

# Taylor Regional Sewer District Sewer Connection Planning Checklist

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## 1. Preliminary Planning

- Confirm that the property is within the Taylor RSD service area. [Ref: Ordinance Art. II, Sec. 2.04]
- Determine if a public sanitary sewer main is located within 300 feet of the property. [Ref: Ordinance Sec. 2.04]
- Review property elevation and route to assess the feasibility of gravity flow from the building drain to the required grinder pump station vs. need for a sewage pump. [Ref: Standards Sec. 4.1]
- Identify nearby potable water wells and verify 50' minimum separation. [Ref: Standards Sec. 3.1(B)]

## 2. Permit Application and Required Documentation

- Complete the Application for Sewer Connection Permit. [Ref: Standards Sec. 1.2]
- Submit recorded private sewer easement if applicable. [Ref: Standards Sec. 1.2]
- Provide Certificate of Insurance. [Ref: Standards Sec. 2.1]
- Provide a \$10,000 permit bond if using a contractor. [Ref: Standards Sec. 2.2]
- Submit all documents to District for review and approval. [Ref: Standards Sec. 1.3]
- Make acceptable payment for all connection fees (e.g. capacity, permit, inspection, etc.) to the District to receive a final, issued permit.

## 3. Design and Construction Planning

- Design sewer layout including pipe routing, cleanouts, and tracer wire. [Ref: Standards Sec. 4.1]
- Verify material specifications for gravity and pressure laterals. [Ref: Standards Sec. 3.1(A,C)]
- Design for cleanout placement at required intervals and changes in direction. [Ref: Standards Sec. 4.1]
- Plan bedding and backfill per INDOT material specs. [Ref: Standards Sec. 4.1]
- Plan grinder pump station location and electrical needs. [Ref: Standards Sec. 4.2; Ordinance Sec. 4.04-4.05]
- Prepare septic abandonment plan. [Ref: Standards Sec. 4.3]

## **4. Pre-Construction Coordination**

- Confirm grinder pump station availability if applicable with District. [Ref: Standards Sec. 4.1]
- Call 811 for utility locates before digging.
- Coordinate licensed plumber for indoor plumbing changes (if required). [Ref: Standards Sec. 4.1]
- Obtain electrical permit from local agency. [Ref: Standards Sec. 2.3]

## **5. Installation**

- Install all piping with correct slope and alignment. [Ref: Standards Sec. 4.1]
- Install tracer wire along pipe route. [Ref: Standards Sec. 4.1]
- Install required cleanouts and ensure accessibility. [Ref: Standards Sec. 4.1]
- Protect trench from groundwater and rain infiltration. [Ref: Standards Sec. 4.1]
- Ensure all prohibited connections (e.g., sump pumps, stormwater) are avoided. [Ref: Ordinance Sec. 4.08, 5.01; Standards Sec. 4.1]
- Notify District at least 48-hours in advance for inspection. [Ref: Standards Sec. 1.3, 5]

## **6. Final Inspection and Documentation**

- Pass final inspection before backfilling. [Ref: Standards Sec. 5; Ordinance Sec. 4.10]
- Submit septic abandonment documentation. [Ref: Standards Sec. 4.3]
- Billing begins upon final approval. [Ref: Standards Sec. 1.3]

## **7. Long-Term Maintenance**

- Maintain access to cleanouts and tracer wire endpoints. [Ref: Standards Sec. 4.1]
- Ensure proper grinder pump function (calling District maintenance as needed) and electrical integrity. [Ref: Standards Sec. 4.2]
- Prevent prohibited discharges into the sanitary system. [Ref: Ordinance Art. V, Sec. 5.01]
- If food service/commercial, maintain FOG control equipment and reporting per ordinance. [Ref: Ordinance Art. VI & VII; Standards Sec. 4.1]