MUSKINGUM COUNTY
SEWER DEPARTMENT
SEWER CONNECTION MANUAL

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MUSKINGUM COUNTY SEWER DEPARTMENT
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INSPECTION NOTIFICATION PROCEDURES

Due to the County's desire to provide reliable inspection service to all parties, the following procedures will be used by the County Sewer Department to schedule inspections.

1. The Muskingum County Utilities Office (740-452-4940) schedules connection inspections to begin between the hours of 7:30am and 2:30pm each working day. The Manager must approve any appointment outside of this time frame. Further, the Manager must approve the scheduling of a crew to perform more than one connection inspection per day.

2. Without exception, all Permit fees must be paid before an appointment will be scheduled. It is the Licensed Contractor's responsibility to confirm that all fees have been paid before beginning work. Any site work done before the applicable fees have been paid is a violation of County policy and may result in a license suspension for the Licensed Contractor.

3. The Muskingum County Utilities Office hours are: 8:00am-4:00pm Monday-Friday. All State and Federal holidays are observed.

4. To request an inspection, a Licensed Contractor shall notify the Utilities Office at least **24 HOURS** in advance of the requested time of the inspection. Appointments will be made at the time requested unless there is a conflict with another appointment, in which case, a different time will be scheduled. Notification may be in person or by phone, however, a voice mail message does not constitute proper notification and does not guarantee an inspection appointment.

5. A connection inspection may be scheduled more than **24 HOURS** in advance, but no more than **ONE WEEK** in advance of the appointed date and time.

6. A Licensed Contractor may request an inspection with less than **24 HOURS** notice, however, that inspection will be scheduled subject to staff and resource availability.

7. If the work is not ready for inspection at the appointed time, or if the work failed the inspection, a new appointment for inspection must be made as per the guidelines above, with the exception that the Licensed Contractor and the Inspector may agree to reset the inspection or set a re-inspection for later that day if time allows. In that case it is the Inspector's responsibility to notify the Manager of the change in schedule.

8. The Muskingum County Sewer Department will be responsive to emergency situations that require prompt or extended inspections due to such conditions as adverse weather, ground conditions, and safety related considerations. The Manager will determine the proper action on a case-by-case basis.

9. All taps are to be seen by the Inspector. In some cases taps are made in roadways. Therefore, before these taps are covered the tap must be inspected and approved by the Inspector. If the tap is in a roadway the Department needs **24 HOURS** notice so an Inspector can be onsite to inspect the tap.

10. The Permit fee is only good for two attempts to complete the inspection. There will be a charge of $75 for each additional attempt and will be paid before the Inspector will be sent to the site.

11. The air test shall be ready to be performed when the Inspector arrives at the site. If the test is not ready to begin within 30 minutes of when Inspector arrives, the Inspector will leave and the inspection must be rescheduled (This counts as one attempt to inspect).

SEWER USE RULES
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1.0 INTRODUCTION

This manual is Appendix G of the Muskingum County Sewer Department Sewer Use and is designed to provide the Owner and Contractor with established guidelines and specifications for installing, abandoning, or repairing a home or business connection to the Muskingum County Wastewater Facilities. These guidelines and specifications meet or exceed those of the existing collection system and are designed to maintain and improve the entire system and to minimize repair and maintenance efforts for the Owner and the County.

This manual describes the requirements for Contractor licensing, permitting, materials, methods, specifications, and testing procedures necessary for the successful installation of a sewer connection. In addition, this manual describes the relationships and responsibilities of all those involved in the connection effort.

DEFINITIONS: The definitions stated in the Sewer Use Rules apply to this manual. The following additional definitions shall be used in this manual unless otherwise specifically noted.

1.1.1 **Connection** - shall mean a mechanical entry into the Muskingum County Wastewater Collection System for the purpose of discharging waterborne waste from a structure.

1.1.2 **Inspector** - shall mean a representative of the Muskingum County Sewer Department.

1.1.3 **Service Connection** - shall mean any private sewer connection that discharges to MCSD Wastewater Collection System. The Service Connection shall link only a single structure to the system.

1.1.4 **Licensed Contractor or Contractor** - shall mean a person, persons, or company that installs Service Connections for compensation or other consideration, which has been issued a license by the Muskingum County Sewer Department and has been given permission to enter the Muskingum County Wastewater Collection System.

1.1.5 **Permit** - shall mean a document issued by the Muskingum County Sewer Department, that allows an Owner to connect a structure's sanitary discharge line to the Muskingum County Wastewater Collection System.

2.0 PURPOSE OF LICENSING CONTRACTORS

In order to properly manage and administer the system, the Muskingum County Sewer Department shall require that only competent, reliable Contractors install, repair, or abandon Service Connections. Therefore, only contractors licensed by the County shall be allowed to perform these procedures. Further, the County shall maintain a current list of Licensed Contractors and that list shall be considered to be a public document and shall be made available to assist Owners in their selection of contractors able to perform Service Connection work.

3.0 REQUIREMENTS FOR LICENSED CONTRACTORS

A Licensed Contractor shall comply with the following:

3.1.0 A complete and fully executed MUSKINGUM COUNTY SANITARY SEWER CONTRACTOR'S LICENSE APPLICATION shall be submitted to the County Manager.

3.2.0 The current year's annual $175 fee shall be submitted with the application. No application will be reviewed or processed without the fee submittal. Also, the County does not prorate the annual fee based on the number of months left in the year at the time of application.

3.3.0 Upon issuance of the license, the fee becomes non-refundable either in whole or in part. If the license is surrendered by the Contractor, or not maintained in accordance with these Sewer Use Rules,

then it shall become void and no fee refund will be considered. A Contractor who has voluntarily surrendered a license may reapply for another one, however, the County will consider this to be a new application and all the necessary forms, documents, and fees will be required.

3.4.0 The license runs from January 1st thru December 31st of each year, and will need to be renewed annually. *THE RENEWAL PROCESS BEGINS ON DECEMBER 1st EACH YEAR AND INVOLVES THE SAME PROCESS AS THE ORIGINAL LICENSE APPLICATION.*

3.5.0 A copy of the applicant's current Ohio Workman's Compensation Certificate shall be submitted with the application. The certificate shall list the name of the person, persons, or company that is applying for the license.

3.6.0 A copy of an insurance policy(s) protecting the Contractor from property damages of at least $100,000.00 and from personal injury liability of at least $300,000.00 shall be submitted with the application. The expiration date of the policy(s) shall be clearly displayed on the documents. Also, the Muskingum County Sewer Department shall be listed on the policy(s) as the certificate holder. If any policy expires before December 31st, the license will be suspended until an equivalent replacement policy is submitted and approved by the Manager. The insurance policy shall have a provision that the insurance company will notify the Utility Director in writing if the policy is cancelled. No additional fee will be required to reactivate the annual license under this circumstance.

3.7.0 The Contractor shall provide a Performance Payment Bond or a Letter of Credit to assure that:

(a) Material suppliers and labor forces shall be compensated
(b) The Contractor shall not damage the integrity of the system
(c) The Owner is assured that the Service Connection will pass all tests and will be approved by the County Inspector.

3.7.1 The Performance Payment Bond shall be drawn on a solvent acceptable surety, and shall be in the amount of at least $10,000.00. The expiration date of this bond shall be on July 1st of the year following the expiration of the license. The form of the bond shall be approved by the Muskingum County Prosecutor's Office. If, for any reason, the bond is cancelled, the Contractor's license shall be suspended until such time as a replacement bond is submitted and approved by the County.

3.7.2 A Letter of Credit in the amount of at least $10,000.00 shall be issued to the Muskingum County Sewer Department from a bank. The expiration date of this letter shall be on July 1st of the year following the expiration of the license. The form of the letter shall be approved by the Muskingum County Prosecutor's Office. If, for any reason, the Letter of Credit is presented to the surety or if the surety has canceled it, the Contractor's license shall be suspended until such time as a replacement letter is submitted and approved by the County.

3.8.0 If a Licensed Contractor fails to bring a Service Connection installation, repair, or abandonment to an approved completion as determined by the County Inspector, the Manager shall notify the Owner and the appropriate surety to coordinate a suitable completion of the connection work. The Contractor has the right to present evidence to the Manager regarding the decision of notifying the surety, however, the final decision rests with the Manager.

4.0.0 SUSPENSION OF A CONTRACTOR'S LICENSE

4.1.0 The Muskingum County Manager shall suspend the license of any Contractor who fails to comply with any portion of these Sewer Use Rules. The suspension will be come effective immediately upon Manager's notice to Contractor. This notice will be documented in writing as soon as possible. The suspension will not be removed or a new license will not be issued to that Contractor until the cause of the suspension is corrected.

5.0.0 NON-LICENSED CONTRACTORS

5.1.0 A contractor without a license shall not perform a Service Connection installation, abandonment, or repair even if that work might pass inspection. Such work is in violation of and subject to the conditions of the Sewer Use Rules.

6.0.0 WHAT IS TO BE CONNECTED

6.1.0 Acceptable discharges to the system include residential floor drains, toilet and bath fixtures, kitchen fixtures, laundry fixtures, and air-conditioner/furnace condensate drains. Any other discharges shall not be included without specific written permission of the Manager.

6.2.0 Unacceptable discharges into the system include, but are not limited to, all clean water sources. These commonly include foundation drains, sump pumps, groundwater, downspout flows, and pool water. At the time of inspection, the County Inspector shall verify that no clean water sources will discharge into the system. Every home will need to be checked by the Inspector for a sump pump. It is the Contractor's responsibility to insure the Inspector has access inside the basement. If the Inspector cannot access the basement the service line will be refused. It is the responsibility of the Licensed Contractor to assure that the Service Connection will pass a dye test. Any inclusion of a clean water source to the system is a violation of the Contractor's license and is a cause for suspension of that license. Following construction and successful inspection by the County, the Owner is responsible if any clean water source is found to enter the collection system.

7.0 RESPONSIBILITY OF THE OWNER, CONTRACTOR AND COUNTY

7.1.0 The Owner shall:

7.1.1 Bear the cost of the Service Connection installation, abandonment, or repair, the connection charge, the Permit fee, and any special connection fees, where applicable.

7.1.2 Sign the Permit application.

7.1.3 Be responsible for maintaining the Service Connection in conformance with these Sewer Use Rules. Further, it is the Owner's responsibility to keep the Service Connection in good working order.

7.1.4 Be responsible for eliminating any and all clean water sources that may enter the Service Connection.

7.1.5 Report any changes in the benefited use of the structure to the Manager, and obtain any permits, and pay any fees or charges resulting from the revised benefited use.

7.1.6 Be responsible for any backfill settlement that may occur outside the public right-of-way after the work has been completed and accepted by the County Inspector. Such settlement is considered by the County to be a maintenance related matter.

7.2.0 The Contractor shall:

7.2.1 Maintain a current license to perform the work described in these Sewer Use Rules.

7.2.2 Be authorized by the Owner, in writing, to install, abandon, or repair the Service Connection. This includes obtaining the appropriate Permit from the County.

7.2.3 Obtain all permits and authorizations required to cut or open a public right-of-way, if such work is required.

7.2.4 Be responsible for performing the Service Connection installation, abandonment, or repair to the specifications of the Muskingum County Sewer Department as described in these Sewer Use Rules and other County documents that are part of the Permit. The County will not consider the work to be complete and acceptable until all tests and inspections have been successful and the work area properly restored.

7.2.5 Supply all tools, material, and equipment needed for the Service Connection installation, abandonment, or repair.

7.2.6 Notify the Muskingum County Sewer Department as described in the Inspection Notification Procedures when the work is ready for inspection.

7.2.7 Install a wye in the system as needed and/or directed by the County Inspector.

7.2.8 Pump down and backfill any septic tanks with granular material to the satisfaction of the Inspector. If the septic tank or Service Connection is located under a deck or patio the following requirements apply. The septic tank must be filled with sand or stone. The Service Connection must be air tested. If the Service Connection fails the air test, the Manager will determine if the Service Connection needs to be replaced. If the Service Connection passes an air test, a clean out will be installed within 5 feet of the deck or patio.

7.2.9 Restore the area within the public right-of-way to its pre-construction condition unless otherwise directed as part of the right-of-way work permit or approval.

7.2.10 Restore the area outside the public right-of-way to the condition agreed to with the Owner(s) of the property. This is after completing the backfilling operations that were specified by the County Inspector, and any safety hazards have been eliminated.

7.2.11 Warranty all work and materials for a period of one year from date County Inspector's approval.

7.3.0 The County shall:

7.3.1 Maintain the system from the property's right-of-way line to the Collection System.

7.3.2 Make available to the Licensed Contractor the location of either the wye or the end of the County installed portion of the Service Connection for the structure. This shall be given within the scope of the existing County inventory records.

7.3.3 Inspect the installation, abandonment, or repair of the Service Connection in a timely and professional manner.

7.3.4 If applicable, examine and dye test the Service Connection to insure that no clean water sources are entering the system.

8.0.0 PENALTIES

8.1.0 If the Manager determines that a Licensed Contractor has violated these Sewer Use Rules, that Contractor's license shall be suspended until the violation is corrected.

8.2.0 The Manager shall send a certified letter to the contractor giving notice of the violation and the suspension and directing the contractor to cease work on any Service Connection installation, abandonment, or repair until the violation is corrected and inspected. The suspension shall begin forty-eight hours after written notice is given to the Contractor.

8.3.0 If the violation is not corrected to the satisfaction of the County within thirty days of the Manager's written notice of suspension, the Manager shall void the Contractor's license and notify the Contractor of that action in writing. Further, the County shall act to cause the Contractor's Performance Bond or Letter of Credit to be invoked and will coordinate action to correct the violation.

8.4.0 Any Service Connection installation, abandonment, or repair accomplished without a Permit or by a non-licensed contractor is a violation of these Sewer Use Rules and the Owner and/or the non-licensed contractor will be subject to prosecution.

8.5.0 The County shall direct that any Service Connection installation, abandonment, or repair accomplished without a Permit or by a non-licensed contractor shall be uncovered and exposed for inspection by the County Inspector. A Licensed Contractor shall do this work. Also, the Owner shall obtain the necessary Permits and pay the required fees, as well as bear the full cost for the exposing the work for inspection and any corrective work or tests. After the work has passed inspection, it may be backfilled in accordance with these Sewer Use Rules.

9.0.0 BEFORE CONSTRUCTION

9.1.0 The Owner must obtain a Permit from the Muskingum County Sewer Department. Applications are available at the department's billing and collection office, located at 1410 Newark Road, Zanesville. A copy can also be found in the Attachments section of this Appendix to the Sewer Use Rules. The completed application can be hand delivered to the billing and collection office or mailed to the Manager, PO BOX 2819, Zanesville, OH 43702. The method of payment for the connection charge and any other related charges must be established at the time of submittal of the completed application. The application will not be reviewed unless all fees and charges have been paid.

9.2.0 The Contractor listed on the application must be licensed by the County as per these Sewer Use Rules. Once the County approves the Permit, the Contractor will be considered to be acting on behalf of and for the Owner in all matters regarding the work described in the Permit.

9.3.0 The Contractor shall notify the County Sewer Department to schedule an inspection at least 24 hours prior to the desired inspection time. The notice may be given in person at the department's billing and collection office or by calling the Sewer Department at 740.452.4940. The notice shall include the Permit number and the address of the property to be served as well as the name and affiliation of the caller. A voice mail message does not constitute proper notification and does not guarantee an inspection appointment.

9.4.0 The Contractor is responsible for notification to any utility companies that might be affected by the proposed work. If the connection work is within any public right-of-way, written permission of the agency is required. The Contractor shall provide proof of such notification and permission prior to receiving an appointment for County inspection of the work.

10.0.0 AT THE START OF INSTALLATION OR REPAIR CONSTRUCTION

10.1.0 The Contractor shall expose the two end points of the Service Connection and determine the elevation difference between the flow lines of each point. The Contractor shall determine the length of the Service Connection that will be installed or repaired and calculate the slope. If the calculated slope is less than the minimum specified in these Sewer Use Rules, the Manager shall be notified. Construction shall not continue until the Manager approves a solution.

10.2.0 If the calculated slope meets or exceeds the minimum specified in these Sewer Use Rules, construction shall begin at the downstream endpoint and work toward the upstream endpoint at a smooth and even grade. No portion of the Service Connection shall have a slope less than the minimum unless pre-approved by the Manager as noted in section 10.1.0.

10.3.0 If the calculated slope is less than the minimum specified in these Sewer Use Rules, the Manager may direct that the Contractor expose the trunk line collector at a location adjacent to the location of the Owner's property and a slope shall be calculated for that location. If this new slope meets or exceeds the minimum requirement, then the Contractor shall install a wye at the revised location according to these Sewer Use Rules. The County shall supply a wye, if needed and the Owner shall bear the remaining costs for the work, including that for exposing the trunk line collector.

10.4.0 If the structure cannot be served by gravity flow Service Connection, the Manager shall be notified prior to any installation work. In this instance, a mechanical system will probably be needed to transport the discharge into the sewer system. The design of this system shall be coordinated with and approved by the Manager.

11.0.0 METHODS OF CONSTRUCTION

11.1.0 The minimum slope of a Service Connection shall be:
1.04 ft/100 ft for a 6-inch diameter pipe
2.08 ft/100 ft for a 4-inch diameter pipe

11.2.0 The calculated slope is determined by the following equation:

$$\frac{100 \times (\text{elevation difference between the flow lines or each endpoint})}{(\text{horizontal length of Service Connection})} = \text{Calculated Slope}$$

11.3.0 If the slope exceeds 20%, a drop cleanout shall be installed at intervals of not more than 100 running feet. A Service Lateral Drop Cleanout details is located on sheet C of the Appendix of this manual.

11.4.0 The vertical (slope) and horizontal alignment of the service line shall be established using curved elbows, straight pipe runs and even slopes. No single elbow flow angle shall exceed 45 degrees. If a direction change exceeds 45 degrees, the elbow sections used to attain the angle must be separated by a straight section of pipe at least 12 inches long.

12.0.0 SEPARATING DISTANCES

12.1.0 The horizontal distance between the centerline of the Service Connection and the face of any load-bearing wall shall be a minimum of five feet. This requirement does not apply to the load-bearing wall that is the egress point for the sewer discharge line.

12.2.0 The horizontal distance separating the centerlines of the Service Connection and any other underground utility, except a water line, shall be a minimum of five feet.

12.3.0 The distances separating the centerline of the Service Connection and any water line shall be a minimum of ten feet horizontally and eighteen inches vertically. If these minimum separation distances cannot be achieved, then AWWA specified pressure water pipe shall be used. The Manager shall be notified of this situation and shall provide written approval of the proposed solution. Further, if a Service Connection is to cross any potable water line, it shall pass under that water line.

12.4.0 The Service Connection shall meet the structure sewer line at the face of the structure. The Sewer Use Rules regarding installation of Service Connections shall be in force at this point. The bedding and fill for the structure service does not have to comply with the Sewer Use Rules, however, it should provide adequate support and cover.

12.5.0 The horizontal distance between the centerline of the Service Connection and the near edge of a stream, or other potable water source shall be a minimum of five feet. If the service line crosses a stream or other potable water source the vertical distance between the centerline of the service line and the existing bottom of the water source shall be a minimum of 18 inches. Under these

conditions, the service line shall be ductile iron with compression type joints and be pressure tested at the time the Service Connection is tested.

13.0.0 DEPTHS

13.1.0 The flow line of the Service Connection shall be 3.5 feet below final surface grade or below the frost line, as directed by the Manager. Approval for any variance from this requirement must be obtained in writing from the Manager.

13.2.0 The Service Connection shall pass under any intersecting sanitary force main. The vertical distance from the centerlines of these lines shall be a minimum of 18 inches.

14.0.0 CLEANOUTS

14.1.0 A wye (directional tee) shall be installed at the point where the Service Connection joins with the existing structure's sewer outlet. This wye shall serve as a cleanout following acceptance of the Service Connection. The cleanout shall be installed so that an auger can be inserted and the Service Connection can be cleaned in the direction of the County's sewer system. The top of this cleanout shall be at the surface of the final grade. A second cleanout shall be installed in the same fashion where the Service Connection joins with the sewer system. It shall be installed in the same direction as the one described above and the top of the cleanout may be covered but must be within one foot of the final surface grade. If it is buried, a ferrous metal marker shall be attached to the cleanout so that it can be located, as needed. All cleanouts shall be covered with watertight caps. A Sewer Connection Cleanout Detail is located in the Attachment D of this Appendix to these Sewer Use Rules.

15.0.0 USE OF FILL

15.1.0 The pipe shall be bedded in granular material (aggregate shall be #57 limestone). The bedding shall begin four inches below the bottom of the pipe and shall extend four to six inches above the top of the pipe.
Caution: At no time shall the weight of the pipe rest on the bell end during mechanical placement of the bedding material. The pipe's weight shall be uniformly supported by its barrel.

15.2.0 If the horizontal distance between the near edge of the Service Connection excavation and a driveway or other private roadway is less that five feet, or if the Service Connection crosses a driveway or other private roadway, only granular material (see Sec. 15.1.0) shall be placed in the excavation for bedding and backfill.

15.3.0 If the proposed Service Connection is to be placed within a public (state, county, city, village, or township) right-of-way, the written permission of the appropriate agency is needed. That permission shall include a description of the specifications and requirements for work within the right-of-way. A copy of the written permission shall be given to the Manager before an appointment for inspection will be scheduled.

16.0.0 CONSTRUCTION MATERIALS

16.1.0 All materials used shall be new and first quality. The County Inspector has the right to reject any nonconforming or suspect material. The Owner or the Contractor may request permission to include used or nonconforming material in the work. This request shall be made to the Manager, in writing, prior to construction. The Manager's written decision shall be final.

16.2.0 Unless otherwise noted in these Sewer Use Rules, Service Connections shall consist of PVC pipe that shall conform to the latest edition of A.S.T.M. 3034. Joints and fittings shall conform to the latest edition of A.S.T.M. 3212. Inspector must be able to see the pipe date of manufacture. If the pipe is

more than one year old, the pipe will be rejected. The ends of any field cut pipe shall be beveled and all pipe shall have home marks.

16.3.0 The pipe size used for Service Connections shall not be less than four inches, nor greater than six inches in diameter, unless so ordered by the Manager. Industrial or commercial structures shall use a six-inch diameter pipe unless so ordered by the Manager. If the hydraulic capacity of the structure requires a larger discharge capacity, the Manager shall be notified and an approved pipe size shall be determined. The Manager shall provide written notice of the revised, approved pipe size.

16.4.0 All pipe bedding shall be ODOT approved 57 limestone. No exceptions will be made. The Contractor shall provide quarry tickets to the Inspector.

17.0.0 USE OF EXISTING PIPING

17.1.0 Piping existing at the time of tap installation may be reused in combination with new materials to form the Service Connection. The combination system shall meet all the requirements of a new installation as described in these Sewer Use Rules and as approved by the County Inspector and the Manager. A cleanout wye shall be installed three feet from the face of the structure's foundation wall and an air test shall be conducted to determine the condition of the existing and newly installed pipe system. Any failures shall be corrected as per these Sewer Use Rules.

18.0.0 ABANDONMENT OF EXISTING SYSTEMS

18.1.0 In accordance with the Ohio Administrative Code, Section 3701-29-18, "…an abandoned household sewage tank shall be emptied and filled to the ground surface with suitable material." The Contractor is responsible for pumping of the tank, proper disposal of the tank's contents, and backfilling the tank. Acceptable backfilling materials include sand and gravel.

18.2.0 The tank shall be pumped and backfilled the same date as the tap installation. Prior approval of the Manager is needed for any variance to this schedule. The work shall not be considered completed or approved until the septic tank is properly taken out of service and filled.

18.3.0 An existing, operating Service Connection may be voluntarily abandoned only if a new tap is simultaneously installed and put into service, if the structure served is not habitable, or if there is to be a long term vacancy. To be considered as uninhabitable, proof of condemnation is required before the Service Connection can be abandoned. An Owner may also request a Service Connection abandonment if a structure is expected to be vacant for a long period. As part of this request, information regarding the expected duration of vacancy and the reason for the vacancy should be included in the Permit application.

18.4.0 Prior to beginning the abandonment, a completed Permit application shall be submitted to the County. The inspection and Permit fees are the same as those for a new installation.

18.5.0 A Licensed Contractor must perform any and all abandonment work.

18.6.0 The Contractor must remove at least ten feet of the Service Connection from the foundation toward the main. A watertight seal must be used to close the end of the remaining connection that is attached to the sewer main. The section of pipe that is removed shall not be within either the permanent easement of the County Sewer Department or a public right-of-way. Any variance to this procedure shall require the written approval of the Manager.

18.7.0 A ferrous metal marker shall be placed at the sealed end within one foot of the final surface grade. Backfill requirements are the same as for a new installation.

18.8.0 Abandonment of a service lateral does not release the Owner from the responsibility to pay any remaining installments or outstanding connection fees, nor does abandonment confer any right to any

refund of fees paid. However, a connection fee may be transferred to a new tap of the same designated use on the same property.

18.9.0 The Muskingum County Sewer Department shall have the right to disconnect any service lateral found to be in violation of these Sewer Use Rules. A disconnection will occur after the Owner has received a certified letter from the Manager that gives the Owner at least thirty calendar days notice of the impending disconnection and after the Muskingum County Board of Commissioners has passed a resolution ordering the disconnection.

19.0.0 CONDITIONS OF INSPECTION

19.1.0 At the time of inspection, any newly installed pipe shall be bedded to the spring line in accordance with the Sewer Use Rules. The entire length of the Service Connection shall be visible for inspection. There shall be sufficient backfill material at the work site to assure full cover of the Service Connection as per these Sewer Use Rules.

19.2.0 The new Service Connection will not be approved and accepted as long as a prior disposal system is operational. The proper abandonment of any sewage tank is also required as a condition of acceptance.

19.3.0 The grade device and calculations used to determine the slope of the Service Connection shall remain on site for the County Inspector to evaluate and use to confirm proper slope determination.

19.4.0 At the time of inspection the County Inspector may excavate or cause the Contractor to excavate to the foundation wall to ensure that no foundation drains enter the service lateral.

19.5.0 At the time of inspection the County Inspector will check the Structure for a sump. It is the Contractor's responsibility to insure that Inspector has access to the basement. If the Inspector is unable to access the basement, the inspection will NOT be approved.

20.0.0 SITE RESTORATION

20.1.0 Unless otherwise noted in the Permit, the Muskingum County Sewer Department is not involved in any site restoration outside the public right-of-way once the trench no longer poses a health or safety hazard. Any and all agreements regarding finish restoration on private property are between the Owner and the Contractor.

20.2.0 Unless a change is directed by the responsible authority, the drainage characteristics for any watercourse within the public right-of-way shall not be modified or adjusted as a result of any work, and any areas that are disturbed shall be restored to their condition prior to the work. The Contractor is responsible for the condition of the site and for notifying and gaining permission and the necessary permits from the appropriate authority. Copies of the permission and/or permits shall be submitted to the County before an inspection will be scheduled.

20.3.0 If any storm drainage tile are disturbed or damaged during the Service Connection installation process, they shall be restored by backfilling and firmly compacting the native soil in the storm drain trench to the same slope, alignment and grade of the bottom of the remaining storm tiles. Damaged or incomplete storm tiles shall be removed from the trench and the factory edges of the remaining end tiles shall be fully exposed. Using full tile of a like material and size as the original, the gap in the storm drainage line shall be repaired. This repair is subject to the approval of the County Inspector. Once approved by the Inspector, the trench shall be backfilled by hand to a level that mechanical means will not disturb the alignment and grade of the pipe run.

21.0.0 TESTING

21.1.0 A Service Connection installation or repair shall be tested to verify that the system is watertight and is not a potential clean water inflow source. The Contractor shall use an air test as described in the Attachment E of this Appendix to these Sewer Use Rules. This test shall be made in the presence of a County Inspector.

21.2.0 The Muskingum County Sewer Department will not approve or accept any Service Connection that fails an air or water test. In the case of a test failure, the Contractor shall repair or reconstruct the Service Connection and retest until the test is successful. Failure to correct an unapproved Service Connection and/or using it shall place the Owner and the Contractor in violation of these Sewer Use Rules and subject to the penalties described therein.

21.3.0 Any combination of newly installed sewer line and existing sewer line (Sec. 17.1.0) shall be required to pass the air or water test as if it were a newly constructed line.

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22.0.0 SAFETY

22.1.0 The Contractor shall protect both the public and workers from undue hazards during construction operations and downtime. If a Service Connection operation enters or passes through a public or common use roadway, "Men Working" or other appropriate signage shall be posted as per the current edition of the ODOT Manual of Uniform Traffic Devices. If the construction operation closes a public or common use roadway, the appropriate school, fire, police, and emergency services shall be notified before the closure occurs. Permission for closing any public street or roadway shall be obtained from the controlling authority before construction. The appropriate permission or permits shall be part of the County Permit process.

22.2.0 Any excavation that will be left open overnight or otherwise unattended shall be barricaded to prevent unauthorized entry. If the excavation is within a public right-of-way, it shall be posted as per the current edition of the ODOT Manual of Uniform Traffic Control Devices.

22.3.0 In some locations and situations, the Service Connection trench may need to be backfilled due to safety hazard concerns before the time of inspection. If this occurs, the Manager must be notified of give permission prior to the backfilling operation. In addition, the Contractor must expose the Service Connection to allow for inspection by the County.

23.0.0 CHANGE OF SEWER USE

23.1.0 If a structure is no longer habitable, the Owner may request that the Service Connection be abandoned as per the provisions of Sec. 18.0 of this Appendix of these Sewer Use Rules.

23.2.0 If the use of a structure served by the Muskingum County Wastewater System changes, the Owner shall notify the Muskingum County Sewer Department. Failure to provide notification is a violation of the construction Permit and the Owner shall become subject to penalties described in these Sewer Use Rules.

23.3.0 If the new use of the structure results in an increase in sewage volume or a change in class of sewage, an additional connection charge shall be calculated. Subtracting the old benefit use from the new benefit use and multiplying the result by the current connection charge shall determine the new connection charge. Also, a special connection fee may be applicable. These fees are described in a February 12, 1979 Resolution passed by the Muskingum County Commissioners.

23.4.0 If the new use of the structure results in a decrease in sewage volume or a better class of sewage, no refund of connection fees will be made. Also, any outstanding installment payments will continue until the full outstanding amount is paid.

23.5.0 The new benefited use of the structure will serve as the basis of the County's sewer service billing for the property. If the County's current billing method does not involve the benefited use method, the service bill shall continue to be based on water use.

24.0.0 FEE SCHEDULE

24.1.0 The Muskingum County Sewer Department's Permit fee shall be required for the installation of a new Service Connection, the abandonment of an existing Service Connection, or the repair of an existing Service Connection that requires excavation and/or exposure of the service lateral.

24.2.0 The Permit fee will defray the costs of producing, processing and storing the information contained in the Permit and the inspection forms.

24.3.0 In those areas of the system where construction was funded in whole or in part by assessment, a special connection fee may be added to the Permit fee to include the appropriate portion of the assessment.

24.4.0 In areas where all or part of the system was constructed as per the provisions of Section 307.73 of the Ohio Revised Code, a special connection fee may be added to any other Permit related fees. Details regarding this special connection fee may be obtained from either the County Auditor or the Manager.

25.0.0 PERMIT

25.1.0 The Owner is required to submit a Permit application before any construction activity may occur. It must be complete and contain an original signature of the Owner, and may be hand delivered or mailed to the Sewer Department. The Department staff will complete the computation sheet and determine the appropriate fees. The connection charges and any special connection fees shall be paid in full before the Permit application review continues, unless the Manager has approved an alternate payment schedule. Payment may be made with cash, a check, or a money order. If the application has been hand delivered, the fee calculation will be made at the time of submittal. The Department will place a phone call to the mail-in applicants.

25.2.0 The Muskingum County Utilities Department shall verify the property's Owner of record, the approved use classification of the property, and the availability of the system to serve the property. Unless irregularities or omissions are noted, the verification process and Permit issuance should take no more than two working days.

25.3.0 If a Permit application cannot be approved due to an irregularity or an omission, the applicant will be notified by mail, at the address listed on the application, and advised of what information or clarification is needed.

25.4.0 A Permit is required for the installation of a new connection and the repair or abandonment of an existing connection. The Permit process provides information that allows the Muskingum County Sewer Department to maintain an accurate record of the system and to assure its integrity.

25.5.0 Since the use of a structure determines the rate charged by the County for sewage generated waste removal, if the use changes with regard to water use or waste discharge, the Owner has the responsibility to notify the Manager of such change within thirty days of the change. If, for example, a single unit residential home should change use to an apartment or to exclusive use as a business office, or if a commercial property changes use, failure to notify the Manager constitutes a violation of these Sewer Use Rules. The Muskingum County Sewer Department shall seek compensation, through legal means if necessary, for the administrative and physical costs of transporting any non-complying waste flows introduced to the system.

25.6.0 A Permit for Service Connection, abandonment, or repair shall be valid for ninety days from the date of issuance. No provision is available for a time extension of a Permit. If the work is not completed, inspected and approved by the expiration date, the Owner shall apply for another Permit and pay the appropriate Permit fee.

26.0.0 DISCONNECTION AND RECONNECTION OR RELOCATION OF IMPROPER INFLOWS INTO SEWERS

26.1.0 The Muskingum County Sewer Department may determine by visual observation or by use of smoke, water, or air testing that improper inflow is entering the collection system through a home or business sanitary sewer connection. The Board of County Commissioners has determined that improper inflows adversely affect the operation and integrity of the collection system, create human health and safety issues, and negatively impact the environment.

26.2.0 Owners of any property that is served by connection to the Muskingum County Wastewater Collection System shall:

a) Disconnect storm water inflows either to any sanitary sewer maintained and operated by the County, or to any connection with such sewers; and

b) Reconnect or relocate any such disconnected inflows in compliance with these Sewer Use Rules and any applicable building codes, health codes, or other relevant codes.

26.3.0 As per Ohio Revised Code Section 6117.012, the County may use sewer district funds; and, to the extent permitted by their terms, loans, grants, or other moneys from appropriate state or federal funds for the cost of disconnections, reconnections, or relocations required by these Sewer Use Rules performed by the County, or under contract with the County.

26.4.0 The reimbursement of moneys expended pursuant to Section 26.3.0 of this Appendix to these Sewer Use Rules shall be effected by a charge to the Owner in the amount of the payment made pursuant to that section for immediate payment or payment in installments with interest as determined by the Board of County Commissioners at the rate of ten percent, which payments may be billed as a separate item with the rents charged to the Owner for the use of the sewers. The Board of County Commissioners may approve installment payments for a period of not more than five years. If charges are to be paid in installments, the Board shall certify to the County Auditor information sufficient to identify each subject parcel of property, the total of the charges to be paid in installments, and the total number of installments to be paid. The Auditor shall record the information in the sewer improvement record until these charges are paid in full. Charges not paid when due shall be certified to the County Auditor, who shall place the charges upon the real property tax list and duplicate against that property. Such charges shall be a lien on the property from the date they are placed on the tax list and duplicate and shall be collected in the same manner as other taxes.

26.5.0 Owners shall be responsible for the condition of the connection to the collection system that serves their property. The fact that any prior connection work was accomplished under a Permit issued by the Muskingum County Sewer Department as per these Sewer Use Rules, does not exempt the Owner from responsibility for remedial work as described in this section. Further, Owners shall be responsible for maintaining any improvements made on private property to reconnect or relocate disconnected inflows pursuant to this section unless a public easement exists for the County to maintain that improvement.

26.6.0 The Muskingum County Sewer Department will follow the notification and action sequence explained below to correct the deficiencies described in this section of the Appendix.

a) Upon identifying a non-complying condition (as described in section 26.2.0), the Sewer Department shall send a certified letter to the Owner describing the condition. This letter shall give the Owner sixty (60) calendar days to properly correct the situation as per these Sewer Use Rules. If the Owner complies, and corrects the condition in a manner satisfactory to the Sewer Department, the improper inflow condition is considered corrected and no further action is necessary.

b) If the Owner refuses the certified letter, ignores its request, or otherwise fails to correct the condition within the sixty (60) calendar days, the Sewer Department shall send a second certified letter to the Owner, restating the conditions noted and the need for the Owner to take proper corrective action. This letter shall give the Owner thirty (30) calendar days to complete the corrections. If the Owner complies, and corrects the condition in a manner satisfactory to the Sewer Department, the improper inflow condition is considered corrected and no further action is necessary.

c) If the Owner refuses the certified letter, ignores its request, or otherwise fails to correct the condition within the thirty (30) calendar days, the Sewer Department shall enter into a contract with a Licensed Contractor of its choice to perform the corrective work as per these Sewer Use Rules, and shall pay the charge for the work as per the Contractor's invoice.
The Sewer Department shall select a Contractor for this work from its list of pre-approved Licensed Contractors (Section 2.0), using a competitive bid process. Contractors will be notified in sequential order, advised of the proposed work, and asked to submit a written bid. Upon receipt of three or more bids, the Manager shall award the work to the lowest and best bid based on terms of the Ohio Revised Code. Upon completion of the work, the Sewer Department shall send an invoice to the Owner by certified mail. This invoice shall be for the full amount of the Contractor's charge and any appropriate Permit fees, and shall be due and payable to the Sewer Department within thirty (30) calendar days. As per section 26.4.0, the Owner may pay the invoice in full or request an installment payment program. If the full payment has not been received by the Sewer Department by the deadline or the installment payment program has not been requested, the charge shall be considered as "not paid when due" and shall be certified to the County Auditor, who shall place the invoice amount upon the real and property tax list and duplicate against the property.

MUSKINGUM COUNTY SEWER DEPARTMENT
375 RICHARDS ROAD
ZANESVILLE, OHIO 43791
ATTACHEMENT A, CONTRACTOR'S LICENSE APPLICATION

FOR CALENDAR YEAR: _____

NAME OF COMPANY: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: (Day) _____ (Evening) _____ (Fax) _____

NAME/ TITLE OF PERSON AUTHORIZED TO SIGN APPLICATION: _____

CONTRACTOR'S AFFIDAVIT: As the authorized representative of my company, I acknowledge that I am familiar with the current edition of the Sewer Use Rules of the Muskingum County Sewer Department regarding Service Connections and I agree to perform all Service Connection work in accordance with them.

I understand that the fees and forms listed below are required for the issuance of a license, and I understand that the requirements of the license must be maintained or the Manager will suspend the Contractor or void the Contractor's license.

I acknowledge that any Service Connection work performed by my company while suspended or without having a current license will be considered as a violation of the Muskingum County Sewer Department Sewer Use Rules, and will result in enforcement of the penalties therein detailed.

The fees and forms required as part of the license application submission are:

1. A License Fee of $175.00 per calendar year, payable at time of application.

2. A notarized copy of an insurance policy in the Company's name having at least $100,000 coverage for property damage protection and at least $300,000 coverage for public and personal liability.

3. A notarized copy of the Company's Workman's Compensation Certificate.

4. A Letter of Credit for a minimum amount of $10,000 or two (2) notarized copies of a Licensed Bond for a minimum amount of $10,000. The County Prosecuting Attorney must approve the bond form.

Further, I acknowledge that the Contractor's license is valid only for the calendar year for which it was applied for and it will expire at the close of the last business day in December in that same year.

SIGNATURE OF AUTHORIZED APPLICANT: _____ **DATE:** _____

LICENSE APPROVED: _____, **Manager** **DATE:** _____

LICENSE NUMBER: _____

Application No: ____

MUSKINGUM COUNTY SEWER DEPARTMENT
ATTACHMENT B, APPLICATION FOR SEWER CONNECTION PERMIT

TYPE OF WORK:

_____ Install a new Service Connection to the Muskingum County Watewater Collection System at the listed address

_____ Other (Describe)_____

_____

Address of Connection Work:
_____

Subdivision Name: _____ No.: _____ Lot No.: _____

Parcel No.: _____ Deed Information > Volume No.: _____ Page No.: _____

STRUCTURE INFORMATION: (Check or fill-in all items that apply)

_____ New Structure _____ Existing Structure

Type: _____ Single Family Residence
_____ Mobile Home
_____ Commercial Use Structure

_____ Apartment (Multi-Family Dwelling)
Number of One Bedroom Units _____
Number of Two Bedroom Units _____
Number of Three Bedroom Units _____

_____ Other Use Structure (Describe) _____

Existing Drinking Water Service: _____Well _____Cistern _____Public, Muskingum County _____Public, City of Zanesville

_____Public, Maysville _____Other (Describe)_____

OWNER/CONTRACTOR INFORMATION: (Fill-in all items)

Name of Owner: _____

Owner's Address: _____

Owner's Billing Address: _____

Owner's Daytime Phone: _____ Owner's Evening Phone: _____

Owner's Licensed Contractor: _____ License Number: _____

Contractor's Address: _____

Contractor's Daytime Phone: _____ Contractor's Evening Phone: _____

FEES: Permit $75.00 Tap Fee _____ Total _____ Receipt #: _____ Date Paid: _____

OWNER'S AFFIDAVIT: As Owner of the property described above, I request that the Muskingum County Sewer Department approve and issue a Permit for the Service Connection work noted in this application. I am aware of my obligation to pay certain Connection charges, Permit fees, and any applicable additional charges as part of the Permit approval process. I agree that after the Permit is issued, any changes or corrective measures resulting from the work shall be as directed and approved by the Manager, and I accept the Manager's direction in regard to the Permit and the work.

I understand and agree to comply with all provisions of the current version of the **Muskingum County Sewer Use Rules including Appendix G, Sewer Connection Manual.** Work shall not begin until the County has issued a Permit.

It is the County's policy to begin billing for a Service Connection on the day that it passes County inspection. Billing will continue until the service connection has been properly abandoned and will end on the day that work passes County inspection.

Owner's Signature: _____ Date: _____

MUSKINGUM COUNTY SEWER DEPARTMENT
375 RICHARDS ROAD

ZANESVILLE, OHIO 43701

ATTACHMENT C, COUNTY INSPECTION FORM FOR SEWER CONNECTION WORK

PERMIT NUMBER: _____ **PARCEL NUMBER:** _____

ADDRESS OF IMPROVEMENT: _____

NAME OF CONTRACTOR: _____ **LICENSE NUMBER:** _____

TYPE OF STRUCTURE (circle all that apply): NEW EXISTING SINGLE HOME APARTMENT COMMERCIAL INDUSTRIAL

ROOF DRAIN OUTLET LOCATION: _____

FOOTER DRAIN OUTLET LOCATION: _____

SUMP PUMP OUTLET LOCATION: _____

TYPE OF SANITARY DISCHARGE PIPE (circle all that apply): PVC CLAY CONCRETE ABS DUCTILE

A.S.T.M. RATING OF PIPE: _____ **SIZE OF DISCHARGE PIPE (circle): 4-INCH 6-INCH**

BEDDING TYPE: _____ **FLOW LINE DEPTH:** _____

ELEVATION DIFFERENCE (_____) X (100) = _____ (SLOPE)

HORIZONTAL LENGTH OF CONNECTION: _____ **DEPTH OF CLEANOUT NEAR STRUCTURE:** _____

BASEMENT SERVICE: _____

DATE SEPTIC TANK PUMPED: _____ **DATE SEPTIC TANK FILLED:** _____

CLEAN WATER IN EXISTING DRAIN: _____

DATE TEST PASSED: _____ **TYPE OF TEST (circle): AIR WATER**

INSPECTOR'S SIGNATURE: _____ **DATE OF INSPECTION:** _____

Sketch showing location of cleanout(s) and general layout of construction:

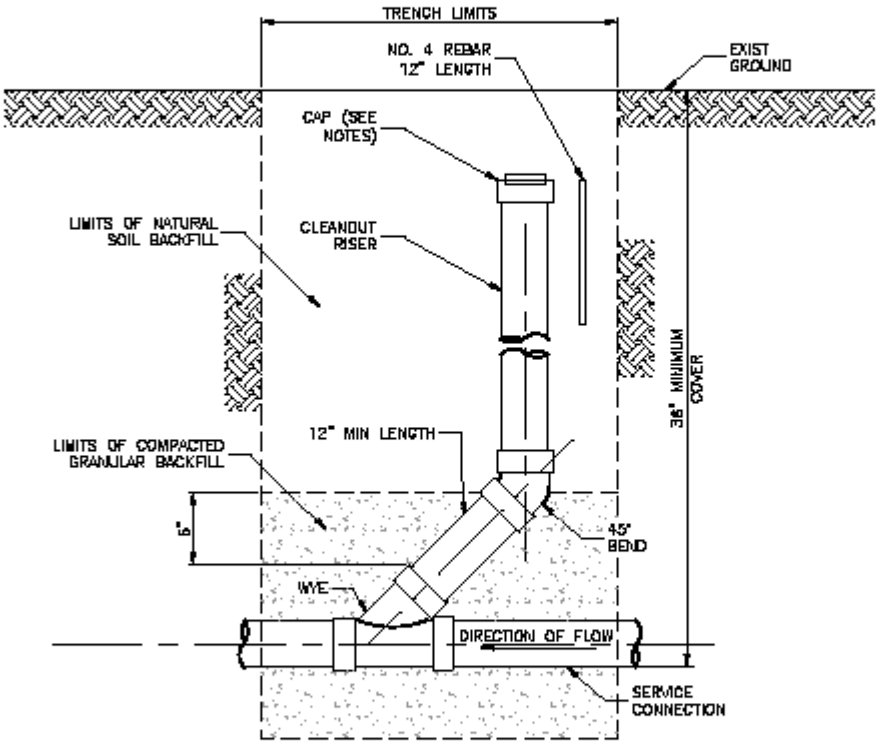
INSPECTOR'S SIGNATURE: _____ **DATE:** _____

Received by Utilities Department: Initials:_____ Date:_____

ATTACHMENT D, SEWER CONNECTION CLEANOUT DETAIL -STANDARD

NOTES:
THE DIAMETER OF THE CLEANOUT ASSEMBLY SHALL BE THE SAME AS THE SERVICE CONNECTION.

DEPTH OF CAP IS SET BELOW OR ABOVE GRADE SUBJECT TO CUSTOMER APPROVAL. MAXIMUM DEPTH BELOW GRADE PERMITTED IS 12".



SERVICE CONNECTION – STANDARD CLEANOUT
NOT TO SCALE

MUSKINGUM COUNTY
SEWER DEPARTMENT

SEWER STANDARDS
SERVICE CONNECTIONS

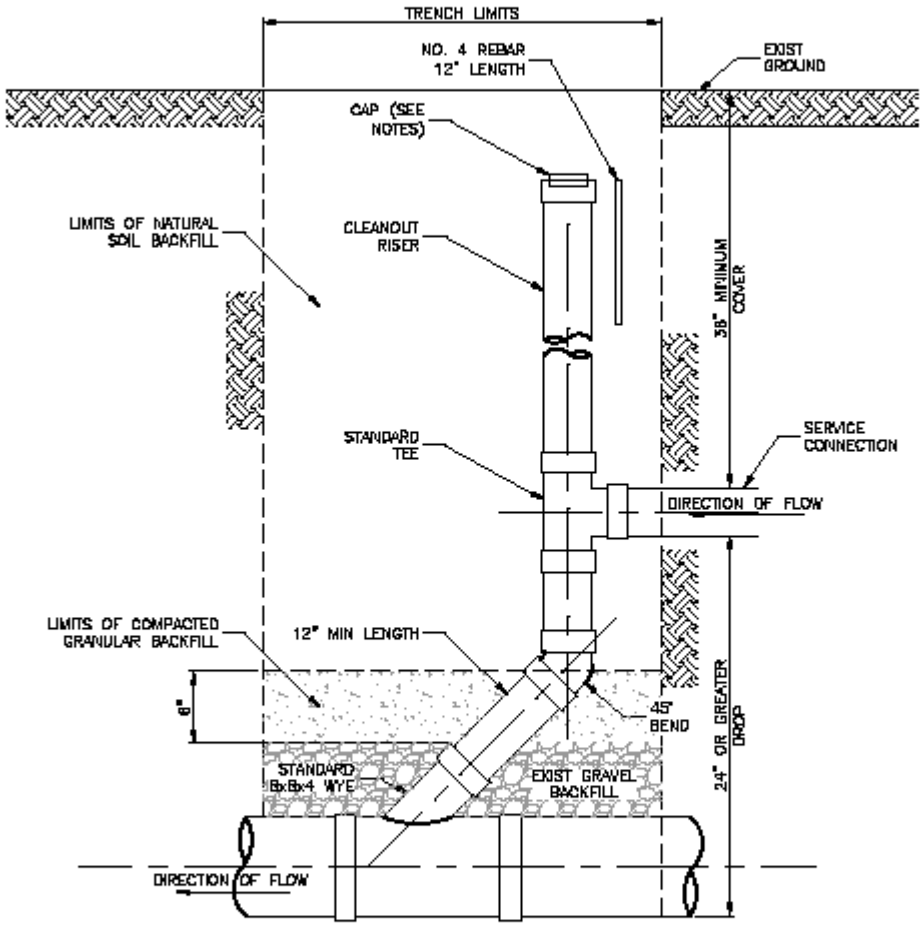
8 1/2" x 11"

STANDARD CLEANOUT

ATTACHMENT D, SEWER CONNECTION CLEANOUT DETAIL- DROP

NOTES:
THE DIAMETER OF THE CLEANOUT ASSEMBLY SHALL BE THE SAME AS THE SERVICE CONNECTION.

DEPTH OF CAP IS SET BELOW OR ABOVE GRADE SUBJECT TO CUSTOMER APPROVAL. MAXIMUM DEPTH BELOW GRADE PERMITTED IS 12".



SERVICE CONNECTION – DROP CLEANOUT
NOT TO SCALE

MUSKINGUM COUNTY
SEWER DEPARTMENT

SEWER STANDARDS
SERVICE CONNECTIONS

SDL

DROP CLEANOUT

MUSKINGUM COUNTY
SEWER DEPARTMENT
Attachment E, Testing Connections

The Contractor shall use the air test procedure, unless an alternate method is approved by the Manager. The County Inspector must be present for the duration of the test, and must verify the procedure and the results.

The County will not accept a Service Connection until it successfully passes the air test. Further, any Licensed Contractor who fails to complete a Service Connection once it is begun is in violation of these Sewer Use Rules and is subject to the penalties therein described.

AIR TEST PROCEDURES AND REQUIREMENTS

1. Determine the groundwater level at the downstream end of the Service Connection and the additional air pressure to be added during testing to offset the groundwater pressure. One foot of water equals 0.4331 psi.

2. Plug the pipe with air plugs isolating the service lateral from the structure and the main sewer line via the installed wyes. Care must be taken to install the plugs correctly so that they neither leak nor become dislodged and become flying projectiles.

3. Pressurize the isolated system until a level of four psi plus the psi for groundwater pressure is reached (Note: For safety reasons do not exceed 9 psi test pressure.). Allow the pressure to stabilize and then observe for three minutes. The test is successful if no pressure drop is observed.