

DATE: _____

Columbia Charter Township

GRINDER CAN INSTALLATION AND/OR RELOCATION REQUEST FORM

QUOTE FOR: (CIRCLE ONE)

NEW INSTALL RELOCATION ABANDONMENT CAP OFF DURING DEMO

PROPERTY OWNER & INFORMATION:

PROPERTY ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PROPERTY OWNER NAME: _____

E-MAIL ADDRESS: _____

HOME PHONE #: _____ **CELL PHONE #:** _____

LAKE: (CIRCLE ONE) CLARK LAKE LAKE COLUMBIA VINEYARD LAKE

BUILDER/CONTRACTOR INFO (IF APPLICABLE):

CONTRACTOR NAME: _____ **COMPANY:** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

E-MAIL ADDRESS:

BUSINESS PHONE #: _____ **CELL PHONE #:** _____

Signature: _____ **Date:** _____

By signing this application, you acknowledge that you have read and understand the process and procedures for new sewer installations, relocates and decommissions in Columbia Charter Township. Failure to follow the step-by-step instructions may result in additional fees that you, as the builder/homeowner, WILL BE RESPONSIBLE FOR. If any work is done by the homeowner/builder that has not been authorized by a permit, a fee will apply and the homeowner/builder will be responsible for all maintenance and replacement costs associated with the sewer. If any damage is done to the grinder can, pump, control panel or other pieces required for the installation of said pump, the homeowner/builder will be responsible to pay for any replacement parts.

OFFICE USE ONLY:

Prints reviewed for location or relocation

YES NO DATE: _____

Quote DATE: _____ Materials/Installation Cost \$ _____
Township Connection Fee \$ _____

TOTAL COST \$ _____

Easement signed by property owner DATE: _____

Grinder installation and inspection DATE: _____

Witness/Depiction sheet provided DATE: _____

Electrical Permit pulled by property owner/builder DATE: _____

Inspection completed DATE: _____

Plumbing Permit pulled by property owner/builder DATE: _____

Inspection completed DATE: _____

Start-up completed DATE: _____

Easement and Witness/Depiction sheets sent to County Drain Commissioner DATE: _____

INFORMATION FOR NEW SEWER INSTALLS, RELOCATIONS OR DECOMMISSIONS/ABANDONMENT

The enclosed information is provided to assist in the process and procedure for new sewer installation, relocation, decommissions or abandonment of the sewer in Columbia Charter Township. Please allow a minimum of 14 business days to process your enclosed sewer application.

The following steps need to be completed – IN THE ORDER SPELLED OUT BELOW – to insure timely installation and start-up of your grinder can system.

1. Owner/Builder needs to fill out the enclosed form for any work required on the public sanitary sewer system. This includes new installs, relocating an existing sewer service, or decommissioning or abandoning one that is no longer needed.
2. The enclosed easement also needs to be filled out, prior to issuing any quotes for work. The easement needs to be signed by the property owner and needs to be notarized.
3. Columbia Charter Township will prepare a quote, including a letter and invoice, for the proposed work at the property indicated on the sewer request form. The quote will include the following:
 - a. Charges for a new grinder can package, including the grinder can, control panel, and pump (may not be needed with relocations)
 - b. Cost to install new grinder can (or those charges for moving it during a relocate)
 - c. Cost for electrical work for wiring the grinder can pump to the control panel on the outside of the house
 - d. Cost to install lateral line from house to grinder can (if desired)
 - e. All administrative costs associated with the sewer work being completed
4. A downpayment of **half (½) of the total cost of the project MUST be paid** before Columbia Charter Township will schedule any work with their contractors.
5. Once a downpayment has been made for the work being completed, Columbia Charter Township will contact their contractor to coordinate the installation of the grinder can, sewer line from the grinder can to the road, and tap the main at the road. Please allow a minimum of two (2) weeks for this work to be done.
6. When the contractor, builder, or homeowner is ready, the electrical work can be completed for the electrical connection from the outside control panel for the sewer to the main inside control panel for the house. **THIS WORK IS NOT SOMETHING THAT WAS INCLUDED IN THE QUOTE PROVIDED BY THE TOWNSHIP AND IS THE RESPONSIBILITY OF THE BUILDER, CONTRACTOR, OR HOMEOWNER TO COMPLETE OR HIRE AN ELECTRICIAN TO COMPLETE.** This work will be permitted under the electrical permit for the new house so an additional permit is not required. This inspection will be billed at the regular inspection charge of \$65.⁰⁰. **Please note:** If there is no electrical permit necessary for any other work being done in conjunction with the sewer, then a separate electrical permit for wiring the control panel to the inside panel would be necessary. Also, if a different electrician will be completing the work from the outside control panel to the inside control panel, an additional permit would be needed in that instance as well.
7. **THE BUILDER, CONTRACTOR, or HOMEOWNER** needs to call the electrical inspector to schedule an inspection for the electrical line from the control panel to the house panel. **Please note:** Until this work has been completed AND inspected, the township cannot and **WILL NOT** schedule the installation of the grinder pump.

8. A separate plumbing permit is REQUIRED to install the lateral sewer line from the grinder can to the house. THIS IS THE RESPONSIBILITY OF THE BUILDER/CONTRACTOR/OWNER to hire a licensed plumber to complete this work. Until this work has been completed AND inspected, the township cannot and WILLNOT schedule the installation of the grinder pump. It is the responsibility of the CONTRACTOR who completed the work to call the Plumbing Inspector for an inspection. If the line from the house to the grinder can HAS NOT been inspected and is backfilled, contractor/homeowner will be required to uncover line for visual inspection. If this inspection is NOT completed, a Certificate of Occupancy CANNOT be issued for the house. Should the Builder/Contractor/Homeowner desire to have the township install the lateral sewer line, they should indicate this on the application and a quote will be included with the estimate for that work.
9. Once the above work has been completed and inspected, the Township will make arrangements with their contractors to have their electrician install the electrical line from the grinder can pump to the control panel on the outside of the house. When that work has been completed, the start-up of the grinder can sewer system can be completed by the Township's operation & maintenance contractor.
10. Once the start-up is completed, the homeowner will begin to receive a quarterly sewer bill, as the system is operational and ready for use.
11. Before a Certificate of Occupancy can be issued, the remaining amount owing on the sewer system charges MUST be paid in full and all inspections completed on ALL permits on the project.

HOW DO I GET MY START-UP COMPLETED FOR GRINDER CAN?

1. Electrical Inspection for the control panel to the house panel electrical line MUST be approved by the Electrical Inspector. This inspection can be included on the electrical permit for a new house, and an additional inspection will be billed at \$65.⁰⁰ for the sewer electrical inspection.
2. Plumbing Inspection for the lateral line from the grinder can to the house MUST be approved by the Plumbing Inspector.
3. The connection for the electrical line from the grinder pump to the outside control panel MUST be completed AND be inspected and approved by the Electrical Inspector. This electrical line connection IS included in the original quote provided to you and will be coordinated by the Township.

* Once the above steps have been completed, your grinder can is ready for start-up! Start-up is completed by Columbia Charter Township. Once the above steps have been completed, you can call the township to schedule the start-up.

Please note: Failure to follow appropriate steps for the sewer installation and start-up process will result in additional fees and charges should extra work be required at your property above the amounts quoted for the installation. Also, if appropriate steps are not taken to schedule the start-up and there is a problem with the sewer (i.e. a backup in your basement because the sewer was never turned on) you are responsible for all charges related to the problem.

**Lake Columbia, Clarklake and Vineyard Lake Sewer/Utility Easement
(Grinder Pump)**

_____ (Grantor) whose marital status is _____
of _____, grant a permanent easement, 20.0 feet in width,
centered on the grinder pumps, sewer lead and electrical line as constructed, to Grantee,
Columbia Charter Township, whose address is 8500 Jefferson Road, Brooklyn, Michigan 49230.
(on behalf of the Jackson County Wastewater Disposal Facility (Lake Columbia Section) Special
Assessment District and its successors), for the purposes of ingress and egress to and for
locating, establishing, constructing and perpetually operating, maintaining, repairing and
replacing grinder pumps, sewer leads and electrical lines and other appurtenant equipment on,
over, across and through the lands described by Parcel

No: _____, in Columbia Charter Township, Town 4
South, Range 1 East, Jackson County, Michigan, together with a temporary 10 foot wide
construction easement on both sides of the above described permanent easement. The temporary
construction easement shall terminate upon the completion of final construction; installation,
inspection and restoration activities for the grinder pump and related facilities.

This easement is granted in consideration of the sum of less than ten dollars. In further
consideration, Grantor promises that it will not situate or nor construct any structure within said
easement (except a driveway), or otherwise permit the interference with Grantee's use of
operation of the easement, and; Grantee promises that its utilization of the easement will result in
the restoration of Grantor's property to as near as possible the condition that existed prior to the
Grantee's use thereof. No easement granted by this document shall include any portion of the
property on which a building or structure is located as on the date that installation of the grinder
pump and related facilities begins.

This easement granted on this _____ day of _____, 20__
Grantor:

STATE OF MICHIGAN)
)SS
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this _____ day
of _____, 20__ by _____.

Notary Public, Jackson County, Michigan
My Commission Expires; _____

Prepared by, and after recording, return to:
Barry Marsh – Columbia Charter Township
8500 Jefferson Road
Brooklyn, MI 49230,



*** IMPORTANT SEWER SYSTEM INFORMATION ***

MAINTAINING/WINTERIZING YOUR GRINDER PUMP

Before leaving your home or cottage for the winter months or more than 21 days, the following steps should be taken:

1. Flush the Grinder Pump and Sewer Line with clean water by filling a bathtub to the overflow and draining it at least three times. Or run at least 100 gallons of water through the system. You should hear the grinder pump run no less than three (3) times.
2. **DO NOT** disconnect the power supply going to the Grinder Pump.

ONGOING OPERATION/USE OF YOUR SEWER SYSTEM

The Michigan Department of Environment Great Lakes and Energy (EGLE) provides the following tips for years of trouble-free performance from your grinder pump system:

NEVER PLACE THE FOLLOWING INTO YOUR DRAINS OR TOILET:

- | | |
|---------------------------------------|---|
| 1. Cooking Grease (oil)* | 6. Cloth (rags, towels, clothing, etc.) |
| 2. Diapers/Sanitary/Hand Wipes* | 7. Petroleum or Flammable Materials |
| 3. Sanitary Napkins/Tampons* | 8. Any Type of Corrosives |
| 4. Plastic Objects (bags, toys, etc.) | 9. Any Type of Paint Products |
| 5. Glass/Metal/Wood | 10. Powdered Laundry Detergents |

*** NOTE: There is no such thing as a flushable wipe!** Even if the package indicates “flushable,” they will clog the Grinder Pump causing failure and an **additional charge** to the homeowner for non-routine service.

Additionally, to maintain your system properly and help reduce the likelihood of failure you should:

- **Wipe all pans of any cooking grease before washing.**
- **Disconnect all sump pumps and gutters from your sewer system, unless your washer drains to it. This adds unnecessary water into the system which can become overloaded during rain events.**

PLEASE DO NOT FLUSH ANYTHING OTHER THAN WASTE OR TOILET PAPER!

HIGH LEVEL ALARMS: Your Ginder Pump system is equipped with a **RED** alarm signal light and/or audible alarm. This indicates a problem with your system; please do the following:

1. **Silence audible alarms by pushing the button on the bottom or front of the alarm box.**
2. **Call the EMERGENCY phone number: (517)-592-2727**
3. **Limit your water usage as much as possible (no laundry, water softener, etc.)**

In the unfortunate event of a power failure your Grinder Pump system will not operate, so you should limit your water usage as much as possible until the power is restored.

If you have a **NON-EMERGENCY** question about your Grinder Pump system, please feel free to contact Columbia Charter Township at (517)-592-2000 Monday through Thursday 7:30am – 5:00pm.