

Sewer Regulations

Chapter 1

Sewer Connection Procedures and Fees

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Sewer Commissioners approved 3/14/2018

Section 1: List of Commissioners Authorized Representatives and Duties

Responsibilities of Sewer Commissioners' Authorized Representatives (CAR) as referenced in the Sewer Ordinance.

Key to CAR:

LPI: Local Plumbing Inspector

PWD: Public Works Director

WSO: Wastewater System Operator

TM: Town Manager

Table 1 – Listing of Responsibilities in alphabetical order

1.	Access to easement areas	LPI/PWD/WSO
2.	Access to property for sampling. Etc	LPI/PWD/WSO
3.	Approval of tapping method	PWD
4.	Building (old) sewer connection	LPI
5.	Building sewer change in direction	LPI
6.	Discharge of industrial cooling water	PWD
7.	Equivalent User fee determination and adjustments	LPI
8.	Floor drain allowance when required	LPI
9.	Garbage grinders approval when greater than 1 HP	LPI
10.	Grease oil sand separators	LPI
11.	Industrial discharges	PWD/WSO
12.	Inspections and notifications	LPI/PWD
13.	Insulation use to decrease depth requirements	LPI/PWD
14.	Insurance verification files for the Finance Director	LPI
15.	Manhole requirements	PWD
16.	Materials and installation approvals	LPI
17.	Metered water not reaching the sewer	LPI
18.	Odor producing substances / limits	PWD/WSO
19.	Open trench excavations unless approved for other	LPI/PWD
20.	Ordinance & Regulation interpretation	LPI
21.	Penalties	LPI/PWD/TM
22.	Permit application and permit issuance for sewers	LPI
23.	Permit issuance and inspections for private sewers (septic systems and components)	LPI
24.	Pollutants exceeding limits	LPI/PWD/WSO
25.	Prohibition of discharges that in the Commissioners' Authorized Representative's opinion would cause harm	LPI/PWD/WSO
26.	Radioactive Waste	PWD/WSO
27.	Required use of cast iron pipe	LPI
28.	Safety Rule(s) observation	LPI/PWD/WSO
29.	Sampling point for industrial waste	PWD/WSO
30.	Split sampling	PWD/WSO
31.	Size and slope of pipe	LPI
32.	Unpolluted discharge drainage	PWD
33.	Substantial change of volume or character of pollutants	PWD/WSO
34.	Taste odor producing components	PWD/WSO
35.	Violation Notices and Penalties when applicable	LPI

Table 2 – Listing of Responsibilities sorted by CAR

Local Plumbing Inspector

- Access to easement areas
- Access to property for sampling, etc
- Building (old) sewer connection
- Building sewer change in direction
- Equivalent User fee determination and adjustments
- Floor drain allowance when required
- Garbage grinders approval when greater than 1 horsepower
- Grease, oil, sand separators
- Inspections and notifications
- Insulation use to decrease depth requirements
- Insurance verification for requirements and files with the Finance Director
- Materials and installation approvals
- Metered water not reaching the sewer
- Open trench excavations unless approved for other
- Ordinance & Regulation interpretation
- Penalties
- Permit application and permit issuance for sewers
- Permit issuance and inspections for private sewers (septic systems and components)
- Required use of cast iron pipe
- Safety rule(s) observation
- Size and slope of pipe
- Violation Notices and penalties when applicable.

WSO – Wastewater System Operator

- Access to easement areas
- Access to property for sampling, etc.
- Industrial discharges
- Odor producing substances/limits
- Pollutants exceeding limits
- Prohibition of discharges that in the Commissioners' Authorized Representative's opinion would cause harm.
- Radioactive waste
- Safety rule(s) observation
- Sampling point for industrial waste
- Split sampling
- Substantial change of volume or character of pollutants
- Taste/odor producing components

TM - Town Manager

- Penalties

PWD – Public Works Director

- Access to easement areas
- Access to property for sampling, etc.
- Approval of tapping method
- Discharge of industrial cooling water and unpolluted process waters
- Industrial discharges
- Inspections and notifications
- Manhole requirements
- Materials and installation approvals
- Notification and inspections
- Odor producing substances / limits
- Open trench excavations unless approved for other
- Penalties
- Pollutants exceeding limits
- Prohibition of discharges that in the Commissioners' Authorized Representative's opinion would cause harm.
- Radioactive waste
- Safety rule(s) observation
- Sampling point for industrial waste
- Split sampling
- Substantial change of volume or character of pollutants
- Taste/odor producing components
- Unpolluted discharge drainage
- Use of insulation to decrease depth

Section 2: Fee Definitions and Schedule

Definition of Fees

Debt Service and Capital Maintenance Fee: All property owners that are within the sewer services area (a sewer line is available for connection) are required to pay this fee. This fee is set annually by the Sewer Commissioners through the adoption of the Wastewater Budget and each property owner's fee is determined by applying the Equivalent User calculation (see below).

Sewer Usage Fee: This fee is based on actual water usage by each property owner that is connected to the sewer system. The rate is set annually by the Sewer Commissioners through the adoption of the Wastewater Budget. Water usage information is provided by the water utility or through other accepted methods.

Sewer Connection Fee: This is a one-time fee that helps cover the cost of the application, processing, and inspection of the physical pipe connection to the sewer. The property owner must pay this fee before a permit to connect can be issued. Proof of insurance must be supplied to the LPI at the time the permit is issued. In the case of a new sewer extension into an area not previously served, this fee may be reduced or waived by the Commissioners if property owner opt to connect during the completion of the extension.

New Sewer Extension Connection Fee: This is an additional one-time fee for users that are connecting to a new sewer extension into an area not previously served. The purpose of this fee is for the new users to make an initial contribution to the maintenance of the system which other users have been supporting through their Debt Service and Maintenance Fees for many years. The property owner must pay this fee before a permit to connect can be issued. Debt Service and Capital Maintenance Fees paid prior to connect can be used as a credit against this fee.

Equivalent Use: This numerical calculation is used to describe a property as a function of the flow that the property will generate and discharge to the sewer system. The calculation takes into account the size and use of the building(s), including factors like number of bedrooms and bathrooms, and in the case of commercial properties, the intensity of use. The base standard is a single-family dwelling of three bedrooms, which is considered an equivalent use of one (1) and this is the minimum value for this calculation. The calculation is determined by using the Maine State Plumbing Code and will not change unless modifications to the property are made.

Section 2: Fee Definitions and Schedule (continued)

Fee Schedule

Description of Fee	Fee Amount
Application Fee for Residential & Commercial Services	\$40
Connection Fee Industrial Service	\$200
Sewer Connection Fee	\$1,000 per Equivalent User
New Sewer Extension Connection Fee	\$2,000
Industrial wastewater discharge; Initial Fee	\$1,000
Industrial wastewater discharge; Renewal fee	\$500
Penalty/fee for industrial user who does not file a quarterly report on or before due	\$500
Payment to cover added cost of handling and treating the waste not covered by existing taxes or sewer	Negotiated
Reviews of owner's design of sewer Extension oversight of construction Activity of sewer extension	Negotiated
Oversight of Start-up of sewer extension	Negotiated
Fee for pretreatment design review	Negotiated
Review of owner's proposed facilities and procedures to prevent accidental discharge	Negotiated
Monitoring facilities design review by Town or its Engineer	Negotiated
Solid sample taking and testing	Negotiated
Certificate of Insurance To Cover Public Liability:	\$1,000,000 \$1,000,000
Debt Service and Capital Maintenance Fee (See note 2)	\$48 per quarter per equivalent user
Sewer Usage fee (see notes 1 & 2)	\$9.20 per 100 cubic ft.

Note 1: If water is supplied by a well, standard use of 1,625 cube ft. per quarter is used.

Note 2: The Commissioners annually establish the Debt Service and Capital Maintenance Fee and the Sewer Usage Fee through the adoption of the Wastewater Budget.

Section 3: Sewer Connection Procedure

Each property owner who chooses to connect to the sewer system is responsible for making the connection to the existing (if provided) service stub, town sewer by saddle or manhole entry as determined by the Commissioners' Authorized Representative.

The person/owner/contractor must be insured to do the work in accordance with the Sewer Ordinance and any other applicable codes. A protocol for necessary steps that the property owner must take for connection to the sewer system is:

1. The owner should first contact the Rockport Local Plumbing Inspector (LPI) to inform him of their intention to connect to the system.
2. The LPI will provide the property owner with fee(s) information and provide the property owner with any information that will aid them in completing the steps required to connect to the sewer system. Equivalent use will be calculated from the State of Maine Subsurface Wastewater Rules also called the "Plumbing Code".
3. The owner should hire an insured contractor to connect the building sewer to the service stub if available or to the location as assigned by the Commissioners' Authorized Representative. To prove the contractor has adequate insurance that is required by the ordinance, the contractor will need to provide a certificate of insurance to the LPI before they are approved to begin the work.
4. The owner/contractor shall contact the Town of Rockport to complete the Sewer Connection Permit Application. Before the LPI will grant the permit to the property owner/contractor, the sewer connection permit fee and equivalent user fee must be paid in full at the Rockport Town Office.
5. The owner/contractor should contact the Town of Rockport Wastewater Operator (WSO) through the Public Works department for information regarding and or locating the stub if available or preferred connection if a stub is not available.
6. Once the owner/contractor has received information regarding the sewer stub or other method of connection and location and the sewer connection permit has been issued and required fees paid, the sewer service to the property can now be constructed.
7. The constructed sewer service shall not be covered (backfilled) by the contractor until the Commissioners' Authorized Representative (LPI or Public Works Director) has inspected the work for sewer installation compliance. It is the responsibility of the owner/contractor to notify the LPI that the service connection and related work is ready for inspection.
8. Once inspected and approved by the Commissioners' Authorized Representative the use of the system may start.

Section 4: Abatement Procedures

Abatement Procedures

An abatement request form shall be submitted. Abatements may be granted if there is reason and it is supported with necessary evidence.

Minor abatements for sewer usage fees may be given at the discretion of the Local Plumbing Inspector with a limit of \$300. The Local Plumbing Inspector may, however, choose to forward any abatement request to the Sewer Commissioners.

Major abatement requests supported by evidence and a statement from the Local Plumbing Inspector will be addressed by the Sewer Commissioners.

Abatements cannot be received as refunds; they will be entered as credits to the user's account.

Section 5: Frequently Asked Questions

Frequently Asked Questions

1. I'm putting an apartment over my garage; can I hook to my existing sewer line:
 - a. If your property can be legally divided into two lots and the garage sold as a separate unit, a separate sewer connection will need to be run separately to the town sewer. If the property cannot be divided then you can connect to the existing sewer using the proper fittings and cleanouts.

2. I have connected to the stub and paid a sewer connection fee at that time. I am not adding a sink, toilet, etc. for myself or for a family guest in the garage. Must I pay a new sewer connection fee if I am connecting inside my cellar and still using one stub, and what other adjustments to my bill will occur?
 - a. It appears that the construction you are proposing is establishing an additional dwelling unit (Apartment) and as such requires an adjustment to the Equivalent User calculation for your property due to the additional use, and this will increase the debt service and capital maintenance fee on your bill. If you are not required to create or connect to a new stub, the sewer connection fee is not applicable since you were connected previously and have only one stub.

3. Where is my sewer stub, or who can tell me how to hook to the sewer?
 - a. The Public Works Director or the Wastewater System Operator can help you locate your sewer stub and the Local Plumbing Inspector can give you the procedure necessary to connect to the sewer system.

4. How can I hook into the sewer if it doesn't go by my property because my property is behind someone else so I do not have street frontage? I am within 200' of the street.
 - a. You are allowed with approval of the Sewer Commissioners as a back lot to cross your abutter if your abutter agrees by way of a deeded easement to access the sewer.