

## **Extension of Sewer by a Private Individual, Group or Firm (Applicant)**

1. The Applicant hires a consulting engineer licensed to practice in Illinois. A list of the engineering firms that have been active in the past two (2) years can be provided for your use.
2. The engineer designs the sewer extension and completes the District's Illinois Environmental Protection Agency application for sewer construction and operation, including all appropriate Schedules.
3. The plans and District permit applications are submitted to the District for review and approval. A Review Fee shall be submitted to the District with the application and plans.
4. When reviewed and approved, the District signs off on the application forms and issues a permit to construct the sewer. A plan/permit review fee is due to the District prior to the start of construction.
5. The Applicant hires a contractor registered and bonded with the District to install the sewer. The contractor must be registered and bonded or become registered and bonded with the District before work can begin. A list of the bonded contractors can be provided for your use. The Applicant can get the price quotes from the contractors or have the engineer do this on the Applicant's behalf.
6. When the District issues the permit, the review fees have been paid and the District has received a copy of the NPDES General Stormwater Permit issuance, construction may begin. The contractor shall provide a minimum of two days notice so a District inspector may be assigned to the project. The engineer is normally responsible to provide construction staking for the work; the District's responsibility is to inspect the work for compliance with District requirements.
7. After the sewer has been installed and satisfactorily tested the District will provide field construction information to the engineer for the engineer to prepare and submit the record drawings. The District also bills the Applicant for the inspection fees. The construction inspection fees are based on the hours of time on the project. Hours may exceed the contractor's actual work hours, in part because of the travel time between the office and the work site.
8. For the District to formally accept the sewer work all the work must be completed and the following items submitted to the District in acceptable form:
  - (a) Executed Dedication Agreement which is provided to the Applicant by the District
  - (b) Final lien waivers from the engineer, contractor and contractor's material suppliers covering all labor and materials for the sewer work
  - (c) Payment of the construction inspection fees
  - (d) Any required sewer easements on the standard District easement form (these are normally prepared by the engineer's land surveyor) and payment of any recordation fees
  - (e) Two (2) copies of the recorded Final Plat, if a Plat is involved
  - (f) Record drawings on standard mylar plan/profile sheets and payment of the record plan review fees
9. Upon approval of the sewer, sewer connection permits may be issued to licensed plumbers who are registered and bonded with the District. Prior to the issuance of service connection permits for individual lots, connection fees as defined in Title 5 of the District Code of Ordinances shall be paid in full.
10. The Applicant may request District assistance in securing payment from the parties directly served by the new sewer but not participating in the cost of constructing the sewer. The Board may agree to establish a Payback Agreement to provide for pro-rated cost reimbursement of the improvement.