

## **RULES FOR CONNECTING TO RCSD No. 1 SEWERS**

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 No. 1 at 4 Route 340, Orangeburg, N.Y., 10962, telephone number 845-365-6111.

### **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 copy attached)
- 2) County Planning Information Certification (see copy attached)
- 3) Connection Fees
- 4) Proof of insurance as per requirements below
- 5) 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 no.
- 6) 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.
- 7) A completed indemnification form. (see copy attached)

## **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 of pipes directly to the Town's sewers rather than to the District's sewers and connection of pipes less than 8 inches 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 and 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 ADVANCE NOTICE** of the proposed 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 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) 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 the Sewer Use Law.

**D. 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 general 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 contractors 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 of not less than \$1,000,000.00.
- 3) Comprehensive Automobile Liability (including non owned and hired automobiles) having limits of not less than:
  - (I) Bodily Injury - each person \$300,000.00  
- each occurrence \$500,000.00
  - (II) Property Damage - each occurrence \$500,000.000
- 4) Umbrella Liability Insurance with limits not less than \$2,000,000.00.
- 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 a resolution of the Board, as appropriate.

**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)

**use E, b  
For disconnections that have not completed County Planning process**

**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: \_\_\_\_\_