

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.