to approval of any other department or agency whose interests are protected by the same bonding requirement.
4. If the surety on any bond furnished to the City becomes a party to a supervision, liquidation, rehabilitation action pursuant to I.C. 27-9 et. seq. or its right to do business in the State of Indiana is terminated, it shall be required that, within thirty days thereafter, a substitute bond and surety be provided, both of which must be acceptable to the City. Failure to obtain a substitute bond within the stated time frame shall be cause for revocation or suspension of the project approval until such time that the

bond is furnished to the City Engineer or the City's designated representative.

E. Construction Inspection

Prior to issuance of the final project approval and commencement of any construction activities pertaining to projects covered by these Standard Specifications, the Developer/Contractor shall, if requested by the City, execute an Agreement with the City for said projects which will provide that:

1. The City may contract for construction inspection service to ensure that materials and workmanship meets the requirements of the approved plans and specifications.
2. The contracted engineer (City representative) will be responsible for submitting and certifying all tests required by these Standards.
3. The Developer/Contractor will reimburse the City for the cost of such services which shall be determined at the time of execution of the Agreement and verified by the Owner or his representative throughout construction.
4. Upon completion of construction, the contracted engineer (City representative) shall execute and file with the City a Certificate of Completion and Compliance certifying to the City and the Developer/Contractor as to the compliance of such construction with the requirements of the approved construction plans and approved change orders.
5. No action with regard to the acceptance of the construction and release of the improvement bond pursuant to this section shall be taken until the Developer/Contractor has reimbursed the City in full for the inspection services.

All construction of any capital improvements or infrastructure intended for dedication to the City shall be observed and certified pursuant to the Agreement.

The Developer/Contractor shall furnish the City with three (3) copies of the approved construction plans at the time the Agreement is executed.

F. Requirements for Project Acceptance and Dedication

Capital improvements or infrastructure will not be accepted and building connection permits shall not be issued until all documents, as required by the City, are submitted to and approved by the City and City Engineer, including the following:

1. Maintenance Bond;
 - One (1) year Maintenance Bond for sanitary sewer and water projects

- Three (3) year Maintenance Bond for public streets and alleys
2. Recorded Covenant and Easement Documents;
 3. Certificate of Completion and Compliance;
 4. The completion of a final inspection which confirms that the project has been constructed and tested in accordance with the City's Standards; and
 5. As-Built/As-Constructed drawings on reproducible mylars.
 6. Provided as-builts must include GPS location of project components.