

SECTION 5.1 – NEW GRAVITY SERVICE CONNECTION

For Genoa and Oceola Township Municipal Systems that are Operated by the MHOG Utility Department

This procedure has been developed to assist property owners with the various steps associated with completing a new service connection to the gravity municipal sanitary sewer system. Where gravity sewer main is available and the site has appropriate fall, gravity leads can service single family homes and large commercial users. To connect a building to the sanitary sewer collection system, a lead must be present. A lead is defined as the connection between the gravity sanitary sewer main and the private lead to building.

Installing the lead to your property line will fall under one of the following three scenarios:

3.1.A) Connect to An Existing Lead

- A lead was installed previously by the Developer or Township

3.1.B) MHOG Installs New Lead

- No lead has been installed, and MHOG installs the new lead

3.1.C) Property Owner Installs New Lead

- No lead has been installed, and the property owner installs the new lead.

The cost to the property owner will vary depending on which scenario is applicable to their site and what the tap in fees with the Township include. The general process for a new gravity service connection is outlined below:

1. Determine Availability of Gravity Sanitary Sewer with Township

The property owner shall contact the Township in which the potential connection is located to determine availability of municipal sanitary sewer for a new service connection. The Township is responsible for maintaining records on existing leads installed as part of previous projects. The lead sheet for the property will outline the approximate location and elevation of the existing lead.

Note: The MHOG Utility Department can assist in this planning step by providing any plans for the sanitary sewer, but the lead sheet is typically stored at the Township.

Ultimately, the Township needs to approve all new sanitary sewer service connections before the property owner works with the MHOG Utility Department.

If a municipal water connection is also proposed, then the property owner shall purchase a meter through the Township in which the site is located. If the proposed connection is sanitary sewer only; the Township shall notify the MHOG billing department of the proposed connection.

If a lead exists, proceed to Step #2: Field Connection – Existing Lead

If no lead exists, proceed to Step #3 – Determine Feasibility of New Gravity Service Lead

2. *Field Connection – Existing Lead*

Typically, existing gravity sanitary sewer leads are 6-inch diameter plastic pipe terminated at the property line. The approximate location and elevation of the lead will be shown on the lead sheet, and in some instances additional markers will be available in the field, such as a 4x4 post or electronic marker system. Existing leads are often buried 8-feet for basement service, and since they are plastic they must be found by exploratory excavation, which can sometimes be time consuming and costly depending on the available information for the site. The cost of finding the sanitary sewer lead is the responsibility of the property owner.

The property owner is responsible for installation of the privately owned components of the service lead, which include the pipe from the wye into the building. Inspection of the private components of the sanitary sewer service lead is under the jurisdiction of the Livingston County Building Department, and the permissible materials for the pipe and fittings should be approved by them.

MHOG requires notification of connection to an existing wye, but does not require any site inspections.

A MISS DIG should be called in prior to field work, and MHOG will mark the location of sanitary sewer system components for which as built records are available

MHOG is not responsible for any site restoration associated with the private lead installation.

Proceed to Step #6: Permits.

3. *Determine Feasibility of New Gravity Sanitary Sewer Lead*

Prior to approving a new sanitary sewer gravity connection the Township shall work with MHOG to determine the feasibility of serving the site by gravity. Site conditions, such as elevation of the building in relation to the gravity sewer or depth of service under a roadway, may make a gravity lead unfeasible.

It is up to the property owner to notify MHOG and/or the Township the elevation and location of the proposed sanitary lead. MHOG will review the existing as built documentation and site conditions and determine if a new gravity lead is feasible. If a new lead is feasible a sketch showing the proposed connection will be generated.

MHOG does not pay for lead installation, these fees and the policy for an individual parcel will vary depending on the special assessment and tap in fees paid to the Township. Typically, if the Township fees include lead installation MHOG will install the lead on behalf of the Township. If the Township fees do not cover lead installation the property owner will hire the contractor.

If the contractor will be hired by MHOG, proceed to Step 4: Field Connection – MHOG Installs Lead

If the lead will be installed by the property owner, proceed to Step #5: Field Connection – Property Owner Installs Lead.

4. *Field Connection- MHOG Installs Lead*

MHOG will proceed with installation of a new lead following approval from the Township. MHOG will hire a contractor to install the new lead and pass the cost on to the Township for re-imbusement. As MHOG does not complete this service in-house, the timing of the lead installation will vary. The lead will be located per the sketch developed in Step 3. However, MHOG may modify this location based on site conditions including utility conflicts. MHOG will prepare a lead sheet for use by the property owner for connecting to the gravity sanitary sewer.

The property owner is responsible for installation of the privately owned components of the service lead, which include the pipe from the wye into the building. See **Attachment 4** for more information. Inspection of the private components of the sanitary sewer service lead is under the jurisdiction of the Livingston County Building Department, and the permissible materials for the pipe and fittings should be approved by them.

A MISS DIG should be called in prior to field work, and MHOG will mark the location of the municipal sanitary sewer - as available as built records provide.

MHOG is not responsible for any site restoration associated with the private lead installation.

Proceed to Step #6: Permits.

5. *Field Connection – Property Owner Installs Lead*

The property owner may proceed with installation of the new gravity sanitary sewer lead following approval from the Township and MHOG. The lead should be located as close as possible to the sketch developed in Step #3. MHOG will require that we inspect the live tap to the gravity main. During this inspection MHOG will approve all modifications to the approved sketch that are necessary due to site conditions. A minimum of 48 hour notice must be given to MHOG staff to observe the live tap. MHOG will prepare a lead sheet.

The permissible materials for the tapping wye's and pipe can be found in MHOG Sanitary Sewer and Water Design Standards, section 2720-11 "Connection to Existing Sewers".

The property owner is responsible for installation of the privately owned components of the service lead, which include the pipe from right of way into the building. See Attachment 4 for more information. Inspection of the private components of the sanitary sewer service lead is under the jurisdiction of the Livingston County Building Department, and the permissible materials for the pipe and fittings should be approved by them.

A MISS DIG should be called in prior to field work, and MHOG will mark the location of the sanitary sewer as available as built records provide.

MHOG is not responsible for any site restoration associated with the private lead installation.

Proceed to Step #6: Permits.

6. *Permits*

All other applicable permits are the responsibility of the property owner, including, but not limited to, land use permits, road right-of-way permits, building department permits, and health department permits.

7. *Fees*

The potential fees that may be required for this procedure are listed below:

Description of Fee	Further Info on Amount Can be Found
Township Fees (including tap fees)	The Township in which the site resides
Meter Fee	Appendix A (Meter Purchase Form) of this Manual
Single Live Tap, Sewer	Section 4 of this Manual
Plumbing Department Inspection Fees	Contact Livingston County Building Dept.
Contractor Fees (Excavation & Plumbing)	To be hired by Property Owner
Septic Field Abandonment	Livingston County Environmental Health Department (Contractor Hired by Property Owner)
Road Right of Way Permits	Livingston County Road Commission or MDOT