PART II
ADMINSTRATIVE REQUIREMENTS

DIVISION I – PROCEDURES

A. Planning Application

A planning application shall be submitted whenever a sewer extension is necessary to provide sewer service, or if the proposed project will result in an increase in sewage flow equal to or greater than 2 Equivalent Dwelling Units (EDUs) or 476 gpd. A Planning Application is not required for the connection of a single family residence.

The owner and/or agent shall submit a Planning Application along with the required supportive documents to the:

Town of Suffield
Water Pollution Control Authority
844 East Street South
Suffield, CT 06078

The application shall be prepared and signed/sealed by a professional engineer licensed by the state of Connecticut.

A sewer extension permit is required for any facility serving of having the potential of serving more than on property.

In all new structures, the Developer agrees to install reduced size toilet tanks which discharge a maximum of 3.5 gallons of water per flush cycle and shower heads which limit the flow to a range of 2.5 to 3.0 gallons per minute.

B. Notification of the Planning Decision

The WPCA will review the submission and notify the Applicant of its decision. The Authority will determine if the proposed sewerage facilities are acceptable and if adequate capacity exists in the sewer system for the proposed development. Planning approval shall be valid for one year from date of approval. A one-time extension for a maximum of one year may be granted upon the Applicant's request. All requests must be submitted 60 days prior to the expiration date of the approval and must include written justification of the need for an extension.

The WPCA reserves the right to require reasonable revisions to proposed sewerage facilities and make any determination that it believes is in the best interest of the WPCA and the Town.

C. Notification of Other Applications

Once the WPCA planning approval is received, the Applicant shall obtain all other necessary approvals from all other Town Boards and Commissions within six months of receiving planning approval from the WPCA. Failure to comply with this requirement shall result in revocation of planning approval.

D. Preliminary Design Report (PDR) for Wastewater Pumping Stations

If the proposed sewage facilities include a wastewater pumping station, the Applicant is required to submit a Preliminary Design Report (PDR). The specific requirements for the report are presented in Division IV of this Part.

The Applicant shall submit a PDR for conceptual approval once the planning application has been approved and prior to submitting a permit application. It is recommended that the Applicant develop the Preliminary Design Report concurrently with the Applicant's submissions to other Town agencies.

The PDR must be prepared and sealed by a professional engineer licensed by the state of Connecticut.

E. Developer's Agreement

The Applicant is required to submit a completed and signed Developer Agreement with the permit application. The agreement sets forth the responsibilities of the Applicant with regards to the construction, operation, and maintenance of the facilities to be constructed. The specific terms of the agreement are described in Division III of this Part.

F. Permit Application

An application shall be submitted to the WPCA whenever:

1. A connection is to be made to a WPCA facility or permitted facility;
2. The construction of sewerage facilities is necessary to extend the WPCA's facilities to provide sewage service;
3. A repair is made to an existing building connection; or
4. A repair is made to a permitted sewer extension which has not yet been accepted by the Town.

G. Issuance of Permit

Procurement of one of the following permits is required prior to starting work on any WPCA facility. The permit shall be conspicuously posted at the site during the entire term of construction:

- Connection Permit
- Sewer Extension Permit
- Connection Repair Permit
- Sewer Extension Permit

A Sewer Extension Permit shall not be issued until the following approvals have been obtained:

- Other Town Boards & Commissions
- Preliminary Design Report (PDR) (if required)
- Developer's Agreement
- DEEP's review and approval of permit issuance
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H. Repair Permits

A repair permit shall be required to repair an existing facility. A planning application will not be required since the nature of the work is to repair existing facilities only. The WPCA reserves the right to require a PDR for any alternations or repairs to pumping stations or other related equipment.

DIVISION III – DEVELOPER'S AGREEMENT

A. Requirements

Prior to the applicant receiving the required permit, a Developer's Agreement must be executed. A completed Agreement shall be submitted with the permit application.

B. Performance Bond

A performance bond shall be required to insure completion and maintenance of the sewerage facilities and shall be not less than 100% of the cost for constructing the proposed sewerage facilities. The bond shall be submitted with the agreement and shall be in a form consistent with the Town of Suffield Performance Bond Policy as shown in Appendix H.

C. Easements for Sewerage Facilities

The standard Developer's Agreement requires the developer to furnish to the WPCA proof, in the form of duly executed and recorded deeds or bonds for deed, that the developer has acquired or has an unconditional right to acquire easements on and through any properties not owned in fee by the developer but which are necessary for the completion of the sewer facilities or the connection of these facilities to the WPCA's collection system.

D. Insurance

As part of the Developer's Agreement between the Applicant and the WPCA, the Applicant will be required to provide insurance in the amounts acceptable to the Town.

DIVISION V – PERMIT REQUIREMENTS

A. Required Approvals

Prior to the consideration of final plans and specifications by the WPCA, the Applicant shall submit evidence of approvals from other boards and commissions having jurisdiction. In addition, the Applicant shall apply for and receive DEEP's approval and/or permit as required.

B. Permit Application

Separate permit applications are required for: connecting to existing sewers; sewer extensions; connection repairs; and sewer extension repairs. The appropriate permit application shall be submitted to the WPCA. Appendixs B thru F contain copies of each type of permit application.

C. Submission Requirements

The Applicant shall be required to pay any and all fees associated with the permit application. The required fees are presented in Appendix K.

The submission shall also include two copies of each of the following:

1. Permit application
2. Plans and Specifications
3. Developers Agreement (if required)

D. Submission of Plans and Specifications

Design plans and specifications shall be submitted addressing every item necessary for the proposed project including construction methods and details.

Plans shall include: Assessor's plat, block and parcel numbers; house and street locations; property lines; existing and proposed ground elevations; type, size, depth and slope of pipe; cover over pipe; location of drain connections and all clean outs; and locations and clearances to all other existing and proposed utilities (i.e., gas lines, storm drains, buried electrical, telephone, and television transmission cables, and wells or water lines). A north arrow shall appear on all plan sheets.

Complete construction specifications shall be included either on the plan sheets or as a separate document.

Specific requirements for preparing plans and specifications are present in Technical Standards, Part III of this manual.

DIVISION II – POLICIES

A. Connection Permits

Any proposal that involves a connection to the existing sanitary sewer system requires planning approval and a construction permit from the Water Pollution Control Authority (WPCA). Applicants for Planning approvals and connection permits can be obtained from the office of the WPCA during normal business hours. In general, there are two classifications of connections:

1. The connection of a building to an existing sewer located in a street or other right-of-way (hereinafter referred to as a service connection). This type of connection involves the installation of 6" diameter pipe to connect a new or existing building to the existing Town-owned sewer system. By definition, this type of connection does not require the construction of gravity sewers or other conveyance facilities to enable connection to the existing system. Persons requesting to perform this type of work must secure planning approval and/or a Connection Permit from the WPCA.

2. The construction of new collection sewers and appurtenances to enable the connection of one or more buildings, usually as part of a proposed subdivision. This type of connection is referred to as an extension to the existing collection system and involves the construction of 8" or larger collection sewers, manholes, and possibly pumping stations and force main sewers. Persons requesting to perform this type of work must secure planning approval and a Sewer Extension Permit from the WPCA.

The procedure to obtain a Connection Permit is relatively straightforward. If the connection is for a single family home or a building which will generate wastewater flows less than 476 gpd (two equivalent dwelling units) the Applicant only needs to obtain and submit a Connection Permit with the required security documents and fees. However, if the connection will generate equal to or greater than 476 gpd, the Applicant must first submit a planning application and receive approval prior to submitting a Connection Permit application. At no time shall any work commence prior to the insurance of a Connection Permit.

A facility which is already connected to the WPCA sewer system and is proposing a building expansion which will result in increasing its discharge to the system by more than 476 gpd must submit and obtain planning approval from the WPCA before any work may proceed.

By contrast, the procedure for obtaining a Sewer Extension Permit may be more complicated. In most cases, a proposal to construct new sanitary sewerage facilities is part of a larger subdivision plan which must receive approvals from other regulatory agencies (in addition to the WPCA) before construction can begin. The proposal must obtain Planning Approval from the WPCA prior to applying to any other Town agency. The WPCA will determine the acceptability of the proposed sewerage facilities and the adequacy of the existing facilities to convey the project's proposed sewage.

TOWN OF SUFFIELD
WATER POLLUTION CONTROL

APPROVAL/PERMIT PROCESS LOG

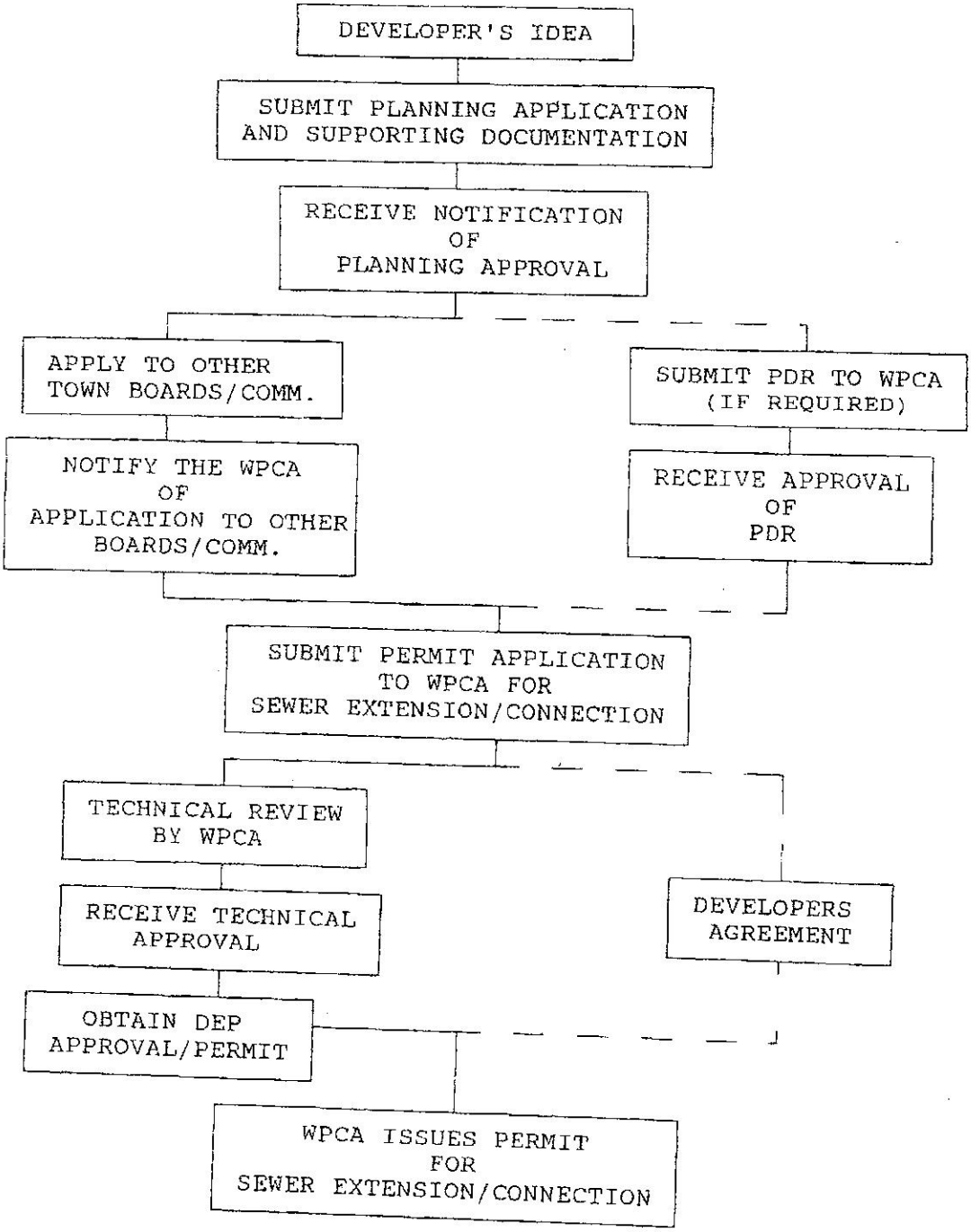
_____ _____
NAME OF PROJECT PERMIT NO.

OWNER NAME/ADDRESS: TELEPHONE NO.:

_____ _____
_____
_____
_____

	Procedure	Date Submitted	Date Approved/Permit
___	Planning Application	___	___
___	Notification of Application to Other Boards/Comm.	___	___
___	Preliminary Design Report	___	___
___	Developer's Agreement	___	___
___	DEP's Review	___	___
___	Sewer Extension Permit	___	___
___	Connection Permit	___	___

WPCA ADMINISTRATIVE APPROVAL/PERMIT PROCESS



———— Process Required for all projects.
— — Also Required for projects with a pump station and/or Sewer Extension Permit.