

**MAYOR**  
PAUL V. PONTIERI, JR.  
**DEPUTY MAYOR**  
JOHN A. KRIEGER  
**VILLAGE CLERK**  
LORI B. DEVLIN



# INCORPORATED VILLAGE OF PATCHOGUE

**TRUSTEES**  
SUSAN BRINKMAN  
SALVATORE P. FELICE  
THOMAS E. FERB  
JOSEPH E. KEYES, JR.  
PATRICK McHEFFEY

## OUT- OF-DISTRICT SEWER CONNECTION PROCEDURE & APPLICATION FORM

### A. Procedures:

1. The petitioner for an out-of-district sewer connection shall submit a letter request for an out-of-district sewer connection to the Mayor and Board of Trustees requesting a conference to conceptually present the project and to formally request an out-of-district sewer connection.
2. The Mayor and Board of Trustees will evaluate the request and if deemed in the best interest of the Village will pass a Village resolution allowing the petitioner for the sewer connection to submit a formal application for technical evaluation.
3. The applicant then completes this application form and submits it to the Department of Public Works together with the applicable application fee.
4. Our consulting engineer reviews the application and submits a formal proposal to the Village for professional engineering services connected with the technical evaluation and preparation of a Map & Plan and Topographical Survey for the sewer connection route for the proposed connection. <sup>1</sup>
5. The applicant then delivers the funds for preparation of the Map & Plan / Topographical Survey to the Village where the Village may then authorize our engineers to proceed with the technical evaluation.
6. Our engineers complete the Map & Plan / Survey and submit it to the Village and applicant.
7. The applicant must arrange with the Village Attorney a Connection Agreement to be approved by the Board of Trustees.
8. If accepted by the Village and applicant our engineers will formally submit the documents to the Suffolk County Department of Health Services (SCDHS) and the New York State Department of Environmental Conservation (NYSDEC) for review and approval. <sup>2</sup>

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<sup>1</sup> The purpose of the Map & Plan is to preliminarily size the system and provide supporting calculations, maps and sketches for county and state approval, determine the route that best anticipates future district expansion, and determines the total project cost that would be paid by the applicant, including key money charges. The survey is necessary to properly evaluate the cost to construct the connection and is also used to prepare construction documents in latter stages of the connection process.

<sup>2</sup> Suffolk County Sanitary Code and the terms of the State Pollutant Discharge Elimination System (SPDES) Permit require the technical approval of the connection prior to the start of the design phase of the project. Our engineers address review comments to obtain the required approvals of the technical documents.

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**PROCEDURE & APPLICATION FORM**

9. At such time as the applicant wishes to proceed with the connection process, the applicant delivers to the Village funds for the design of the construction documents as enumerated in the Map & Plan.<sup>3</sup>
  - a. Upon county and state approval of the Map & Plan our engineers prepare Plans and Specifications for the sewer connection piping and facilities as outlines in the approved Map & Plan.
  - b. The documents are submitted to SCDHS for review and approval.
  - c. Key money is also delivered at this time.<sup>4</sup>
10. Upon county approval, the Plans and Specifications are given to the applicant for construction by Village pre-qualified contractors who have experience in this type of construction.
  - a. The applicant can select any pre-qualified contractor to construct the system.
  - b. The cost to construct the sewer connection system is to be borne completely by the applicant for sewer service.
11. The system is constructed with observation of construction being performed by the Village and our consulting engineer in accordance with the degree appropriate for the project.<sup>5</sup>

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<sup>3</sup> The summary of funds that are enumerated in the Map & Plan shall remain in effect for a period of one year from the date of the document. The Village may increase such required funds as it deems necessary.

<sup>4</sup> Key Money is a fund established by the Village to plan, design, and construct the upgrade and expansion of the Village of Patchogue Water Pollution Control Facility.

<sup>5</sup> Observation of construction is performed by our Village engineers for off-site construction. On-site construction is coordinated through the Superintendent and the Village Building Department.



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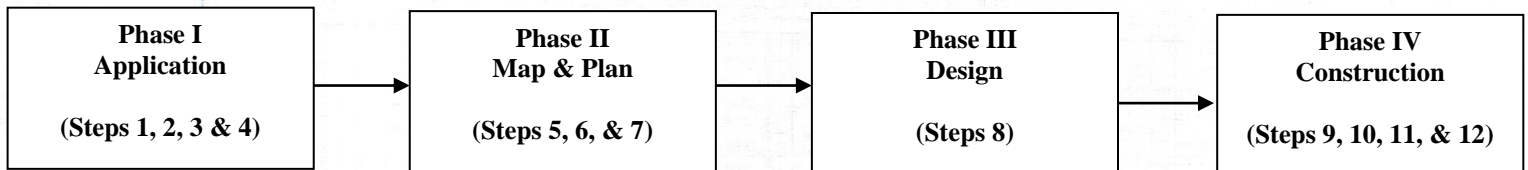
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12. The applicant delivers a release of amounts due from the installing contractor stipulating that all contractual payments have been made in full.
13. The project is declared acceptable by our engineers and all the Village issues a notice that the facility is connected to our sewer system pursuant to the approved plans and specifications for said connection. The applicant delivers the notice to appropriate county agencies as may be required.<sup>6</sup>

The following figure represents the procedure described above:



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<sup>6</sup> On-site inspections by the Village must be completed and satisfied prior to notice being issued.