

**PROCEDURAL RULES FOR WORKING ON
ROCKLAND COUNTY SEWER DISTRICT NO. 1 SEWERS**

1997

ROCKLAND COUNTY SEWER DISTRICT NO. 1

November 13, 2009

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**PROCEDURAL RULES FOR WORKING ON
ROCKLAND COUNTY SEWER DISTRICT NO.1 SEWERS**

I. Description of Organization

Rockland County Sewer District No. 1, which includes most of the Town of Clarkstown, the Village of Spring Valley and the Town of Ramapo from east of Suffern and south of the Palisades Parkway, is governed by a 10-member Board of Commissioners serving at the pleasure of the Legislature of Rockland County. A Chairman and Vice Chairman are designated by the Board of Commissioners to conduct meetings, execute documents and have such other duties as may from time to time be assigned by the Commissioners. The Executive Director is responsible for carrying out the provisions of the Sewer Use Law of 2010 as amended, the policies of the Board of Commissioners and the Legislature of Rockland County as well as the day to day operations of the Sewer District's facilities and the overall responsibility for the District's construction program

No unauthorized person shall uncover, make any direct connection with or opening into, use, alter or disturb any District sewer or appurtenance thereof or discharge industrial waste without first obtaining a written permit from the Executive Director. Applications, requests and submissions should be submitted to the Rockland County Sewer District Number 1 at 4 Route 340, Orangeburg, NY 10962, telephone number 845-365-6111.

II. Rules for Working on the District's Sanitary Sewer System

A. General Construction Requirements

The construction of additions or modifications to the District's sewers and of laterals connected to the sanitary District's sewer system must be constructed in accordance with Articles 5 & 6 of the Sewer Use Law of 2010 as amended, the latest Construction Standards for RCSD No. 1 and as required by these rules.

B. Fees

Fees to review plans for properties within the District which will connect to the sewer system shall be paid to the District by the applicant upon submission of the plans to the District for review according to the following schedule:

- 1) For single residential building = \$0.00
- 2) For multi-residential building = \$0.00
- 3) For single commercial/industrial building = \$0.00
- 4) For multiple commercial/industrial buildings = \$0.00
- 5) Other fees as established by the Executive director

An additional reviewing fee will be required to review plans which are revised and resubmitted for further review after the initial review by the District. This fee shall be \$0.00 per plan sheet and must be paid upon resubmission of the plans.

Inspection fees shall be paid to the District prior to construction of a connection to the District's sewer at the following rate:

- 1) For single residential building = \$250.00
- 2) For multi-residential building = \$500.00
- 3) For single commercial/industrial buildings = \$500.00
- 4) For multi commercial/industrial buildings = \$675.00
- 5) Other fees as established by the Executive Director
- 6) Disconnection – All building types = \$250.00

Re-inspection of the construction of connections which are not found acceptable during the initial inspection shall require fee of \$175.00 per re-inspection.

A deposit of \$425.00 shall be paid to the District with the connection fee, which shall be returned to the applicant upon submittal of the required as-built drawings of the sewers and connection on the project.

Additional fees which may be imposed by the Executive Director include the following:

- 1) Where sewer mains are to be constructed by a property owner and then turned over to the District, construction shall be inspected by District personnel, and the owner shall reimburse the District for the cost of the inspector's time, including overtime rates and fringe benefits.
- 2) Where sewer laterals are to be constructed by the District then turned over to be owned and operated by a property owner, the property owner shall reimburse the District for the cost of construction and inspection of the sewer, including overtime rates and fringe benefits/
- 3) Processing an application for an ESA Waiver = additional \$350.00
- 4) Review of design plans for a pump station = additional \$350.00

C. Connection for out-of-District users

Charges for connections from out-of-District users to the District's system shall be \$3,700.00 or as periodically set by separate resolution of the Board of Commissioners of the Sewer District for the reasons outlined in such resolution, except that discharges to the system from out-of-District connections which require a wastewater Discharge Permit shall also pay the application charges specified in Section III of these Rules or in the Sewer Use Law of 2010 and as they may be amended, in addition to those contained in the resolution.

D. Impact Fees

An impact fee shall be assessed for development or rezoning which may cause increased hydraulic loading and/or treatment demand on the POTW. It shall be based upon the number of additional sewer units of use which would be assigned to that site as a result of rezoning or obtaining variances from existing zoning. This fee shall be \$1,850.00 for each additional unit of use created, or such fee as periodically set by a resolution of the Board of Commissioners of the Sewer District. The Board of Commissioners can assess an amount higher than the impact fee if it is known that a new development will have a direct impact in the downstream collection system. A developer may also be allowed to construct necessary downstream repairs in lieu of impact fees or other assessments as determined by the Board of Commissioners.

E. Insurance Required by Contractors

Prior to any persons commencing work on any RCSD No. 1 easements or facilities, they must file an insurance certificate with the Executive Director which reflects that their commercial liability insurance policy has been endorsed to the effect that "The County of Rockland/Rockland County Sewer District No. 1 are an additional insured limited to and arising solely out of the contractor's operations involving Rockland County/Rockland County Sewer District No. 1 facilities. Minimum coverage shall be as follows:

- 1) Workman's Compensation and Employer's Liability insurance as required by the laws of the State covering the contractor.
- 2) Commercial General Liability with combined limits not less than \$1,000,000.
- 3) Automobile Liability (including non-owned and hired automobiles) having limits of not less than \$1,000,000.
- 4) Excess Liability Insurance with limits not less than \$2,000,000.
- 5) All insurance policies must provide for thirty (30) calendar days notice to the District before cancellation and must cover all liabilities of the District and be in a form approved by the Executive Director.
- 6) For projects deemed to be of a low risk by the Executive Director, the contractor may submit Commercial General Liability Insurance of \$1,000,000 per location and have excess liability waived.
- 7) The minimum insurance limits stated above shall be subject to periodic review by the District Board and adjustments made by resolution of the Board, as appropriate.

F. Construction Permit Requirements

The following must be submitted to the District prior to obtaining a permit to connect to the District's sewers or beginning construction of that connection:

- 1) Completed Application Form. (see attached copy)
- 2) Fees as discussed in Section "B" above.
- 3) Proof of insurance as discussed in Section "C" above.
- 4) Drawings showing plan, profile and details of the Proposed construction which must include the following:
 - a) Location of the Districts sewer line.
 - b) Location of the building the connection is for.
 - c) Location of cleanouts
 - d) Location of soil pipe just inside structure.
 - e) Location of street lateral at curb in reference to the structure.
 - f) Distances in feet.
 - g) North arrow.
 - h) Profile of connection.
 - i) Detail of connection
 - j) Tax lot and block number.
- 5) A performance bond or certified check in the amount of \$10,000 or as otherwise specified by the Executive Director. This bond or check will be returned only after all work on the connection and tributary system has been completed and found to be in accordance with Rockland County Sewer District No. 1 Construction Standards and all fees are paid which are due to the District.
- 6) A completed County Planning Information Certification (see attached copy)
- 7) A completed indemnification form. (see attached copy)

G. Additional Construction Requirements

The following additional requirements must be met when connecting a connection to the District's sewers:

- 1) Whenever possible and technically feasible connection pipes directly to the Town's sewers rather than to the District's sewers and connection of pipes less than 8 inches in diameter directly to the pipes rather than to manholes are preferred. Decisions as to the feasibility of these options shall be the responsibility of Rockland County Sewer District No. 1.

- 2) Construction details, materials and methods of construction of any new manhole to be built on District facilities or connection to any existing District manhole shall be reviewed and approved by the District in advance of such construction.
- 3) Where no connection spur exists, either a hole must be cored in the pipe and an approved saddle must be constructed and encased in concrete, or a manhole must be constructed to make the connection.
- 4) The actual connection to the manhole, with related piping, shall be done by the contractor under the direct supervision of a representative of Rockland County Sewer District No. 1, following excavation to and exposure of, the sewer manhole. The District must have a **MINIMUM OF TWO WORKING DAYS ADVANCED NOTICE** of the propose date of construction.
- 5) Work shall be carried out in a safe manner.
- 6) The Location of all other utilities is the responsibility of the contractor.
- 7) Permits must be obtained from all county, state and municipal agencies having jurisdiction over any facilities which may be disturbed by the excavation, tapping, or backfilling involved in making the connection.
- 8) Where appropriate, any connection to the sanitary sewer system in Rockland County Sewer District No. 1 may be reviewed by the staff of the District as to whether or not satisfactory devices are proposed for installation which will remove materials and substances excluded from public sewers as further described in Article 9 and other Applicable Articles of the Sewer Use Law of 2010 and as it may be amended.
- 9) Test results demonstrating the integrity of the connected system must be submitted to the Sewer District's staff prior to the approval to activate any multi-unit connection to the District's facilities.
- 10) The District may require a permanent videotaped record of a televised inspection of any existing sewer to be submitted to the Sewer District prior to approval to make any multi-unit connection to the District's facilities. The District must be notified a minimum of two working days prior to the inspection.
- 11) Connections for out-of-District users into the District's system must be approved by resolution from the Municipality in which the property is located and the owner must execute a covenant agreeing to abide by the rules and regulations of the District, in accordance with Section 1040 of the Sewer Use Law of 2010.

III. Rules for the Issuance of Wastewater Discharge Form

A. Specific Requirements

Article 10 of the Sewer Use Law of 2010 contains the specific requirements for the issuance of permits and licenses generally and wastewater discharge permits particularly.

The procedure developed by the Sewer District for the issuance of permits will conform in all respects to the provisions of Article 10 and other applicable Articles of the Sewer Use Law of 2010 and as it may be amended.

B. Fees

- 1) A fee of \$625.00 will be charged for each applicant for a wastewater discharge permit prior to the issuance of such permit to the applicant.
- 2) The costs associated with scheduled monitoring discharges to the public sanitary sewer system will be covered by a corresponding increase in the number of units of use charged for the particular discharge.
 - a) No partial units of shall be charged
 - b) The number of units of use required shall be that which most nearly completely covers the costs of scheduled monitoring as computed by the staff of the Sewer District and the number shall be incorporated in the schedule of units of use for the particular discharge and shall be billed according to law.

IV. Changes to these Procedural Rules

Changes will be made from time to time in these Procedural Rules as are found necessary to meet the requirements of the Sewer Use Law of 2010 and/or any amendments thereto which affect these Procedural Rules.

**APPLICATION FOR PERMIT TO CONNECT/DISCONNECT
TO RCSD NO. 1 SEWER SYSTEM**

The undersigned, being the owner/owner's agent of the property located at:

Property Owner(s) _____

Property Address _____

Property Owner(s) Tel. No. _____

does hereby request a permit to install/remove sanitary sewage disposal facilities for:

Residential _____ Commercial _____ Industrial _____

Other _____ facility.

Township _____ Tax Location Map/Block/Lot _____

Proposed date of construction: _____

Can a connection be made to the local sewer? _____ Yes _____ No

If No, why not? _____

1. The proposed facilities include _____

_____ to be constructed in complete accordance with plans and specifications attached hereto as exhibit "A"

2. The area of the property is _____ sq. ft.

3. The name of the firm which will perform the work is: _____

Tel No. _____

4. The maximum number of people likely to be served by this facility is _____

by (date) _____

In consideration of the granting of this permit, the undersigned agrees to abide by all the rules and regulations of the Sewer Law of 2010 and all the future amendments of the Sewer Use Law. A minimum notice of 2 working days before the commencement of work is required. I have read the Procedural Rules For Working on the District's Sewers.

Date _____ Signed (Applicant) _____

Name _____ Tel. No. _____

Address _____

=====

Amount Fee Paid: \$ _____ Date _____

Received by: _____

Approval for Construction _____ Yes _____ No

Inspection Approval _____ Date _____

Remarks: _____

COUNTY PLANNING INFORMATION CERTIFICATION

Pursuant to Rockland County Executive Order No. 1 of 2017 applicants for County approvals for property development reviewed by the County’s Commissioner of Planning, must make certain information and documents available to the County before the County will give its approval.

In the case of the present application before the Rockland County Sewer District No. 1 (RCSD No. 1) for [RCSD No. 1 Approval sought]_____

Property Address_____

Tax Map/Block/Lot_____

Check A, B, C, D or E. If B, C, D or E is selected, please ensure the proper documentation accompanies the Certification.

- A. The matter was NOT the subject of review by the Rockland County Commissioner of Planning
- B. The Rockland County Commissioner of Planning ‘APPROVED’ the proposal a copy of the Commissioner’s report is attached to this Certification
- C. The Rockland County Commissioner of Planning ‘MODIFIED’ or ‘DISAPPROVED’ the proposal and the Commissioner’s report was NOT OVERRIDDEN by the local board
 - a. a copy of the Commissioner of Planning’s report is attached to this Certification
 - b. a copy of the minutes of the local board adopting the Commissioner’s report or failing to override the Commissioner’s report are attached
- D. The Rockland County Commissioner of Planning ‘MODIFIED’ or ‘DISAPPROVED’ the proposal and the Commissioner’s report was OVERRIDDEN by the local board
 - a. a copy of the Commissioner of Planning’s report is attached to this Certification
 - b. a certified copy of the minutes of the local board overriding the report of the County Commissioner of Planning, in whole or in part, are attached
 - c. a certified written copy of the local board’s reasons for the override, as required by GML § 239-m and/or 239-n are attached to this certification.
- E. I request that the requirement of this Certification be waived because:
 - a. The issues raised by the Commissioner of Planning are not relevant to the application sought. I have provided a copy of the Commissioner of Planning’s review with this request; or
 - b. Since the criteria for disconnect is restricted to user’s request, and there is no issue concerning additional capacity, safety, health or other burden on the system, no comment of the County Planning Commissioner is relevant; or
 - c. Other: _____

[Dept use only: _____ granted; _____ denied]

I, certify under the penalties for perjury, that I have reviewed this Certification, and that the information stated is true, correct and complete.

Name of Applicant: _____
(If applicant is a corporation please state the full corporate name)

Signature of Applicant: _____ Date: _____
(Please note title of signatory if Applicant is a corporation)

**Indemnification by Contractors working on Rockland County
Sewer District No. 1 Properties and/or Facilities**

I agree to defend, indemnify, save and hold harmless the County of Rockland, any Agency, Department or Commission thereof, and Rockland County Sewer District No. 1 from any claims arising out of the work performed under any contract or permits issued by the County of Rockland, and/or Rockland County Sewer District No. 1 to perform work upon owned, rented, or leased Rockland County/Rockland County Sewer District No. 1 Properties and/or Facilities.

I also agree to comply with all O.S.H.A. standards and regulations applicable to Construction, Excavation, and Confined Space Entry requirements, while working upon owned, rented, or leased Rockland County/Rockland County Sewer District No. 1 Properties and/or Facilities.

Name of Firm: _____

Address of Firm: _____

Name and Title of Person: _____
(Must be partner, principal, or owner, or officer of Firm)

Signature: _____

Date: _____