

# SANITARY SEWER SERVICE CONNECTION INSTRUCTIONS

## TABLE OF CONTENTS

### **I. Introduction**

### **II. General Information and Requirements**

- A. Applying for Sewer connection
- B. Excavation
- C. Cutting Concrete and Asphalt
- D. Street Replacement
- E. Clean up
- F. Street and/or Drive Crossing

### **III. Approved Materials**

- A. Pipe and Materials
- B. Service Lines and Fittings

### **IV. Taps And Fees**

- A. Taps
- B. Fees

### **V. Utilities Separation Distances**

Separation schedule

### **VI. Testing and Inspection**

Testing

### **VII. Public Safety**

Responsibility

### **VIII. Further Contractor Liabilities**

Completion

### **IX. Non Compliance**

Failure To Meet Requirements

### **X. Specific Information For Multifamily Dwellings**

Home Association Covenance

## I. Introduction

All sanitary sewer service connections to the City of Olathe's sanitary sewer system must be approved and permitted by the City of Olathe Code Enforcement Department. These connections include, but are not limited to, residential and commercial systems or any other connections to the City's system or any repairs to sanitary sewer service lines.

The following text will outline the general instructions for sewer service connections. Please contact the Municipal Services Department, (phone 913-971-9311), with questions that are not covered. The Municipal Services Department office is located at 1385 S. Robinson Drive.

## II. General Information And Requirements

A. Applying for Sanitary Sewer Service. The following procedure is typically used for applying for and receiving approval for sanitary sewer service connections or repairs to service lines.

1. Applicant must submit application for a permit at the Code Enforcement Department, 100 E. Santa Fe (at the corner of Santa Fe & Chestnut). Applicant must submit application, plot plan, materials data and other required information for review. All plot plans must show the building, utility easements, sewer and water locations. The applicant must pay the required fees when the permit has been approved. Refer to the section of this text that applies to the specific service size for the required submittals.
2. All applicants should phone the Municipal Services Center at 913-971-9413 prior to making a trip to the office to be sure the permit has been approved. Project Completion Certificate, (P.C.C.), must be issued by Public Works for any newly constructed sewer mains prior to any connection.
3. The applicant must then schedule inspections a minimum of 24 hours in advance of the connection with the Utilities Division, (phone 913-971-9311). Contractor must be on site at time of inspection.

### B. Excavation

1. The applicant is responsible for excavation and exposing the sewer main immediately prior to connection by the contractor. Excavation and backfilling of the main must be done in the same eight hour day between 8 a.m. and 5 p.m. It must be filled immediately after the connection is made and inspected. If immediate backfill is not practical an approved safety fence is required around the entire excavation. (See IIF, Public Safety)
2. All excavations will meet OSHA standards for trench safety.
3. Compaction - All excavated areas shall be backfilled and tamped to 95% maximum density. Some approved methods of compaction are:
  - (a) Hydratamping
  - (b) Airtamp
  - (c) Vibratory Platform
4. Special condition requests are subject to approval by the Utilities Division staff at 913-971-9413. Any variations to these standards must be approved prior to construction.

### C. Cutting Concrete and Asphalt

1. The cutting of existing pavement is prohibited unless authorized by an excavation permit from the office of the City Engineer. Excavation permits can be obtained at the Public Works Department at 100 E. Santa Fe, (phone 913-971-8505).
2. Cuts in concrete and asphalt pavements shall be no larger than necessary to provide adequate working space for proper installation of pipe and appurtenances. Cutting shall be started with a concrete saw in a manner which will provide a clean groove at least 1-1/2 inches deep along each side of the trench and along the perimeter of cuts for structures.
3. Concrete and asphalt pavement shall be removed so that a shoulder, not less than 12 inches in width, is left between the edge of the pavement and the edge of the trench. Trench width at the bottom shall not be greater than at the top, and no undercutting will be permitted. Pavement cuts shall be made to and between straight or accurately-marked curved lines which, unless otherwise required, shall be parallel to the centerline of the trench.
4. Pavement removed for a connection to the existing line shall not be of greater size than necessary for the installation.
5. Where the trench parallels the length of concrete walks and the trench location is all or partially under the walk, the entire walk shall be removed and replaced. Where the trench crosses drives, walks, curbs or other surface construction, the surface construction shall be removed and replaced between existing joints or between saw cuts.

### D. Street Replacement

1. All excavations under a street shall be completely filled with graded gravel backfill in uniform layers not exceeding 12 inches in uncompacted thickness. The backfill shall be compacted to not less than 70% relative density (ASTM D2049).
2. The replacement concrete and asphalt pavement shall be composed of a concrete base course at least 7 inches thick and an asphaltic concrete overlay at least 2 inches thick. Materials and workmanship shall conform to the following:
  - a) Concrete: City of Olathe Technical Specifications.
  - b) Asphalt aggregate: Type BM-2, Section 1001.03, "Kansas Highway Specification."
  - c) Trench Backfill: Graded gravel, Type CA-5, Section 1001.02, "Kansas Highway Specifications."

### E. Clean-up

1. The applicant is responsible for final excavation elevation, backfill and restoration of the ground surface. The ground surface shall be restored to its original state prior to the acceptance of the work. The applicant shall be responsible for settlement for a period of one year after the installation.
2. All cleanup, final grading and compaction shall be completed within 10 calendar days from the date the tap is made.
3. Final restoration to include seeding and/or sodding shall be completed within 90 calendar days from the date that the tap is made or before the issuance of an occupancy permit for the service address whichever comes first.
4. The applicant may apply, in writing to the Utilities Technical Support staff for an extension of time to complete the work.

#### F. Street and/or Drive Crossing

1. The cutting of existing pavement and open trenches are prohibited unless authorized by the City Engineer at Public Works. All street and/or drive crossings shall be made by means of boring, pushing, or tunneling. This includes the tapping of sewer under City streets. Excavation permits can be obtained at the Public Works Department at 100 E. Santa Fe, (phone 913-971-8505).

### III. **Approved Materials**

#### A. Pipe and Material

1. All pipe to be installed for connection to City of Olathe sanitary sewer system must conform to the current adopted plumbing code. Any material not listed in such references listed above must have prior approval by the Utilities Division staff. Refer to the individual sections for service connection sizes for approved manufacturers and materials.

2. All sanitary sewer service lines must connect to provided sanitary sewer service stubs. When a stub is not provided or location of stub is not found, alternate connections, (Taps) must have prior approval by the Utilities Technical Support staff. Approved locations will be shown on the plot plans and a copy returned to the applicant. Sewer main taps will not be made until Utilities Division Inspection staff is present for installation in an approved location. Contractor may schedule these taps by calling 913-971-9413.

#### B. Service line and Fittings

1. Service lines shall be constructed of a minimum of SDR 35 PVC pipe. Refer to the current adopted plumbing code further information.

2. All service lines from the main to the building must be the same diameter with cleanouts not to exceed 100 feet to the sewer main.

3. An earthen dam shall be installed at a minimum 3 feet and a maximum 10 feet from structure.

4. Piping must be bedded with a minimum 6 inches of gravel or sand and covered by at least 6 inches of the same material to prevent damage during backfill.

5. Pipe fittings – Must meet the requirements of the current adopted plumbing code. All fittings and adhesives shall conform to ASTM standards.

### IV. **Taps and Fees**

#### A. Taps, IF Approved:

1. Contractor shall make all sanitary sewer service main taps and shall provide all tools necessary to perform such taps. All taps shall be approved by the Utilities Division staff prior to inspection. The inspector shall be present prior to tap installations.

2. All sewer taps and inspections shall be scheduled a minimum of one working day in advance. This scheduling will help avoid any unnecessary delays for the inspection staff, the plumber, and the excavating crew. No taps will be scheduled after 4:00 p.m. Contractor may schedule these taps by calling 913-971-9311.

3. The contractor shall be responsible for any damage that may occur to the sanitary sewer main while making the connection.

4. The minimum distance between taps on the sewer main is two feet measured from inside to inside.

5. No taps will be made under overhanging rock, sidewalks, drives, unsafe trench conditions, etc.

6. All excavations shall be backfilled overnight or proper barricades shall be provided and installed by contractor.

**B. Fees:**

1. All required fees shall be collected at the time that the applicant picks up the sanitary sewer service connection permit. Contact Code Enforcement for fee schedule at 971-8575. Reinspection fees will be assessed if connection or tap is disapproved causing multiple trips by inspection staff.

**V. Utilities Separation Distances**

- A. The following separation distances between the sewer service line and other utilities are required:

<u>Item</u>	<u>Separation Distance</u>
Gas service line	5 feet
Water connection	10 feet
Power	5 feet
Telephone	5 feet
Other sewer service	2 feet
Sewer main joint	2 feet

**VI. Testing and Inspection**

**A. Tests:**

1. Prior to connection the contractor will test the integrity of the service line by conducting either a stack test or an air test. The City will have a representative present for the test, or the connection will not be allowed. To save time for both the contractor and the city staff, contractors should call 913-971-9413 to schedule the test and the connection inspection simultaneously.
2. All materials and workmanship shall be subject to inspection, or testing by the City of Olathe and the Utilities Division Inspection staff at any and all times during manufacture or construction. The City of Olathe shall have the right to reject defective material, improper installation and require corrections. Unacceptable workmanship shall be corrected to the satisfaction of Utilities Division Inspection staff before the sewer service will be approved. Rejected material shall be promptly segregated and removed from the project area and replaced with material of specified quality.
3. The Contractor shall furnish promptly all materials reasonably necessary for any tests which may be required. All tests by the City of Olathe will be performed in such a manner as not to delay the work unnecessarily. Tests will be made in accordance with the provisions of the current adopted Plumbing Code.
4. The City will make or witness all connections and inspect the installation prior to backfilling. The contractor shall notify the City of Olathe sufficiently in advance of backfilling or concealing any facilities to permit proper inspection. If any facilities are concealed without approval or consent of the City of Olathe, the contractor shall uncover the facilities for inspection and recover it at their own expense when so requested by the City of Olathe.

## **VII. Public Safety**

### **A. Contractors Responsibility:**

1. The contractor shall supply all barricades, safety fencing for excavation, etc. required for public and contractor's crew members safety.
2. The contractor must contact the Fire Dept. at (913) 971-6333 and Police Dept. at (913) 971-7500, when a street cut is to be made. Street cuts left overnight shall be plated to allow traffic flow.
3. The city shall not accept claims for damages to the contractors equipment, private property, etc..
4. All trenches will comply with OSHA safety standards.

## **VIII. Contractor Liabilities**

### **A. Completion:**

1. The applicant and plumber are responsible for the final grade elevation, settlement, and replacement of parts for one year. Neither inspection, testing, approval nor acceptance of the work in whole or in part, by the City of Olathe or its agents shall relieve the Contractor or their sureties of full responsibility for materials furnished or work performed not in strict accordance with the City requirements.
2. All public and/or private property damaged by the applicant during service installation will be restored at the applicant's expense to its original condition if damaged.
3. The builder/owner personally or through their application is contracting for the City sewer service and acknowledges liability for all monthly usage payments, service charges and surcharges resulting from the connections with the City system.

## **IX. Non Compliance**

A. Failure to Meet Requirements. If for any reason the applicant or plumber fails to meet the requirements set forth in these instructions, and corrections are not completed within 15 days of written notice, any or all of the following actions may be taken by the City of Olathe.

1. No future connections for water or sewer service will be granted or permits issued to the applicant or plumber unless approved by the Utilities Division staff.
2. Water service may be cut off from the place of violation and not turned on again until sanitary sewer service has been approved by the Utilities Division staff.
3. For reasons of public safety, health or prevention of private or public property damage, the Utilities Division staff may order the City crews to make necessary repairs and then bill the plumber or applicant. In special "emergency situations", as determined by the Utilities Division staff, the 15 day written notice to the applicant or plumber may be waived and immediate repair made by the City. The applicant or plumber will then be billed for the cost of repair.
4. The plumbing and/or excavation bond may be brought into action for the recovery of indebtedness as a result of any work not performed in accordance with the Sewer Service Connection Instructions or to the specifications of the City of Olathe.

## **X. Specific Information For Multifamily Dwellings**

A. Multifamily dwelling's that are under a Homes Association Covenant agreement may be served by a single line branch, provided the Homes Association Covenant document states that the maintenance of the service line or lines are the Homes Associations responsibility and is filed with the Register of Deeds.