

# Shoreham Wastewater

297 Main Street, Shoreham, VT 05770

Phone 897-5841

## Instructions for Allocation and Hook Up Permit

**How do I get connected to the system?** In order to connect to the Shoreham Wastewater system you must follow the following process. Once you have completed all architectural considerations for your new building and are settled on what the final structure and site layout is you should do the following:

**Step 1** – Retain the services of a Vermont State licensed designer or engineer to design, draw and detail the extension of the main to your property<sup>1</sup> (if necessary) and the connection of the wastewater line from the structure to the main.

**Step 2** – Obtain the “Application for Allocation & Hookup Permit” from the Shoreham Town Clerk. Fill out the top portion, sign and leave it with the town clerk. We will calculate the fees due and mail the form back to you.

**Step 3** – Return the completed Application for Allocation & Hookup Permit form along with the engineers drawings to the Shoreham Town Clerk, along with a check made payable to Shoreham Wastewater for the associated fees.

**Step 4** – After the Wastewater Commissioners have had the opportunity to review and approve the engineer’s documents you will receive by mail the approved Allocation & Hookup Permit authorizing you to proceed with construction.

All permits must be kept on the premises and shall be made available to the Commissioners or their duly authorized representatives at any time. Failure to keep permits available shall be presumptive evidence that the work or operation being conducted is without a permit and is a violation of the wastewater ordinance.

**Step 5** – ANY EXCAVATION WITHIN THE HIGHWAY RIGHT OF WAY WILL REQUIRE APPROVAL FROM THE HIGHWAY DEPARTMENT ROAD FOREMAN.

**Step 6** - DO NOT COVER ANY PORTION OF THE CONSTRUCTION PRIOR TO TOWN INSPECTION.<sup>2</sup>

**Step 7** – You shall request inspection of completed work to the town no less than 10 days prior to the date you wish to have the inspection performed. The work shall be completed in its entirety and accessible and viewable for inspection. You shall be allowed at no additional cost two (2) inspection dates. If more than two inspections are required for any reason, you will be billed \$350 for each subsequent inspection. You will receive approval to cover the work upon an acceptable inspection of the completed work as designed & drawn by your engineer and approved by the Town of Shoreham.

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<sup>1</sup> You will be required to extend the main sewer line from the existing termination point to a point on your property that is not less than the minimum sideyard setback as identified in the Shoreham Town Zoning Ordinance. For example if the minimum sideyard setback is 25’, you will be required to extend the sewer main 25’ onto your property minimum, regardless of where along the main line your connection is to be located.

<sup>2</sup> If any portion of the sewer line construction is covered prior to inspection by the town, you will be personally liable for ALL expenses to uncover, inspect and recover the work in question.

**Step 8** – Upon completion of all work and financial obligations you will receive a Wastewater Certificate of Occupancy (WCO). The dwelling or structure cannot be occupied until receipt of the WCO. If you are identified as occupying a structure that is connected to the Shoreham Wastewater System without a Certificate of Occupancy (WCO), the Town will impose a fine of \$100 per day for every day that the dwelling is occupied without a WCO. The WCO will be your proof that all of your obligations to the Town of Shoreham with regards to the wastewater system have been fulfilled. A copy of the WCO will be kept on file at the Town Clerk's office.

**Step 9** – Move in, and Welcome to Shoreham!

**NOTE:** You will be solely responsible for all maintenance and repair of the connection from any structure on your property to the main line.

**How much is hooking on to the Town system going to cost me?** How much it will cost you is completely dependent upon the kind of facility your are connecting to the system. You will be responsible for the following costs:

- 1) New Hookup Connection fee
- 2) Allocation fee
- 3) All Vermont State Licensed engineering design of the connection
- 4) On site inspection in excess of the allowed two (2)
- 5) Construction of the main line extension and connection to the building and any necessary pumps, clean-outs, manholes, etc.

**How long will the permitting process take?** You should allow approximately 30 days from the time that you submit your request for allocation engineered drawings and pay your fees, until you will receive a letter of authorization to proceed.