



Sandusky County Sanitary Engineer

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Fremont, Ohio 43420-9574

Steven F. Shiets, P.E.
Sanitary Engineer

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February 28, 2022

Address:

**RE: Wightman's Grove - Ohio EPA Findings & Orders
Sanitary Sewer Connections for Existing Structures**

Dear Property Owner:

The Wightman's Grove Sanitary Sewer Project is ready for connections from properties. All houses or businesses within 200 feet, in accordance with O.R.C. 6117.51, are required to connect to the sanitary sewer. Enclosed is a **Licensed Contractor List** which you may utilize to contact a Contractor to perform your sewer connection and the **Sanitary Sewer Tap Procedures and Regulations**, as outlined in the Sanitary Engineer's Contractor's Handbook. All Licensed Contractors have a copy of this book and should be familiar with the procedures.

You have 120 days from March 1, 2022 to connect to the sewer system. The connection must be performed by a Licensed Contractor on the list. Please note that the sewer connection by the Licensed Contractor is at your cost. This office would suggest you contact G.L.C.A.P. at (419) 334-3519 to see if you qualify for financial assistance in making the connection. If so, they will also assist in obtaining a Licensed Contractor, along with possible plumbing changes within the house if deemed necessary.

If you do not qualify, this office would suggest checking with the various Licensed Contractors for cost estimates and references. It may also be beneficial for you and your neighbors to get together and contact the Licensed Contractors together. There may be a potential for some cost savings.

There are two permits that the property owner will need to obtain in order to complete the work for each structure. They are as follows:

- (1) A sewer permit from the Sanitary Engineers for the Licensed Contractor to perform the Connection to the sanitary sewer, and
- (2) An abandonment permit from the Sandusky County Health Department for the abandonment of the existing septic system, by a Licensed Contractor approved by their Department.

For the Sanitary Engineers Permit Charge, costs are outlined below:

1. Permit Fee	\$71.90
2. Inspection Fee	\$215.68
Total:	\$287.58

This charge will need to be paid when you pick up the Sewer Permit at the Sanitary Engineers Office. Since it can take up to two days to process the application for the Sewer Permit, I would suggest mailing the **Permit Application** (enclosed) to this office and we can call you when it is ready for pickup. A Licensed Contractor can also obtain the permit on your behalf if you so desire.

For the Sandusky County Health Department, their Abandonment Permit is **\$240.00** for properly abandoning the septic system. The contractor will also need to be licensed with the Health Department which is a separate licensing than the Sanitary Engineer's Licensed Contractor. There are some Licensed Contractors that are duly licensed with both entities. Questions pertaining to the abandonment of the septic system should be directed to the Health Department at (419) 334-6373.

Once connected to the sewer, the property will receive a monthly utility bill from the Sandusky County Sanitary Engineers for Operation, Maintenance, Treatment and Debt from the construction projects. The Debt will be collected for a thirty (30) year period. The current monthly charge per E.S.F.U. on the existing structures is \$105.00 and has the following breakdown for the monthly charge:

Lift Station Operation & Maintenance:	\$ 7.00
Lift Station Construction Debt:	\$24.00
Wastewater Plant Operation & Maintenance:	\$28.00
Wastewater Plant Construction Debt:	<u>\$46.00</u>
TOTAL	\$105.00 per month

Costs to operate and maintain the system were estimated low to start to attempt to keep the rates as low as possible. However, the actual costs may need increased once we see actual costs to maintain the system. Also, please keep in mind if there are more connections to the system or treatment plant from additional phases, portions of the bill may decrease.

In summary, as of March 1, 2022, the property owner has 120 days to obtain the necessary Sewer Permit from our office, hire a Licensed Contractor, and have the Licensed Contractor perform the connection. A total of **\$287.58** for the permit will be due to the Sanitary Engineer before the permit will be issued. A separate Abandonment permit will need to be obtained from the Health Department for **\$240.00** for the abandonment of the existing system by a Licensed Contractor with their office.

Thank you for your time and patience during the construction of the Wightman's Grove Sanitary Sewer Project. If you have any questions, please feel free to call this office.

Sincerely,



Steven F. Shiets, P.E.
Sanitary Engineer

enc: 3

cc: County Commissioners
County Health Department
Riley Township Trustees
All Licensed Contractors
file (2)

Licensed Contractor	Contact Name	Address	City, State, Zip Code	Phone #	Alt. Ph. #
Castalia Trenching & Ready Mix LLC	Joseph Verb	4814 SR 269	Castalia, Ohio 44824	419-684-5502	
Kevin Walby, DBA LST Excavating	Kevin Walby	516 E. Stevenson Street	Gibsonburg, Ohio 43431	419-637-7060	419-355-7170
KF Construction & Excavating LLC	Michelle Bishop	220 Norwest Drive	Clyde, OH 43410	419-547-7555	
Matt Tille Enterprises	Matt Tille	729 S. Main St.	Gibsonburg, Ohio 43431	419-307-1137	
Mosser Construction Inc.	William Hutchinson	122 S. Wilson Ave.	Fremont, Ohio 43420	419-334-3801	
Northern Ohio Excavating LLC	Emily Roberts	12089 E. Gypsy Lane Road	Bowling Green, OH 43402	419-806-7593	
S&S Hauling LLC	Kari Shull	1356 S. State Route 590	Fremont, Ohio 43420	419-307-1645	
Steve Frey Plumbing Heating & AC	Steve Frey	523 Timpe Road	Fremont, Ohio 43420	419-332-1286	
Wenger Construction & Excavating LLC	Dave Wenger	P.O. Box 491	Fremont, Ohio 43420	419-307-6158	
Willis & Sons Inc.	Mike Willis	2223 Oak Harbor Road	Fremont, Ohio 43420	419-332-7231	
Zimmerman Building Company LLC	Kathy Berger	1001 N. State Route 590	Fremont, Ohio 43420	419-332-7085	419-552-6073

SANITARY SEWER TAP PROCEDURES & REGULATIONS

- 1) The applicant (either the owner of the property, developer, or licensed Contractor) shall complete and sign an application (Appendix A) for a permit at the Sanitary Engineer's office. Applicants for commercial or industrial users have additional requirements outlined in the Rules and Regulations.
- 2) An investigation of assessment records is made by the Sanitary Engineer's office to determine if use benefit charges (connection charges) are going to apply, in accordance with the charges established by resolution.
- 3) After paying the permit fee, the inspection fee, the electrical inspection (if applicable) and any connection charges determined above, the applicant signs the permit from the Sanitary Engineer's office. All costs and expenses, incidental to the installation of the sewer service connection, shall be the responsibility of the property owner. An employee of the Sanitary Engineer's office signs the permit as well. Starting in 2007, permits are good for one (1) year from the issue date of the permit. If the permit has expired, a new permit shall be obtained at the prevailing permit charges.
- 4) Once the sewer permit (Appendix B) is issued, the orange copy is given to the applicant and the permit should be noted in the Permit Log (blue notebook under front counter). While the work is in progress, the orange copy of the permit shall be displayed at all times on the construction site. A white paper copy of the permit is presented to the County Inspector to prepare a sketch of the tap location and depth along with any other necessary notes that are taken during the inspection.
- 5) If the applicant is not a licensed Contractor, the applicant shall hire a licensed Contractor. A list of licensed Contractors is available at the Sanitary Engineer's office. Sewer service connections shall only be made by a licensed Contractor, approved by the Sanitary Engineer's office.
- 6) Prior to any construction, the licensed Contractor is encouraged to investigate the wye records at the Sanitary Engineer's office. Investigation can be done during the Sanitary Engineer's office hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.) excluding County Holidays.
- 7) The licensed Contractor shall secure (if required) a permit from the Sandusky County Engineer or the Township Trustees. Permits are typically required for work in the right-of-way of the road and to cross the road with a service connection. It is up to the licensed Contractor to check for any permits required with the Sandusky County Engineer and the Township Trustees.

- 8) The licensed Contractor shall call the Ohio Utilities Protection Service (OUPS) along with the Sanitary Engineer's office and give a forty-eight (48) hour notice to begin construction. All construction shall be performed during the Sanitary Engineer's office hours, (Monday through Friday, 8:00 a.m. to 4:30 p.m. excluding County Holidays) unless a written request to work outside these times from the licensed Contractor is approved by the Sanitary Engineer. The licensed Contractor shall be responsible for all costs associated with taps made outside these times and will be invoiced by the Sanitary Engineer's office. Connections performed on Monday shall require notification on Friday during the Sanitary Engineer's office hours.
- 9) Upon notification by the licensed Contractor, the County Inspector shall locate the tap from the "as built" plans from the information on the Inspector's copy of the permit within forty-eight (48) hours excluding weekends and County Holidays.
- 10) The Contractor makes the connection and installs the building service under the inspection of the County Inspector. The following regulations shall apply:
 - a) A separate and independent sanitary sewer service connection shall be made for each building or structure. The sanitary sewer is typically designed to allow for a gravity sewer lateral to the ground floor of building or structure. The ground floor is determined by the front entrance of the building or structure.
 - b) Sewer connections shall be a minimum of ten (10) feet from any well, water line, or cistern water supply source. A variance for constructing the sewer less than the minimum ten (10) feet must be obtained from the Health Department (or other applicable agency).
 - c) The sanitary sewer service shall be connected at the foundation wall of the building, so that no inflow or storm water from any footer drains, sump pumps, downspouts or any other source of surface water or groundwater are connected with the sanitary flow. All inflow or storm water shall be disconnected from the sanitary sewer service. A test showing that these items are not connected to the sanitary sewer shall be completed by the licensed Contractor.
 - d) No combination of storm drains or ground water shall be allowed in the sanitary sewer connection. A connection into a storm sewer is required for any storm drains or ground water. For a storm sewer connection, the applicant shall contact the County Engineer or the Township Trustees. Likewise, no sewage shall be discharged into the storm drains (any plumbing connections from toilets, lavatories, washing machines, laundry and bath tubs, or other sanitary fixtures must be connected to the sanitary sewer).

- e) For any structure located within the County floodplain, it is recommended to install a back check valve withstanding a minimum pressure of 40 psi to prevent sanitary sewer backups into the structures during flood events where the sanitary sewer system could be compromised.
 - f) It is recommended that any subsurface sewage (i.e. from basements) be pumped up to the gravity sewer lateral to prevent sanitary sewer backups occurring within the building or structure. In some cases due to the design of the sanitary sewer, the subsurface sewage from the building or structure will have the ability to gravity into the sanitary sewer; the property owner should be made aware by the licensed Contractor as to the possibility of a sanitary sewer backup. The licensed Contractor shall also inform the property owner that the County will be held harmless if a backup occurs below the ground floor for all damages that occur to the building or structure.
 - g) Manufactured homes shall have a vent placed before the trap, at the home connection, and where it is mounted outside of the home. It shall be insulated and boxed.
 - h) Any sewer gas smell that may be found in the house is due to improper plumbing (vents, traps, etc.) The property owner shall hire a plumber to fix the plumbing problems in accordance with all State and Local codes.
 - i) Sewage systems, including septic tanks, aerobic units, leach tanks, grease traps, etc., are to be pumped dry and materials disposed of, in a manner approved by the Sandusky County Health Department. The existing tank shall be completely backfilled or removed after it is empty in accordance with the Sandusky County Health Department's rules and regulations.
 - j) The Sanitary Engineer has the authority to allow or disallow the use of any material or construction methods, for connections, at any time.
- 11) Sewer construction is outlined below along with material requirements.
- a) The connection of the service into the public sewer shall be made by a wye or tee branch, if available. If no branch is available, the licensed Contractor shall install a tee tap with a flange. This is done by cutting a neat hole and making it watertight by concrete encasement. PVC mains can be tapped using a PVC tee or wye saddles and stainless steel bands.
 - b) It is recommended that the licensed Contractor excavate the tap location and the sewer service at the existing structure's elevation to verify elevations along with the verification of the necessary grade. This is to ensure proper grade throughout the service lateral.

- c) The building sewer shall be brought to the building at an elevation below the basement floor, whenever possible. Any buildings in which the drain is too low to permit gravity flow to the public sewer, the sanitary sewage shall be lifted by approved artificial means at the applicant's expense. Then, it shall be discharged to the building sewer. All building sewers shall be at a sufficient depth protected from frost. In no case shall the sewer be less than two and one-half (2½') feet deep from the ground surface to the top of the pipe.
- d) Adapters, equal to those offered by Fernco Joint Sealer Company, shall be used to connect between dissimilar pipe sizes or joints. Solvents or lubricants for the connection shall be the kind specified by the pipe manufacturer. No "slip seal", or similar type connection shall be used. If adapters are not available, adequate concrete encasements will be required.
- e) Materials for County sewer service connections between the sewer main and the building shall be:
 - i) Premium seal or "O" ring connections;
 - ii) Plastic pipe shall be either of the following:
 - a. Six (6) inches
 - 1. ASTM D – 3034 SDR 35
 - 2. ASTM D – 2665 PVC, Schedule 40
 - 3. ABS Schedule 40
 - b. Four (4) inches
 - 1. ASTM D – 2665 PVC, Schedule 40
 - 2. ABS Schedule 40
- f) For single family residences, or equivalent to, building services shall be a minimum of four (4") inches in diameter. All other building connections shall be six (6") inches or larger. Minimum grade for service connections shall be:
 - i) Four (4") inch diameter pipe Eighteen (18") inch fall per 100 foot
 - ii) Six (6") inch diameter pipe Eight (8") inch fall per 100 foot
- f) A minimum of four (4") inches of approved stone bedding shall be placed before the sewer pipe is laid. The sewer pipe shall be laid so the barrel will be supported over its full length by the bedding. Approved stone bedding shall be no. 6 and no. 67 stone. After placement of the pipe, the same material for the bedding shall be placed and compacted to a plane six (6") inches above the top of the pipe.

- g) Trenches within paved or stone streets, alleys, driveways, curbs, and parking areas, or proposed pavements, shall be backfilled with a granular material, conforming to Item #304 of the State of Ohio Department of Transportation Construction and Material Specifications. The material shall be placed and compacted, in a manner acceptable to the Sanitary Engineer. Where excavation is made along existing or proposed pavements, the granular backfill material shall be provided for any portion of the trenches falling five (5') feet outside the edge of the pavement or to the back of the curb, and above the horizontal plane of the pipe embedment material, using a 1:1 slope. In all trench areas, large stones, boulders or other harmful debris shall be removed from the site by the licensed Contractor.
 - h) The Contractor shall conduct the work, in a manner, where any inconvenience to the residents and traveling public is minimized. Street cuts outside the corporation limits are to be cleared through the County Engineer or Township Trustees, before work may proceed. No surface may be cut by a backhoe. All original cuts must be done by a saw or a special jackhammer tool. Pavement crossings shall be constructed so that one-way traffic is maintained at all times. The licensed Contractor shall set up a one-way traffic zone for the road in accordance with the County Engineer or Township Trustees. It is the opinion of the Sanitary Engineer's office, that at a minimum, a flag person and proper signs (warnings) should be placed at the site at all times.
 - i) Safety shall be a high priority for the Contractor and its workers. The Contractor shall perform all work in accordance with OSHA (Occupational Safety and Health Association). This includes but not limited to Personal Protection Equipment, Confined Space Entries, Trench excavating (Shoring and trench boxes), etc.
- 11) Upon completion of the work, the service connection shall be tested by air or water to five (5) pounds of pressure. The trench shall not be backfilled until all the tests are made, unless, special or safety conditions, as noted by the County Inspector, require immediate backfill. The licensed Contractor shall furnish the test plugs and equipment necessary to perform the test. The gage used in the test shall be of a maximum scale of 0 to 30 psi (pounds per square inch). A wye shall be inserted at the beginning and a cleanout installed at the end of the service connection for the test. The beginning wye shall have a plug, as recommended by the pipe manufacturer, to seal it after the test. The cleanout shall be installed immediately outside the structure and shall be used in the future by the property owner.
- 12) The Contractor completes, signs, and submits the Contractor's Certification form (Appendix C) to the County Inspector. This must be done immediately upon the completion of the sewer tap.

- 13) The County Inspector completes the Inspector's copy of the permit and notes that the sewer tap has been completed on the "as built" plans in the Sanitary Engineer's office. The County Inspector shall make any necessary notations of measurements and any corrections to the tap information on the "as built" plans. The County Inspector shall take notes on materials used, tests for the service connection, and inspection and/or test to determine that no illegal connections are connected to the sanitary sewer connection. The County Inspector shall also indicate the connection in the Permit Log (blue notebook).

Upon verification of the occupation of the structure, the County Inspector's notes from the Inspector's copy are transferred to the original permit. The County Inspector signs the original permit. After occupancy, the permit is completed and distribution of the copies is as follows:

- a) The original is retained at the Sanitary Engineer's office for their records. It is filed in numerical order by District and the road name.
 - b) The yellow copy is forwarded to the Fremont City Engineer (if the sewage from property is to be treated by the City of Fremont).
 - c) The pink copy is forwarded to the Sandusky County Health Department (if there is an existing septic tank for the property). If there is not an existing septic tank, use the pink copy for the City of Fremont Water office unless it is in the General Sewer District or Sandusky Township Regional Sewer District, then disregard the pink copy.
 - d) A white paper copy of the permit is presented to the Sandusky County Auditor (if the permit is for a new building being constructed).
 - e) A white paper copy of the permit is presented to the Sandusky Township Sewer District (if the permit is for their District).
 - f) A pink paper copy of the permit is presented to the City of Fremont Water office (if the property is in District #1 and there is a septic tank).
- 14) The County Inspector notifies the Fremont City Water Office of the new billing account (if the City of Fremont Water Office is performing the utility billing).

