

VILLAGE OF EMPRESS

Title: Private Property Sewer Service Line Repair Policy

Policy Number:42-01

Effective Date: January 1, 2003

Revised Date: September 17, 2015

Private Property Sewer Service Line Repair Policy

Date of Application

Name of Property Owner

Property Address

Contact Phone Number

Note:

A residential sewer service line block/collapse on the street side of the property, which requires roto rooting or excavation to correct, will be repaired by Village crews at no charge to the resident. Property owners are responsible for repairs associated with blocks/collapses which occur in sewer service lines between the property line and the building (on private property).

1. The Owner will attend at the Village Office to report the issue and sign the service request form.
2. Office Staff will notify Public Works department that a service request form has been filed.
3. The Public Works department will make an appointment to attend at the residence to camera the line to see what and where the problem lies.
4. Prior to commencing any work, the Public Works Employee will have the owner sign a waiver of liability form.

For a block on a sewer service line on the property side of the curb stop, the following procedures will apply:

5. Should the block occur on the portion of the line located between the property line and the residence, the property owner shall be responsible for the repair. The owner has the option of hiring a private contractor or machine, or hiring the Village to roto-rooter the line.
6. Should the property owner wish to use the Village, the owner agrees to pay the fee as set out in the Sewer Bylaw.
7. Once work is completed and paperwork filed in the office, the Office staff will invoice the owner for the service provided.

Reviewed & Agreed - Property Owner to Initial

For a break or collapse on a sewer service line on the property side of the curb stop, the following procedures will apply:

8. Should the problem be identified as a break or collapse of the line located between the property line and the residence the property owner shall be responsible for the repair. The property owner has the option to use Village crews or a private contractor. If the owner decides to use Village crews to carry out the work, a Village representative will meet the property owner on site to review the requirements and conditions for the work to be done. If there is a history of problems, the recommendation would be to replace the full length of the sewer line from the house to the main, with the bill being split and the owner responsible for the portion located between the house and the property line, and the village responsible for the line between the property line and the main.
9. If property owner uses a private contractor, the owner may choose to just do a repair.

10. If using Village crews, the owner is required to submit a deposit to the Village, (see the *Village's Sewer Bylaw*), for sewer line repairs and sign the required work order. Once the deposit is paid and the resident has signed the appropriate forms, the Village will provide an anticipated date for the repair work. It is understood that this date is subject to change depending on factors such as weather conditions, emergency situations, staff availability, etc.

Reviewed & Agreed - Property Owner to Initial

11. Performance of this work will cause substantial damage to a large portion of property, which may include lawn area, trees, shrubbery, walkways, driveways, etc., *(see enclosed sketch).

If the property owner chooses, s/he may remove sods, trees, shrubbery, etc., prior to start of work. This must be completed 48 hours prior to the scheduled date of the Village's work

In the event of work delay, the Village is not responsible for condition of trees or shrubbery which have been removed.

Reviewed & Agreed - Property Owner to Initial

12. The Village will not assume responsibility for reinstatement of landscaped areas, topsoil, sod, plantings, asphalt, walkways, steps or any areas damaged by excavation. The Village will return the disturbed surface to rough-graded fill surface only. The property owner accepts all responsibility for reinstatement and landscaping of disturbed/damaged areas and structures.

Reviewed & Agreed - Property Owner to Initial

13. Upon completion of the work, the Public Works department will submit hours, materials and equipment used on project. The property owner will be charged the rate set by the CAO per Village Sewer Bylaw which includes all actual costs of material and Village rates set in the rates bylaw or the actual contractor bill if the Village outsources the work. There will be an additional charge for removal and disposal of large items, (concrete steps, large trees, etc.), the fee for which will be determined prior to start of work.

If the cost of the work exceeds the deposit amount, the owner will be charged the additional amount. If the cost is less than the deposit paid, a refund for the difference will be issued to the property owner.

Reviewed & Agreed - Property Owner to Initial

14. The Village will provide the property owner with 24-hour notice prior to the start of the work.

I have read, understand and agree with the terms of this policy and I am requesting the work be completed by the Village's forces.

Date

Name of Property Owner (Please Print)

Signature of Property Owner

Date
