



TEMPORARY INFRASTRUCTURE DISCONNECTION FORMS PACKET



GENERAL CHECKLIST AND TEMPORARY DISCONNECTION PROCESS

FOR PROPERTIES WITH EXISTING INFRASTRUCTURE AND/OR DISTRICT SEWER SERVICE

Review and become familiar with the applicable Tippecanoe and Chapman Regional Sewer District ("District") documents:

- ☐ **TEMPORARY DISCONNECTION AGREEMENT** – Document outlining the requirements for temporarily disconnecting your structure from District owned and maintained infrastructure.
- ☐ **SEWER USE ORDINANCE** – Document outlining general use requirements associated with the sewer system (on District's website).
- ☐ **SEWER RATE ORDINANCE** - Document establishing monthly user rates and other fees (on District's website).
- ☐ **DEVELOPMENT STANDARDS, DETAILS AND SPECIFICATIONS MANUAL** – Document that includes standards, details, and technical information (on District's website).

Temporary Disconnection Process for Property Owners

Part 1 – Application

Early Coordination with DISTRICT

1. **CONTACT DISTRICT** – Call District or visit District website to obtain forms and applicable process. **Recommended:** call District at number above to review your intent to temporarily disconnect your structure, initiate the proper procedure, and (if needed) schedule a preliminary site visit.

Submit Application Packet to District:

2. **FORM A – TEMPORARY DISCONNECTION AGREEMENT** – Fill out and submit this form to the District. Contact the District with any questions or concerns on how to properly fill out this form.
3. **FORM B – APPLICATION FOR TEMPORARY DISCONNECTION PERMIT**. Complete and submit this form with all required attachments and information.
4. **FORM C – PROPOSED TEMPORARY DISCONNECTION SKETCH**. This form shows the District what existing structure you want to temporarily disconnect, including: houses, cottages, sheds, potable water wells, building sewers, grinder pump stations, sewer service connection points, and/or other existing infrastructure on the property(ies). This sketch should be developed with input from (or completed by) the contractor that you hire to do the work.
5. **DISCONNECTION APPLICATION FEE**. Pay \$250 Permit Fee pursuant to the District's Sewer Use Ordinance, and a \$50 per inspection visit necessary to confirm the disconnection is in compliance with the applicable laws, ordinances and the Specifications (as defined in the District's Sanitary Sewer Use Ordinance ("Use Ordinance")).
6. **HIRE A CONTRACTOR or OWNER PERFORMED**. A property owner can hire a contractor, or has the right to perform work on his/her private property in conformance with all applicable codes and District's Specifications. However, work on items connected to District owned items shall be performed by a licensed Contractor able to demonstrate experience in and knowledge of low-pressure sewer systems, and requires proof of adequate insurance coverage per District Specifications. If any proposed work involves the District's equipment, the property owner must comply with the requirements of the District's Specifications.

Part 2 – Construction

7. **DISCONNECTION AND SUBSEQUENT DEMOLITION AND/OR CONSTRUCTION** - Disconnection of an existing sewage producing structure may commence upon receipt of the Temporary Disconnection Permit from the District.

Part 3 – Inspection, Acceptance & Approval for Service

8. **DISCONNECTION INSPECTION** – Contact the District for inspection 48-hours in advance. Be on site during the inspection in order to grant the District's representative access into buildings and throughout the property as needed to perform inspection of the disconnection.
 9. **DISTRICT issues an Temporary Disconnection APPROVAL** – The Infrastructure Disconnection Approval (Form E) from the
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District indicates that your planned Infrastructure disconnection work is complete. Retain a copy of this Form as it may have specific instructions for any future development that may occur on the property(ies). In addition, any reconnection shall comply with the District's Specifications. The reconnection checklist is attached to this packet as Form E.

Part – Reconnection

- 10. RECONNECTION APPLICATION FEE:** Pay \$250 Permit Fee pursuant to the District's Use Ordinance, and a \$50 per inspection visit, as necessary, to confirm the reconnection is in compliance with the applicable laws, ordinances and the Specifications.
- 11. RECONNECTION INSPECTION** – Contact the District for inspection 48-hours in advance. Be on site during the inspection in order to grant the District's representative access into buildings and throughout the property as needed to perform inspection of the reconnection.

Forms and Procedures to be completed by the District for Disconnection (included for property owner reference)

- ☐ **INFRASTRUCTURE DISCONNECTION PERMIT** –the District will issue a permit to the property owner for disconnecting the existing infrastructure upon receipt and completion of the Forms listed under step 3.
 - ☐ **FORM D – TEMPORARY INFRASTRUCTURE DISCONNECTION INSPECTION** – A District inspector will complete this form.
 - ☐ **FORM E – TEMPORARY INFRASTRUCTURE DISCONNECTION APPROVAL** – This form will be completed by the District and a copy will be provided to the property owner. It will include important instructions to the property owner for re-connecting the temporarily disconnected infrastructure.
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FORM **A** INFRASTRUCTURE TEMPORARY DISCONNECTION AGREEMENT

FILLED OUT BY PROPERTY OWNER (please type or print clearly)

I (we) _____ am (are) the Owner(s) ("Owner") of real Property(ies) containing a sewage producing structure, within the boundaries of the Tippecanoe and Chapman Regional Sewer District ("District") and connected to the District's sewage collection system. It is my (our) understanding that I am (we are) asking to TEMPORARILY disconnect my (our) sewage producing structures within the District. Said Property(ies) is(are) *[list all that apply]*:

NAME:	COUNTY KEY NO.:	STREET ADDRESS, CITY, ZIP:	DEED OR OTHER RECORD ATTACHED:
1) _____	_____	_____	_____
2) _____	_____	_____	_____

I (we) hereby agree to protect equipment (pursuant to the District Specifications as defined in the District's ordinances and amended form time to time) and items owned by the District during my (our) demolition and/or construction, to compensate and/or to replace District owned equipment and items damaged by Owner and/or Owner's contractor and/or other agent acting on Owner's behalf, and to disconnect all other equipment and appurtenances pursuant to all ordinances and Specifications of the District that are in effect as of the date of this agreement and as subsequently amended from time to time.

I (we) hereby agree and understand that the District reserves the right to make the final determination if any item may be temporarily disconnected, that I am (we are) responsible to protect all infrastructure intended to be re-used; and prior to re-use/reconnection. I (we) shall demonstrate to District that said infrastructure meets District Specifications at time of reconnection, and I (we) shall comply with the District's reconnection process in place at the time of reconnection.

I (we) hereby agree to assume financial responsibility for correcting any damage to the Public Sewer (as defined in the Use Ordinance) caused by my (our) temporary disconnection; and that I (we) and/or my (our) contractor shall have insurance coverage for said damage.

I (we) hereby agree that the above-mentioned property(ies) shall be disconnected from the sanitary sewer collection system operated by the District. I (we) further agree that I (we) will pay the required fees associated with the inspecting the disconnection. Furthermore, I (we) agree to continue pay the applicable monthly sewer service charge currently assessed by the District.

It is further my (our) understanding that upon execution of this agreement pursuant to the terms and conditions stated above and upon issuance and receipt of the INFRASTRUCTURE DISCONNECTION PERMIT from the District, I (we) agree to disconnect from the District, and to connect all future sewer producing structures; all in accordance with industry standards, District Specifications and ordinances, and all other applicable local and state laws and ordinances.

It is also understood that this commitment runs with the land and therefore will be binding upon any subsequent landowner or successor in interest to said property. The Owner shall be required to inform any subsequent property owner of their obligations under this Agreement.

If construction or development ceases for a period of longer than 3 months or total construction time extends beyond 18 months, the District may require the Owner to complete the process for a Permanent Disconnection.

THIS AGREEMENT is entered into this _____ day of _____, 20 _____.

Mailing Address

Signature of Owner

City State Zip

Signature of Owner

**FORM B****APPLICATION FOR TEMPORARY DISCONNECTION**

FILLED OUT BY PROPERTY OWNER (please type or print clearly)

DATE	
PROPERTY ADDRESS	
TYPE/USE OF STRUCTURE	
PROPERTY OWNER'S NAME	
MAILING ADDRESS	
PHONE NUMBER	EMAIL:
CONTRACTOR'S NAME (if applicable)	
MAILING ADDRESS	
PHONE NUMBER	EMAIL:
PROPOSED CONSTRUCTION START DATE	
PROPOSED CONSTRUCTION END DATE	

ATTACHMENTS:

- ☐ **FORM -A (Temporary Disconnection Agreement)**
☐ **FORM -C (Sketch of Disconnection)**

NOTES:

- 1) Before ANY construction begins, the owner or contractor must apply for a Temporary Disconnection permit.
- 2) Inspection Requirements:
 - Contact the District 48 hours before the time of the inspection.
 - District shall be present and inspect any and all work within 10' of District owned infrastructure.
- 3) The contractor (or Owner, if performing his/her own work) shall have insurance coverage as described in the Specifications.
- 4) Note any variance from District Specifications(describe): _____
- 5) Construction methods and materials shall meet the Specifications.
- 6) Owner is responsible to protect all infrastructure intended to be re-used; and prior to re-use/reconnection, Owner shall demonstrate to District that said infrastructure meets District Specifications at time of reconnection, and Owner shall comply with the District's reconnection process in place at the time of reconnection.
- 7)Applicant (property owner and/or contractor) is responsible for obtaining a County Highway Permit if applicable, and to provide a copy to the District before starting construction.
- 8) Applicant (property owner and/or contractor) is responsible for requesting utility locates
- 9) Applicant acknowledges that they are aware of the recorded easement for the property in favor of the District and understands that the property owner is bound by the terms of said easement.

Signature Page to Follow

OWNER ACKNOWLEDGEMENT



I have read the notes and understand my obligations: _____ (printed name)

_____ (signature) _____
date)

*****BELOW THIS LINE BY DISTRICT

DISTRICT ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION (THIS IS NOT AN APPROVAL)

Received & Acknowledged by: _____ Date: _____



FORM **C**

PROPOSED TEMPORARY DISCONNECTION SKETCH

FILLED OUT BY PROPERTY OWNER (please type or print clearly)

PROPERTY ADDRESS: _____ DATE: _____

A large, empty rectangular box with a blue border, intended for the property owner to draw a sketch of the proposed temporary disconnection.

INCLUDE:

- ☐ North arrow
- ☐ Streets and/or alleys
- ☐ Property lines and dimensions
- ☐ Existing infrastructure, including but not limited to: buildings (cottages, houses, sheds, etc.), wells, building sewer and/or ejector system, Grinder Pump Station (basin, control panel, electrical connection), low pressure lateral and main (if known), etc.
- ☐ Proposed infrastructure, including but not limited to: buildings, sewers, etc.
- ☐ Indicate where temporary disconnection is to occur; this may be as a note and arrow, marked over with an "X," or another means that clearly conveys the Owner's intent.



FORM **D** TEMPORARY DISCONNECTION INSPECTION

FILLED OUT BY DISTRICT (please type or print clearly)

PROPERTY OWNER NAME(S)	DATE
PROPERTY ADDRESS	PROPERTY CONTACT NAME & PHONE NUMBER

BUILDING SEWER:

INSPECTION COMMENT	NOTE	Y	N
Type 1 grinder serving residential property or type 3 or 4 serving commercial property: District has shut off (and possibly removed the breaker) from the electrical riser panel serving grinder.			
Pipe ends have been capped?			
Pipe ends have been marked with rebar?			
Infrastructure remaining for reuse has been adequately demarcated for protection and future locating?			
COMMENTS:			

GRINDER PUMP STATION:

INSPECTION COMMENT	NOTE	Y	N
Type 1 grinder serving residential property or type 3 or 4 serving commercial property: District has shut off (and possibly removed the breaker) from the electrical riser panel serving grinder.			
Curb Stop is completely closed?			
District has removed pumps from basin?			
Pumps remain in basin?			
Infrastructure remaining for reuse has been adequately demarcated for protection and future locating?			
COMMENTS:			

CONTRACTOR	SIGNATURE
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INSPECTOR	SIGNATURE
DATE	INDICATE "COMPLETE" OR "INCOMPLETE"

**FORM E****TEMPORARY DISCONNECTION APPROVAL***FILLED OUT BY DISTRICT (please type or print clearly)*

PROPERTY OWNER	
PROPERTY ADDRESS	PROPERTY KEY No.
TYPE/USE OF STRUCTURE	

CERTIFICATION:

- The temporary disconnection for the above property has passed final inspection and is accepted by the Tippecanoe and Chapman Regional Sewer District.
- The structure temporarily disconnected under this approval is understood to be intended for re-use upon service reconnection.
- Service reconnection is intended to occur by approximately _____.
- This approval does not guarantee that the temporarily disconnected infrastructure will be accepted for re-use at the time of reconnection. This infrastructure shall be permanently disconnected per District Standards and at the Property Owner's expense (unless otherwise directed by the District) and per the following:
 - if reconnection is not completed within the agreed upon time frame
 - if, at the time of reconnection, the Property Owner cannot demonstrate to the District that the items intended to be reused have been adequately protected from damage (pursuant to the District's Specifications) and remain suitable for sewage conveyance.
- This approval is subject to all applicable laws, rules and regulations and compliance with the District Specifications.
- The District has received and approves the following required documentation:

DOCUMENT	DATE RECEIVED	VERIFIED BY (INITIAL)
FORM A – Temporary Disconnection Agreement		
FORM B – Application for Temporary Disconnection Permit		
FORM C – Proposed Temporary Disconnection Sketch		
FORM D – Temporary Disconnection Inspection		

APPROVAL:

Approved by: _____

Date: _____



Tippecanoe and Chapman Regional Sewer District

FORM **F**

BUILDING SEWER RECONNECTION INSPECTION

FILLED OUT BY DISTRICT (please type or print clearly)

PROPERTY OWNER NAME(S)	DATE
PROPERTY ADDRESS	PROPERTY CONTACT NAME & PHONE NUMBER

GENERAL:

INSPECTION COMMENT	NOTE	Y	N
Potable water wells located? <i>(indicate shortest distance in note column)</i>			
There is no apparent clearwater or I/I entry in the Building Sewer?			
All site sewage appears to be routed to the Building Sewer?			
Electrical power from the building's breaker box to the GPS disconnect box is established prior to connecting? <i>(Note direct bury or conduit, and depth)</i>			
COMMENTS:			

BUILDING SEWER – GRAVITY:

INSPECTION COMMENT	NOTE	Y	N
Pipe material is acceptable? <i>(indicate material)</i>			
Pipe diameter is acceptable? <i>(indicate diameter)</i>			
Pipe joints are acceptable? <i>(indicate type)</i>			
Is bedding material installed? <i>(indicate material)</i>			
Depth/pipe cover is acceptable? <i>(indicate up & downstream depths)</i>			
Portion of the existing building sewer that will be re-used (i.e., connected from the building sanitary drain to the new building sewer) is acceptable?			
New cleanout(s) installed per District standards?			
Backwater valve installed? <i>(indicate location on site plan)</i>			
Proposed Backfill material is acceptable? <i>(note type, must use compacted aggregates under roadways and driveways)</i>			
COMMENTS:			



BUILDING SEWER – EJECTOR: reviewed and inspected on a case by case basis, attach information

SITE PLAN: Attach, or back of this form

TESTING: attach, if applicable

CONTRACTOR	SIGNATURE
INSPECTOR	SIGNATURE
DATE	INDICATE "COMPLETE" OR "INCOMPLETE"

If Service Connection and Building Sewer are COMPLETE, inspector shall (1) ensure building breaker is "ON", (2) put disconnect switch in "OFF" position, (3) open control panel, (3) turn control panel breaker "ON", (4) close and lock control panel, (5) put disconnect switch in "ON" position, (6) ensure Curb Stop is open. **INITIAL IF DONE:**

There are NO VISIBLE improvements within easement area of the District's equipment Yes__ /No __