



Plan Review Procedures

Oneida County Sewer District Minimum Requirements

Purpose:

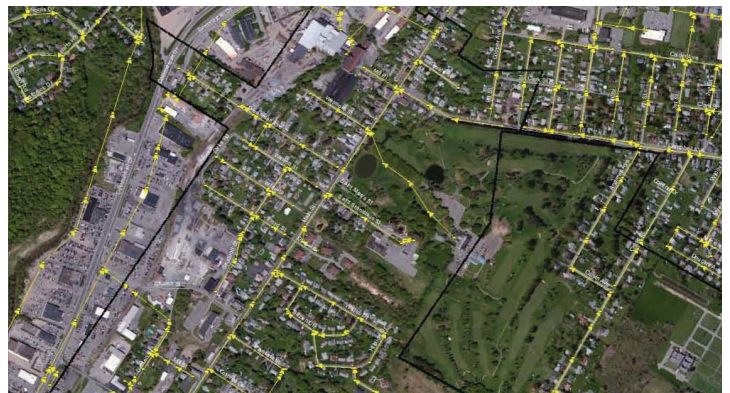
This document outlines the minimal requirements of review and inspection expected for each new lateral and extension connection.

Sewer Lateral Connections:

1. A permit system must be in place. Prior to the issuance of a permit, connection details will be reviewed by:
 - The person in charge of the sewer system
 - Codes enforcement officer
2. Each application should include the following:
 - A site sketch showing site features and planned connection location
 - Provisions for bonding requirements, consistent with municipal street opening permits
 - For Sauquoit Creek Pump Station Basin communities, offset credits must be obtained prior to issuance of permit
3. A fee schedule for permit issuance should be in place. This can be in the form of separate fees for residential and commercial.
 - Fees should cover the cost of issuing permit and inspecting work
 - Fees collected should be deposited into the sewer fund that pays for inspection work
 - Fees can be collected by sewer, DPW, or municipal clerk consistent with the municipal policy
4. Work should be inspected in every case. An inspector should record the following information:
 - Distance to nearest upstream or downstream manhole
 - Fittings used for connection and their approximate location
 - Approximate depth to lateral
 - Photographs of the work
5. Close the permit process by filing a copy of the completed permit (including sketch, photos, and dimensions) with the appropriate municipal official.
6. File a copy of the closed permit with Oneida County Sewer District.

Sewer Extensions:

1. Sewer extensions are normally done in conjunction with a project requiring subdivision or site plan review. As such, these types of projects must receive planning board review and approval. In addition, the following should be involved in review of plans:
 - Sewer/DPW staff (for easements)
 - Codes enforcement officer
 - Municipal engineer
 - NYSDEC
 - Oneida County Sewer District (for flow credits)
2. Consider charging developer fees to cover the cost of review and inspection.
3. Infrastructure must be inspected during construction. This can be done by sewer/DPW staff, or by a municipal engineer.
4. Record changes from design plans. Keep record drawings (the contractor should provide this information).
5. Take photos of work as it progresses.
6. Record locations (to within a foot) of all lateral connections and fittings.
7. Forward record drawings to Oneida County for GPS location and inclusion in County GIS.





Plan Review Procedures Matrix

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Matrix Diagram:

Use this matrix to help guide the Plan Review Procedures process.

