

**GREAT NECK WPCD  
SANITARY SEWER SERVICE CONNECTION  
SUBMITTAL REQUIREMENTS FOR AN OUTSIDE CONTRACT**

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**(LOCATION)**

See the following for submittal and process requirements for a property located outside the District's boundaries, who wishes to connect a new sanitary sewer service to the GNWPCD's sanitary sewer system. Reference the District's website at [www.gnwpcd.net/contractors.htm](http://www.gnwpcd.net/contractors.htm) for additional requirements.

1. A preliminary non-refundable administration fee of \$250 must be paid to cover the costs of the initial investigation to determine the proximity of the premises to the District's collection system.
2. The nearest District Sanitary Sewer is located \_\_\_\_\_
3. Should the Superintendent conclude that there is a reasonable possibility that a connection can be made, the next step in the process will require a \$5,000 "Deposit-for-Costs" for Professional Engineering/Legal Fees, for the evaluation of the feasibility of connection to the District's sanitary sewer system. These funds will be held in a separate account and used solely for Engineering and Legal Fees. Upon completion of the evaluation, any funds not utilized will be returned to the applicant. Should additional funds be required beyond the initial \$5,000 deposit, all work will cease until required funds are received from the applicant.
4. The following is required to be submitted with the deposit and will be reviewed as part of the above referenced evaluation:
  - Proposed plumbing plan and plumbing riser diagram signed by a licensed Engineer/Architect in the State of New York. Plumbing plan and diagram shall indicate all fixtures discharging to the proposed sanitary sewer service and shall indicate the elevation of the proposed sewer pipe leaving the building.
  - Proposed max flow rate to be discharged to GNWPCD's sanitary sewer system.
5. Once it is determined that the District's sanitary sewer system can accept the additional flow proposed, an Equalization fee will be required to connect to the sanitary sewer system. An annual sewer fee based on your current County Assessed Valuation will also be required.
6. In addition, the following is required to be submitted and approved by the District before the proposed sanitary sewer connection can be made:
  - Approval by the local Village in which the property is located.
  - Plan showing location, elevation, material and size of existing sanitary sewer service which was previously disconnected, capped and temporarily abandoned (if applicable).
  - Site Plan stamped by an Engineer/Architect licensed in the State of New York and approved by the applicable Building Department showing property size, building size and all proposed underground utilities including sewer, water, gas, etc. Site plan shall indicate pipe size, material, slope and elevation of sanitary sewer service at the location leaving the building and at the location of connection to the District system.
  - Proposed connection detail (i.e. connection to existing sanitary sewer main with pipe saddle, connection to new sanitary sewer main with lateral wye fitting, etc.).
  - Approval by the District of submitted plans and details.
7. The proposed connection will require approval by the Board as an outside contract.
8. Once the details of connection are approved, the installation of the sanitary sewer service shall be constructed in the presence of the District's Representative. A minimum 48 hours notice is required prior to installation.