



Sewer Line Extension Application

Checklist for a Sewer Line Extension Application: *the following must be included with your application.*

- Completed Application:** *incomplete applications will not be accepted.*
- Applicable Fee(s)**
- Site Plan**
 - Site plan requirements are listed below.
- Right-of-Way Permit:** *if applicable*
- Grinder Pump Service Agreement:** *grinder pump only*
- Recorded Easement:** *grinder pump only.*
- Additional permits may be required.**
- Applicant must call for underground locates: 1-800-424-5555**

PROPERTY INFORMATION

Project/Development Name: _____

Site Address: _____ Parcel #: _____

Sewer Improvement:

- Public Sewer Main
- Private Sewer Main
- On-Site Sewer
- Off-Site Sewer
- Dryline Sewer Main
- Gravity Sewer Main
- Force Main
- Public Pump Station
- Private Pump Station
- Low Pressure System

APPLICANT INFORMATION (if different than property owner) Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY OWNER INFORMATION (same as applicant) Yes No

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

AUTHORIZED REPRESENTATIVE INFORMATION (same as applicant) Yes No

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

ENGINEER INFORMATION

Company Name: _____ Contact Name: _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

I/we agree to comply fully herein that all plans, specifications, and other submissions required in support of this application, conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows. I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature of applicant/owner/authorized representative

FOR OFFICIAL USE ONLY

Minimum Requirements	Date Req'd	Initial Rec	Additional Applications	Date Req'd	Initial Rec
Completed Application			ROW Permit		
Site Plan			Stormwater Permit:		
Engineer Plans			Other:		
Grinder Pump Agreement			Notes/Comments:		
Recorded Easement(s)					
Grinder Pump Agreement					
FEEs	AMOUNT	Date Received			
Application Fee	\$	Received By			
Plan Review Fee	\$	Date Approved			
ROW Permit	\$	Permit #			
Stormwater Permit	\$	TOTAL Fees Due	\$		
Other Permit Fees:	\$	Date Paid			
TOTAL FEES:	\$	Receipt #			

City Official Signature: _____



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Site Plan Map Requirements (single-family residences/duplexes): *for electronic submittal, PDF from mapping program (preferred method). If hard copy, then one (1) copy of a map (18" x 24" survey at a scale of no less than 1" to 20 ft at minimum) for review, with permanent black ink.*

- North arrow indicator.
- Property Information: parcel number(s), site address(s), property lines (including dimensions), existing and proposed easements with dimensions (include Auditor's File Number, or AFN if already recorded).
- Street(s) adjacent to the property (include road name, edge of pavement, and existing and proposed right-of-way(s)).
 - If any sewer work will be done in the existing public right-of-way (including excavation), show the right-of-way centerline and width.
- Show and label the existing side sewer stub "bubble" data (include the length, diameter, pipe type, and depth).
 - If a side sewer stub does not exist, show the proposed tap, its distance from the upstream and downstream sewer manhole, the pipe length, diameter, type, and depth of the side sewer stub, and the invert elevation of the proposed connection point to the existing sewer main.
 - Show the existing sewer main (include rim elevations and invert elevations). If the sewer stub will cross other existing or proposed utilities, show and label them.
- Show and label the existing and proposed building sewer pipe. Pipe must be labeled with the length, diameter, pipe type, and slope. Sewer pipes must be dimensioned from buildings, property lines, and water lines. Show sleeves, trench dams, and concrete encasement of sewer pipe, if any.
- Show and label the existing and proposed cleanouts. Cleanouts must be labeled with the cleanout type if other than wye-type cleanouts (i.e., double-sweep tee or straight tee).
 - Label all double-sweep and straight tee cleanout with rim (top) elevation and invert (bottom) elevation.
- Show and label the plumbing outlet(s) from the building.
- Show and label existing on-site septic system components (i.e., septic tank), if any.
- Show and label the water service lines and meters as well as other utilities.
- Show the existing and proposed building footprint(s), dimensions, finished floor elevation(s), distance(s) from property lines and other buildings.
- Show limits of paving (driveway or parking lot).
- If the building(s) cannot be served with a gravity building sewer, an engineered private pump system plan and additional plan review and inspection fees will be required.

Site Plan Map Requirements (commercial): *for electronic submittal, PDF from mapping program (preferred method). If hard copy, then one (1) copy of a map (18" x 24" survey at a scale of no less than 1" to 20 ft at minimum) for review, with permanent black ink.*

- North arrow indicator.
- Contour lines (2-foot intervals, maximum).
- Property Information: parcel number(s), site address(s), property lines (including dimensions), existing and proposed easements with dimensions (include Auditor's File Number, or AFN if already recorded).
- Street(s) adjacent to the property (include road name, edge of pavement, and existing and proposed right-of-way(s)).
 - If any sewer work will be done in the existing public right-of-way (including excavation), show the right-of-way centerline and width.
- Show and label the existing side sewer stub "bubble" data (include the length, diameter, pipe type, and depth).
 - If a side sewer stub does not exist, show the proposed tap, its distance from the upstream and downstream sewer manhole, the pipe length, diameter, type, and depth of the side sewer stub, and the invert elevation of the proposed connection point to the existing sewer main.
 - Show the existing sewer main (include rim elevations and invert elevations). If the sewer stub will cross other existing or proposed utilities, show and label them.
- Show and label the existing and proposed building sewer pipe. Pipe must be labeled with the length, diameter, pipe type, and slope. Sewer pipes must be dimensioned from buildings, property lines, and water lines. Show sleeves, trench dams, and concrete encasement of sewer pipe, if any.
- Show and label the existing and proposed cleanouts with rim (top) elevation and invert (bottom) elevation.
- Show on-site storm drainage (include storm drainpipes, catch basins, retention and detention ponds, vaults, bio-swales, etc.).
 - Catch basins must be labeled with rim and invert elevations.
- Show any existing pre-treatment devices.
 - Installation of new pre-treatment devices, such as grease interceptors and oil-water separators, requires submittal of engineered plans.
- Show and label the plumbing outlet(s) from the building.
- Show and label existing on-site septic system components (i.e., septic tank), if any.
- Show and label the water service lines and meters as well as other utilities.
- Show the existing and proposed building footprint(s), dimensions, finished floor elevation(s), distance(s) from property lines and other buildings.
- Show limits of paving (driveway or parking lot).
- If the building(s) cannot be served with a gravity building sewer, an engineered private pump system plan and additional plan review and inspection fees will be required.