

**Distribution Packet**

**Euclid Creek Tributary Watershed Area C  
Sanitary Sewer Lateral Connections**

**Homeowners Meeting**

**Willoughby Hills Community Center**

**May 10<sup>th</sup> and 12<sup>th</sup>, 2010  
6:30 P.M.**

# Memorandum

**To:** File

**From:** Richard Iafelice, P.E., P.S.  
City Engineer

**Subject:** Sanitary Sewer Connections – Procedures  
**Revised:** April 27, 2010

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Procedures to generally follow regarding the application for a sanitary sewer connection in Willoughby Hills:

1. An application for a sanitary sewer connection is made with the City's Building Dept.
2. Application is sent to the office of the City Engineer for fee determination and returned to the Building Dept. for processing with the Applicant. In the case of a major sewer project, the fee sheets will be prepared by the City Engineer in advance and provided to the Building Dept.
3. Property or home owners will not be permitted by the City to install their own lateral unless they are an experienced Contractor for this type of work. All Contractors must be registered with the City and they are responsible to apply for the permit.
4. Building Dept. collects fees and provides applicant with construction specifications.
  - Building Dept. coordinates with the Finance Department to ensure the transmission of the connection application and associated fee to the City of Euclid.
  - Applicant to contact the City's Service Department 48 hours in advance of beginning work in order to schedule inspection at 440-918-8740. Regular inspection hours are 7:00 A.M. to 3:00 P.M. Monday through Friday.
5. Initial inspection task to include observations of internal plumbing and any deficiencies documented and identified to the owner and applicant. In particular, any sump pump discharge should be inspected for conformance. Any changes to internal plumbing falls under the jurisdiction of the Building Department and must be inspected by a Certified Code Enforcement Official. Additional permits may be involved depending on the nature of the changes to the internal plumbing required.
6. **No connection is permitted to the City sewer unless discharge is only sanitary wastewater. Owner must correct any improper connection of downspouts, footer drain, storm water or any clean water connection before tie-in is allowed.**
7. Inspection should generally be spot checks for pipe material, bedding and test tee. Unusual circumstances or delay requiring excessive inspection time shall be accurately documented for our records.

*File*

*Sanitary Sewer Connection Procedures*

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8. Inspector should be on-site for physical hook-up to the City lateral or mainline.
9. The City's Service Department will also conduct a dye test to verify a proper connection.
10. A copy of the lateral inspection record with date of connection will be provided to the Building Department and the City Engineer. The Service Department will provide written notification to the Lake County Utilities Department of connection for billing purposes.
11. Applicant must notify the Service Department 48 hours in advance of the abandonment of the septic tank. The Service Department will inspect that contents are properly removed from the site by a licensed hauler and the tank abandoned in accordance with specifications. All actions will be documented and provided to the Lake County General Health District by the Service Department.

cc: Building Department

Service Department

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**CT Consultants**  
*engineers | architects | planners*

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**PROCEDURE AND SPECIFICATIONS  
FOR  
SANITARY SEWER CONNECTIONS  
IN THE CITY OF  
WILLOUGHBY HILLS, OHIO**  
Revised April 26, 2010

1. Provide the appropriate bond; pay tap-in fees, inspection fees, and road opening deposit where applicable; and provide certificate of insurance to the City Building Department.
2. Contact the City's Service Department at 440-918-8740 forty-eight hours prior to work to arrange for inspection. Inspection will be performed by Service Department personnel between the hours of 7:00 A.M. and 3:00 P.M. Monday through Friday. Any inspection requested to be performed outside regular hours will require an additional fee deposit.
3. Pipe and fittings shall be 6" minimum polyvinyl chloride pipe conforming to ASTM D-3034 SDR 26, shall be integral bell and spigot type, with joints conforming to ASTM D-3212 and elastomeric seals conforming to ASTM F-477. All pipe and fittings shall be marked or stenciled in conformance with ASTM D-3034. All gaskets shall be marked or stenciled with the ASTM specification designation, name or trademark of the manufacturer, and pipe size. Acceptable manufacturers shall be current members of the Uni-Bell Plastic Pipe Association.
4. Pipe shall be laid a minimum grade of 1.00%. A pipe laser shall be utilized during lateral construction. The Contractor shall expose both the upstream and downstream ends of the proposed lateral prior to installation in order to determine the appropriate grades. Clay dams (bentonite) shall be used to prevent trench water from migrating toward the house foundation.
5. Pipe shall be bedded on six inches of #57 limestone surrounded by #57 limestone and have twelve inches of #57 limestone cover over the pipe. Trench width shall be a maximum of eighteen inches.
6. A tee with riser shall be installed at the right-of-way line and at the building foundation. The riser shall be brought to within six inches of the finished grade. The riser shall have a steel bolt imbedded in the cap. In addition to these cleanouts, one shall also be placed at any horizontal or vertical bend in the lateral of 45 degrees or greater, or where the horizontal distance between cleanouts reaches one hundred feet. The cleanout at the right-of-way shall NOT serve as a vertical drop connection for the lateral.
7. Backfill of the trench within the right-of-way shall be premium backfill consisting of ODOT 304 limestone compacted to 100% of maximum dry density per AASHTO T99. Remaining backfill on private property can be excavated material.
8. Connections to the existing pipe or wye shall be made using flexible watertight couplings such as Fernco or Mission couplings.

9. Connections into the sewer main *where no wye exists* shall be done by cutting out a section of the main and installing a new wye connected to the existing main using short pieces of pipe and flexible water tight couplings. Insert a tee fittings may be used on sewer main larger than 15 inches in diameter. The sewer main shall be bedded with #57 limestone to a point twelve inches over the pipe and the entire trench within the disturbed area in the City's right-of-way shall be backfilled with ODOT 304 limestone.
10. Leakage shall not exceed 100 gallons per inch of pipe diameter per mile per day at a minimum positive head of two feet. This limit equates to 3-3/4 inch drop in a 6 inch diameter riser for 100 feet of 6 inch lateral pipe in one hour.
11. The disturbed areas within the right-of-way shall be restored with seeding or sodding within thirty days of the connection installation.
12. Any ditches which are disturbed by the work shall be restored to their original shape. Sodding shall be placed along the entire length of the ditch bottom and extend to 12 inches above the invert.
13. Connections installed under pavement shall be done with a bore if required by City Engineer. Contact the City Engineer to determine if a bore is required and requirements of bored installations. Steel casing pipe may be bored with PVC carrier pipe; or Class 52 ductile iron pipe may be free bored.
14. If a lateral connection must be extended to a sewer main located within a pavement, the property owner will be responsible for pavement, curb and/or sidewalk replacement. Repair details may be obtained from the City Engineer.
15. For properties in which septic systems are being abandoned, the new connection pipe shall be installed to the house plumbing at the foundation. Existing pipes shall not be used in the new system. See *Procedures for Abandoning A Septic Tank* for abandonment details.
16. No work shall proceed until a sewer plug is inserted in the upstream section of the test tee to ensure the integrity of the City's sewer system during a private sewer lateral installation. The plug will be removed by the City inspector when the lateral is complete and tested. The lateral Contractor will be held responsible for any debris that enters the sanitary sewer system and will be required to clean and jet lines as directed by the City Engineer. A dye test shall be performed by the Service Department when the installation is complete.
17. Any storm drains or down spout connections into the sanitary system shall be removed and redirected in a method approved by the City Engineer. No sump pumps that collect any source of clean water will be permitted to discharge to the sanitary sewer system.
18. See attached sketch for other required actions.

## PROCEDURE FOR ABANDONING A SEPTIC TANK

When a septic tank is abandoned due to connecting a home to the sanitary sewer or for various other reasons, the Lake County General Health District requires the following:

1. The tank must be pumped by a licensed septic hauler.
2. The tank lid must be crushed.
3. The tank must be filled to the ground surface with clean, hard fill such as dirt, stone, sand, gravel, block, concrete or brick.

Please contact the Lake County General Health District at 440.946.2829 x. 2543 if you have any questions.

### SEPTIC TANK WORK RECORD

**Name of Contractor** \_\_\_\_\_

**Connection Date** \_\_\_\_\_

**Property Owner's Address** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**City** \_\_\_\_\_

**New House** \_\_\_\_\_ **Existing House** \_\_\_\_\_

If an existing house, please complete the following:

Was septic tank pumped? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Date pumped \_\_\_\_\_

Was septic tank crushed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Date crushed \_\_\_\_\_

Was septic tank filled? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Material used \_\_\_\_\_

No work on septic system \_\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CITY OF WILLOUGHBY HILLS, OHIO  
EUCLID CREEK TRIBUTARY WATERSHED SANITARY SEWERS  
LATERAL INSTALLATION PROGRAM  
MARCH, 2010**

***Background***

Willoughby Hills is now in the third and final phase of providing sanitary sewer service for the western portion of the City that is part of the City of Euclid's Sewer District. Willoughby Hills has an Agreement with Euclid who provides wastewater treatment for this portion of the City. This District includes the western side of the City extending south to the City's corporation line and with an easterly limit at the City Hall complex and the Community Center on Chardon Road.

Sewer construction is well underway and is scheduled to be completed in 2010 on the following streets:

- White Road from just east of Bishop Road to the City's westerly corporation limit
- Bishop Road from just south of White Road north to the Creek
- Tall Tree Trail
- Lynn Drive and Cricket Lane
- White Road from Erich Drive to just west of Lynn Drive
- Erich Drive and a portion of Willow Lane
- Eddy Road from just east of Orchard Drive to Rockefeller Road
- Rockefeller Road from Eddy Road to I-90
- Sayle Drive

Property owners will receive a written order from the Lake County General Health District upon completion of the City's sewer project. Owners must connect to the sewer within one (1) year of notification. The City understands the burdens these requirements will place on the homeowners. This lateral installation program was developed to provide assistance.

***Installation Program***

- I. As part of the first phase of this program, the City will advertise or solicit contractors who are interested in performing the work for the individual homeowners to an informational meeting. The advertisement will be an invitation supported by some general information about the project and its schedule. The informational meeting will help judge interest and capacity of the contractors to perform multiple installations. ***The City of Willoughby Hills will not participate in any negotiations or enter into any contractual obligations with these contractors.*** It remains the homeowner's sole responsibility for this action. The City will advise interested contractors on the specifications and permitting obligations for the installation process. ***The City will schedule this program in advance of the completion of the project.***

- II. The second phase will involve two (2) separate meetings with neighborhoods. At these meetings, informational packets will be distributed. Included in these packets will be a "cut-away" sketch of the new lateral to be installed, a copy of the City's specification sheet, an explanation of the work to be done and a discussion of the cost of work. The residents will be informed of the advantages of having work performed as early as possible so that only the final connections will be needed once the sewers are accepted. A list of registered and interested contractors will be provided to the residents. Please consider collaborating with your neighbors in order to negotiate a bulk price from Contractors. It will be up to each neighborhood group to organize this effort. ***The City will notify you of the time and date of these meetings at the Community Center.***
  
- III. The third phase of this program will be the installation of your sewer lateral connection. Once the sewer main has been accepted by the City, the Lake County General Health District will issue a notice of connection. This notice will indicate one (1) year as the time period for connection. The property owner will need to contract with a City-registered contractor who is required to post a bond with the City's Building Department. The homeowner or his/her contractor will contact the City's Building Dept. to request an application for a sanitary sewer connection. These applications will be available with the Building Dept. and they will specify the fees due to the City before any work is permitted to proceed. Your contractor will be required to call for inspection at least 48 hours in advance of the work. Once the sewer lateral has been connected, the City notifies the Lake County General Health District and the Lake County Utilities/Billing Department. The City's Service Dept. will perform a dye test to ensure that no clean water connections to the sanitary sewer are evident.

***Additional information to assist property owners:***

Please accept this as guidance on how to get your connection to the sanitary sewer done.

1. The City will provide a copy of contractors who are registered with the City to perform the work. Please review this list either individually and/or speak with your neighbors. As noted, it may be advisable to select and hire a contractor as a group with neighbors on your street who will have the same requirements. The advantage for you is to get a discounted price based upon the volume of work a contractor could have on your street.
  
2. When you do speak with a contractor, request a list of references with names and phone numbers for you to contact to ask about their performance. Research the background of contractors you consider with the Better Business Bureau. Many of these contractors were probably involved in installing sewer connections for many of your fellow residents recently as part of the City's other sewer projects. Those streets already completed include Marcum, Parkview, Martin, Dixon, Emerald Lakes, Evergreen, SOM Center Road, Rockefeller Road, Eddy Road and Bishop Road.

3. We are providing you with a “cut-away” sketch of the new lateral to be installed and a copy of the City’s specification sheet.
4. After review and research of these contractors, solicit a detailed quotation to perform the work and request that the contractor visit your property to examine and review where your lateral will be installed. At a minimum, the City suggests the detailed quote include unit prices to install the pipe or lateral; the cost to properly pump out your septic tanks and abandon it; and the final restoration of your property with topsoil and seed or sod depending upon your individual needs.
5. If a deposit is requested, make sure it is reasonable. Agree to only reasonable and measurable progress payments. Insist upon completion and acceptance by the City before you make final payment.
6. Your installation has to be free and clear of any connections from your footer drains, sump pumps, or downspouts. The City will confirm that with the dye test when your Contractor has completed the job.

# Sanitary Sewer Information

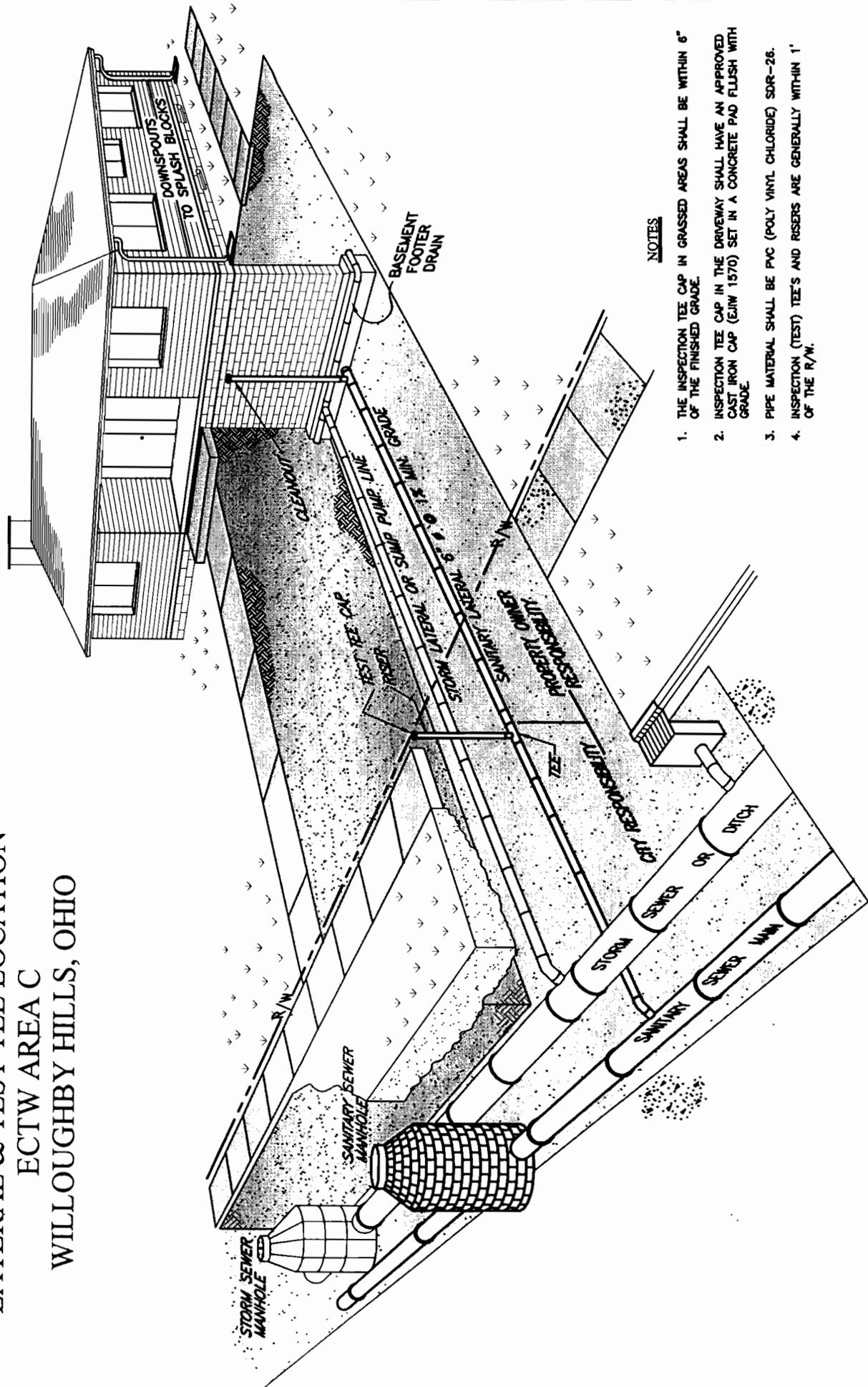
## Summary of Costs

There are three (3) elements that make up the total costs to be burdened by a property owner for new sanitary sewer service. These three (3) items include:

1. **Assessment Costs** – \$17,012 estimated that is approximately \$1,100 per year if paid through tax bill for 20 years.
2. **City Sanitary Sewer Charges** – \$3,000 tap-in fee to Willoughby Hills; \$300 to Euclid; \$250 City inspection fee.
3. **Sanitary Service Lateral Installation** – Range of \$3,000 - \$5,000.



TYPICAL SANITARY SEWER  
LATERAL & TEST TEE LOCATION  
ECTW AREA C  
WILLOUGHBY HILLS, OHIO



NOTES

1. THE INSPECTION TEE CAP IN GRASSED AREAS SHALL BE WITHIN 6" OF THE FINISHED GRADE.
2. INSPECTION TEE CAP IN THE DRIVEWAY SHALL HAVE AN APPROVED CAST IRON CAP (EJRW 1570) SET IN A CONCRETE PAD FLUSH WITH GRADE.
3. PIPE MATERIAL SHALL BE PVC (POLY VINYL CHLORIDE) SDR-26.
4. INSPECTION (TEST) TEE'S AND RISERS ARE GENERALLY WITHIN 1' OF THE R/W.

# **AREA “C” SEWER Lateral Connections**

## **HOMEOWNERS SHOULD KNOW, “NOT ALL CONTRACTORS ARE CREATED EQUAL”**

Please follow some common sense policies when choosing a contractor to install your sewer lateral.

- 1). Get several estimates for the work required for your home’s installation. Not all homes need the same procedure and plumbing requirements can be vastly different.
- 2). We recommend an assessment of your homes plumbing system by a licensed plumber registered with the city prior to the start of building the lateral to the city sewer.
- 3). Make sure the contractors you choose are registered with the Building Department and in good standing. Get references!
- 4). Demand start and finish dates on your contract.
- 5). Do not pay large deposits without the above dates and progress payments should be reasonable for the work completed.
- 6). Restoration work after the lateral installation should be discussed in the contract. Be sure you know who will be responsible. Expect some settlement of the lateral ditch. It is not recommended that final grading and seeding be finished until the ground can settle.
- 7). The Building Department is here to assist. Take this opportunity to assess your homes entire plumbing system. Making upgrades during this transition period will not only save aggravation later, but, be a wise investment for the future.

Willoughby Hills Building Department  
Building Commissioner Fred Wyss  
Willoughby Hills Service Department  
Road Superintendent Nate Catania

440-975-3550  
440-918-8733  
440-918-8740  
440-918-8848

2010 SEWER CONTRACTORS

Description	Company	Owner	Address	City/State/Zip	Phone
Excavating	G M M Excavating	Matt Stephens	17895 Stocking Rd.	Madison Ohio 44057	(440) 298-1727
Excavating	O'Neil Excavating, LTD	Casey O'Neil	12326 Meredith Lane 8500 Station Street, Suite 100	Concord, Ohio 44077	(440) 352-8588
Excavation	Orwell Natural Gas Co.	Darryl L. Knight		Mentor, Ohio 44060	(440) 205-4600
Excavation	DeGreen Construction Services, Inc.	John DeGreen III	8276 Brakeman Road	Painesville, Ohio 44077	(440) 336-4878
Excavation	Advance Landscaping, Inc. DBA Advance Excavating	Joseph V. Kowalski	1201 East Highland Road	Macedonia, Ohio 44056	(330) 425-7154
Excavation/Sewer	New Creation Excavating, LLC	Ammon Weaver	9189 North Park Avenue	North Bloomfield, Ohio 44050	(440) 223-2544
Excavator	Yoder Drilling & Geothermal, Inc.	Tim Yoder	997 SR 97 NW	Sugarcreek, Ohio 44681	(330) 852-4342
General	CJB Excavating, Inc.	Cynthia Byram	2188 Cornell Road	Cleveland, Ohio 44106	(440) 668-4992
General	Fabrizi Trucking & Paving Co.	Emilio Fabrizi Jr.	389 Columbia Rd.	Valley City, Ohio 44280-9799	(330) 273-2784
General	Hallmark Excavating, Inc.	Ralph Harrison	482 Blackbrook Road	Painesville, Ohio 44077	(440) 352-3138
General	Monarch Construction	Mark J. Kotoch	2705 Morning Star	Willoughby Hills, Ohio 44094	(216) 469-1234
General	Adelio's Contracting Company	Sergio DiFranco	2911 Bishop Road	Willoughby Hills, Ohio 44092	
General/Excavation/ Sewer	Mr. Excavator, Inc.	Timothy A. Flesher	8616 Euclid-Chardon Road	Kirtland, Ohio 44094	(440) 256-2008
General/Sewer	A.B.V. Corporation	Bruno Frabotta	36315 Reading Avenue	Willoughby, Ohio 44094	(440) 951-9420
HVAC/Plumbing	Osborn Plumbing & Heating, Inc.	Theodore A. Poucher	9988 Kinsman Road	Novelty, Ohio 44072	(440) 564-1433
HVAC/Plumbing	McPhillips Plumbing Heating & Air Conditioning, Inc.	Tom McPhillips	16115 Waterloo Road	Cleveland, Ohio 44110	(216) 481-1400
Plumbing	Monroe Plumbing, Inc.	Brian Monroe	16675 West Park Cirlice	Chagrin Falls, Ohio 44023	(440) 708-0006
Plumbing	S & S Plumbing	Sam Gildersleeve	1540 Thiel Road	Jefferson, Ohio 44047	(440) 576-5971
Plumbing	APPC Plumbing Services	Eric J. Schroeter	3247 Pearl Road	Medina, Ohio 44256	(330) 722-7754
Plumbing	The John Gallagher Co.	Michael J. Gallagher	36360 Lakeland Blvd. 340 West Prospect Street	Eastlake, Ohio 44095	(440) 946-4256
Plumbing	Edgell Plumbing, Inc.	Kevin Edgell		Painesville, Ohio 44077	(440) 352-4949

2010 SEWER CONTRACTORS

Plumbing	O'Connor Plumbing	Timothy O'Connor	7611 Fern Drive	Mentor, Ohio 44060	(440) 479-0506
Plumbing	Prusa Construction, LLC	Gregory Prusa	9995 Kinsman Road	Novelty, Ohio 44072	(440) 564-2266
Plumbing	Q Plumbing	Don Stehlik	4485 Eiberta Road	Perry, Ohio 44081	(440) 479-7245
Plumbing	Classic Plumbing	Michael Fenske	17 Allen Avenue	Painesville, Ohio 44077	(440) 352-7421
Plumbing	J. Fisher Plumbing, LLC	John H. Fisher	16649 Nash Road 11342 Chamberlain Road	Middlefield, Ohio 44062	(440) 548-2119
Plumbing	Northio Plumbing, Inc.	Gary Bohinc	261 East 200th Street	Aurora, Ohio 44202	(330) 562-9671
Plumbing	Barnes Plumbing & Heating	Jeff Barnes	5185 River Road	Euclid, Ohio 44110	(216) 326-6660
Plumbing	A and J Plumbing, Inc.	Jeff Head	12043 Mayfield Rd.	Madison, Ohio 44057	(440) 259-2088
Plumbing/HVAC	De Bord's Benjamin Franklin Plumbing	Dennis B. Kratovich		Chardon, Ohio 44024	(440) 286-6002
Plumbing/Sewer/HV AC	H. Jacks Plumbing & Heating Co. of Mentor, Inc.	John H. Langer	29930 Lakeland Blvd	Wickliffe, Ohio 44092	(440) 943-0681
Sewer	Lake County Roto Rooter Terrace Construction Company, Inc.	Carl Bartholomew	274 Bowhall Road	Painesville, Ohio 44077	(440) 357-5610
Sewer	Domenick Electric Sewer Cleaning Co., Inc.	Jeffrey E. Nock Domenick DiFranco	3965 Pearl Road	Cleveland, Ohio 44109	(216) 739-3170
Sewer	Sevco Construction Co., Inc.	Larry Severino	35886 Lakeland Blvd	Eastlake, Ohio 44095	(440) 946-6405
Sewer & Excavating	Marut & Sons Excavating, Inc.	Jeffrey P. Marut	38038 Poplar Drive	Willoughby, Ohio 44094	(440) 975-0690
Sewer & Excavating	Lake County Sewer Co., Inc.	Rick Marucci	3332 Blackmore Road	Perry, Ohio 44081	(440) 259-1088
Sewer Excavating	Lassnick Excavating, Inc.	George Lassnick	32900 Lakeland Blvd	Willowick, Ohio 44095	(440) 585-5757
Sewer Excavating	Auburn bainbridge Excavating	Lewis Tomsic, Sr.	7873 Proctor Road 11313 E. Washington Street	Painesville, Ohio 44077	(440) 357-5822
Sewer/Excavating	Morganti excavating	Alan V. Morganti	P. O. Box 1420	Chagrin Falls, Ohio 44023	(440) 543-8371
Sewer/General	Romano Ianiro Contracting, Inc.	Luigi Ianiro	12907 Opalocka Drive	Mentor, Ohio 44060	(440) 341-1673
Sewer/General	Dino's Contracting Company	Aldino DiFranco	30160 Eddy Road	Chesterland, Ohio 44026	(440) 729-3028
Sewer/General	Municipal Services of America	Mike Marucci	615 Carrington Court	Willoughby Hills, Ohio 44094	(440) 944-6400
Sewer/General	D & D Excavating	Dan Mullins	2200 N. County Line Road	Willowick, Ohio 44095	(440) 773-0161
Sewer/Plumbing	T. H. Construction	Thomas Hult	5018 Campbell Road	Geneva, Ohio 44041	(440) 466-7517
				Willoughby, Ohio 44094	(440) 585-2727