

2020

# Kennebunk Sewer District Service Connection Policy



Approved  
1/7/2020

# 1 DEFINITION OF TERMS

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*Account Number:* The number assigned by the District for the property

*Cleanout:* An access opening in the drainage system used for the removal of obstructions. Types of cleanouts include a removable plug or cap, and a removable fixture or fixture trap.

*Department of Public Works:* The Kennebunk Department of Public Works located at [36 SEA ROAD](#), a department of the Town of Kennebunk.

*District:* The Kennebunk Sewer District located at [44 WATER STREET](#).

*Drainage System:* The piping within public or private premises but outside of a building or dwelling which conveys wastewater from a property to a point of disposal.

*Drainlayer:* A Drainlayer is a earthworks contractor that has satisfied the District for capacity, capability, insurances and bonding requirements. A list of certified Drainlayers is kept on file at the District's administrative office.

*Equity Buy-in Fee:* A fee developed by the District to charge new additions to the system a cost that reflects the previous investment of existing customers per unit of capacity.

*Flowable Fill:* A controlled density cementitious slurry consisting of a mixture of fine aggregate or filler, water, and cementitious material(s), which is in a flowable state at placement used primarily as a backfill in lieu of compacted earth. Immediately after the connection, the maximum strength allowed is 150 psi.

*Geographical Information Systems (GIS):* GIS refers to mapping down by the Town and utilities that show physical property characteristics, property lines, account information, roads, and infrastructure. A GIS map is available online at the District's website will be helpful for the property owner in planning their project.

*Impact Fee:* A fee to recover costs associated with a specific project or geographical area needs for capacity enhancements. Currently, this applies only to development west of the turnpike contributing to the existing collection system.

*KSD:* The Kennebunk Sewer District located at 44 Water Street.

*Map and Lot number:* The Tax Map and Lot number assigned to the property by the Town.

*Private Sewer:* A sewer which is not part of the District's public sewer system, and which is owned and maintained by the connected property owner(s).

*Property Owner:* The owners of record as recorded with the Registry of Deeds.

*Sewer Access Permit:* A permit authorizing access to a specific area of the public sewer to investigate a private sewer, public sewer, or lateral.

*Sewer Appurtenances:* The various accessories on the public sewerage system necessary for the efficient operation of the system.

*Sewer Connection:* The point of connection between the house or building service and the Public Sewer, or the point of connection between a private sewer and a public sewer.

*Sewer Connection Permit:* a permit authorizing a sewer connection and/or service repair from the District.

*Street Opening Permit:* The permit required by the Town and issued by the Department of Public Works to open or excavate within the Town right-of-way.

*Stub:* An existing lateral connected to the sewer which was capped when the original sewer was installed.

*Town:* The town of Kennebunk located at [1 Summer Street](#).

*Trap:* A fitting or device designed and constructed as to provide a liquid seal which will prevent the back passage of sewer gases without materially affecting the flow of sewage or waste water through it.

*Utility Plan:* A full size engineering plan printed to scale. The plan must illustrate adjacent street, call-out of each proposed connection material, size, and slope, and denote any District mains including the size, material, and landmarks (example: manholes).

*Utility Schematic:* A sketch of a proposed connection including sizes, materials, and dimensions. Landmarks such as manholes are required for reference. Contact information is also denoted within the schematic. A schematic must be included with every proposed connection.

## 2 INTRODUCTION

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The purpose of this manual is to regulate public and private sewer connections to protect the integrity of the Kennebunk Sewer District's (the District) wastewater collection system. Properly installed service connections will protect Kennebunk's water resources, reduce infiltration of groundwater, prevent premature pipe repairs or replacements, and provide dependable service to the customers of Kennebunk Sewer District.

## 3 ROLES AND RESPONSIBILITIES

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### 3.1 PROPERTY OWNER

The property owner owns and shall maintain and repair the property's service connection, ensuring each is intact, unobstructed, and properly configured, connected, and functioning at all times. The property owner is responsible for their service connection from the home or building to the District's main line in the adjacent public way.

The owner(s) of a private sewer shall maintain and repair the private sewer, including pumping stations and forcemains, ensuring it is intact, unobstructed, and properly configured, connected and functioning at all times.

The sewer connection for each building or structure shall be for the purpose of conveying sanitary waste from building or residence to the District's main. The District prohibits connection of any stormwater, groundwater, roof drains, sump pumps that are connected to the building service.

Commercial services may be required to install grease traps and other pretreatment measures to ensure compliance District's Rules and Regulations. These devices will require regular maintenance that will be monitored by the District for compliance and effectiveness.

The District requires separate connections to the sewer for each building unless pre-approved by the District.

The District will not generally allow for the direct connections of force mains or pressure lines into the District's lateral or manhole. In the event that the District allows such a connection, it will need to be reviewed and approved by the Town of Kennebunk's Engineer.

### 3.2 DRAINLAYER

The District requires that connection made by a Drainlayer certified by the District. The District requires the Drainlayer to have the proper capabilities for the installation, be bonded, and have proof of insurance on file with the District. The District maintains a Drainlayer list with the proper credentials.

### 3.3 INTERNAL PLUMBING

Internal plumbing including the first 10 feet beyond the exterior penetration will require approval and permits from the Town of Kennebunk.

## 4 NEW SEWER CONNECTIONS & REPAIRS:

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### 4.1 PERMITTING AND APPROVAL PROCESS

#### 4.1.1 General

A sewer connection permit is required for new connections to the public sewer and for repairs to a customer's existing lateral or sewer connection.

The owner may not reconnect, replace, or repair an existing sewer connection or lateral until he or she has obtained a sewer connection permit and paid any applicable fees.

A drainlayer or other entity that commences work governed by the District's Rules and Regulations without securing the proper permits will be ordered to stop work immediately. Additionally, they may be subject to having their certification with the District suspended or revoked, and may be subject to incurring any penalties that may be prescribed by the [District's Rules and Regulations](#).

#### 4.1.2 New Connections

The owner or their designee will need to obtain, complete, and submit a Sewer Connection Application.

If the connection is for a new building or a change of use, the customer must submit a request for an assessment of any applicable Equity Buy-in Fee. This fee must be paid prior to the issuance of the Sewer Connection Permit.

If the project is anything other than a single-family home connection, a Letter of Capacity from the District may be needed in order to obtain the necessary Building Permit at the Town of Kennebunk. This will be issued on request by the applicant or their designated representative.

On the application, clearly mark the location, size, type of connection, and material for each sewer connection on the Sewer Connection Application with a sketch plan or engineered drawing. Public sewer availability, size, depth, and material can be obtained from the District's Collection System Foreman or designee.

The public sewer must be core-drilled for all new saddle connections unless otherwise authorized by the District in writing.

Allow five (5) business days for preliminary approval or response comments for review of residential connections, and ten (10) business days for Commercial properties or new subdivisions.

#### 4.1.3 Repairs

A Sewer Connection Permit is required for repairs to an existing service and connection that does not result in a change of use or new penetrations at the District's main line sewer.

The drainlayer is responsible for securing all required permits prior to beginning excavation.

Should a repair require a new tap into the District's sewer, the repair will be reclassified as a new connection subject to the *New Connection requirements Section 4.1.2 (see above)*.

#### 4.1.4 Emergency Repairs

In the event of an emergency repair, the owner or their representative is required to contact the District's office at 207.985.4741 during normal business hours. After hour emergency repairs will need to contact the District's On-Call phone at 207.590.0246.

#### 4.1.5 Abandoned Services

If known, existing laterals and service to be abandoned must be added to the schematic and utility plan. The District will require that all abandoned service be properly capped in accordance with the District's instructions. A KSD inspector will need to inspect and certify that the abandonment of the service connection was completed in accordance with the District's instructions.

#### 4.1.6 Fees

All fees including the Sewer Connection Fee, Equity Buy-in Fees, Impact Fees and review fees must be paid in full or have an agreement with the District in place for the payment of said fees prior to the issuance of a Permit.

## 5 INSTALLATION REQUIREMENTS

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### 5.1 NOTIFICATIONS & REGULATORY REQUIREMENTS

Maine law requires that the property owner, contractor, or designated project manager notify Dig Safe seventy-two (72) hours prior to starting any excavation. Kennebunk Sewer District is not part of Dig Safe but needs to be contacted in the same seventy-two (72) hour period for mark out of our lines. The District offices can be reached at 207-985-4741. Contact Dig Safe at 1-888-Dig-Safe or 1-888-344-7233.

The Kennebunk Department of Public Works will require Street Opening Permits if work is in the Public Right of Way.

Kennebunk has other utilities that are not part of the Town that will need notification. Those are:

- Kennebunk, Kennebunkport, Wells Water District;
- Unutil;
- Spectrum and;
- Kennebunk Light and Power.

The Town of Kennebunk may require plumbing or other applicable permits depending on the nature and type of work being performed.

### 5.2 INSTALLATION AND INSPECTION REQUIREMENTS

Street excavations, closures or detours, trenching, compaction, pipe support, backfilling and pavement restoration shall conform with the regulations of the District and the Town of Kennebunk, [Department of Public Works](#)

## 6 INSPECTION SCHEDULING FOR NEW CONNECTIONS AND REPAIRS

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### 6.1 SCHEDULING

When the Drainlayer initiates work on site, they must call the respective inspector to schedule the inspection of the connection or repair work.

Connections to the public sewer must be inspected by a District inspector at the start of connection/repair, prior to backfilling, and at the completion of backfilling.

*The drainlayer must notify KSD at least 48 hours before excavation to schedule the inspection.*

## 7 FAILURE TO INSTALL AS APPROVED

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If connection to the public sewer or a repair to a lateral is not made per the approved drawing and procedure as detailed in this manual or is not otherwise approved by the District's inspector, the drainlayer will be given a chance to correct the inadequate connection or repair. If the drainlayer refuses to make a connection or repair that complies with the Sewer Connection Regulation, corrections may be made by the District and the drainlayer or property owner will be charged with the cost of the repair. The following actions may also occur:

1. KSD may revoke the sewer connection permit,
2. KSD may revoke or suspend the Drainlayer's certification,
3. The drainlayer may be ordered to stop work immediately, and/or
4. KSD may issue the property a notice of violation.

### 7.1 FIELD CHANGES

In the event of a field change where the proposed connection construction does not match the permits presented, all connection work must stop until a proposed change is authorized by the inspector in the field or by the District's manager or designee. Revisions, if needed, may be required for the Sewer Connection Permit application. The worksite must be made safe until the completion of backfilling. Safety may include the use of cones, plating, and signs.

The drainlayer must notify the inspector of the time of backfilling. Failure to notify the inspector of the backfilling schedule may result in a notice of violation and an unapproved connection. The drainlayer must coordinate with the inspector should the backfilling schedule change.

### 7.2 BACKFILLING

Installed cleanouts shall be visible and accessible for inspection at all times.

No backfilling shall commence until the sewer connection and/or any drainage system component(s) has been properly installed, and inspected and approved by the District.

The backfill shall be thoroughly compacted in layers of no more than six inches by rolling and tamping with mechanical rammers. Hand tamping with heavy iron tampers is permissible in the alley only.

Should the work not be completed by the end of the workday, the drainlayer must secure the excavation by either backfilling and excavating the next day or using steel plates in accordance with Department of Public Works requirements.

Should improper backfilling techniques be found, the KSD inspector shall notify the Department of Public Works immediately.

Pavement restoration shall be completed in accordance with the requirements of the Department of Public Works.

### 7.3 REPORTS

The District will inspect backfilling and provide the drainlayer with an electronic copy of the inspection report following the completion of the connection and backfilling.

## 8 SAFETY

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The District requires that all contractors and drainlayers working within public right of way comply with all pertinent OSHA and Maine Department of Labor regulations pertaining to, but not limited to, equipment operation, traffic control, below grade excavation, and atmospheric monitoring. The District inspector has the authority to halt work due to unsafe conditions to the contractor, property owner, or the general public.

## 9 ENFORCEMENT

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The District is authorized to revoke a sewer connection permit when:

1. the sewer connection permit was issued in error or was issued on the basis of incorrect, inaccurate or incomplete information in the application.
2. the sewer connection permit was issued on the basis of false statement or misrepresentation of fact in the application.
3. any plumbing work for which the permit was granted is done in violation of Kennebunk Code or any regulations promulgated pursuant thereto, or fails to pass any inspection or test conducted by District.
4. work is being conducted in an unsafe manner.
5. a stop work order or cease operations order has been issued.

Failure to comply with the requirements of the Sewer Connection Regulation or to maintain in good working order any portion of the property's drainage system shall evidence an immediate hazard to health or public or private property and shall result in the issuance of a notice of violation in accordance with the procedures of the Kennebunk Sewer District's Rules and Regulations, and may result in the assessment of such other penalties as may be provided by law.

If a violation of the Sewer Connection Regulation as described in an issued Notice of Violation is not corrected or if public health, safety, or public or private property is in jeopardy, the District may correct the violation itself or by contract. The property owner(s) shall be responsible for the full cost of repair

and shall be billed for such costs by the District. If the property owner(s) fails to pay the bill in the time allowed, the District may take any and all additional enforcement measures permitted by law.

If a drainlayer fails to meet his or her obligations under the Sewer Connection Regulation, the District may enforce the penalty provisions of the [Rules and Regulations](#). The District may also require the drainlayer to correct improper or unsatisfactory work.

# Appendix



**Kennebunk Sewer District**

**RESIDENTIAL & COMMERCIAL**

**Sewer Connection Permit Application Checklist**

## **Application Process**

1. Complete the Residential & Commercial application form with the required signatures.
2. Submit a site plan with the following information:
  - a. Street location
  - b. Map & Lot number
  - c. Method of connection.
  - d. Sketch plan showing
    - i. Proposed service with clean outs and point of connection
    - ii. Building location on the lot
    - iii. Property lines
    - iv. Utilities (water, gas, and sewer),
3. Applicants must pay any applicable Equity Buy-in Fee (EBIF) as determined by KSD prior obtaining a Sewer Connection Permit. Additionally, applicant must pay a Sewer Inspection Fee payable by check or money order to the Kennebunk Sewer District (KSD). This fee is applicable to all properties connecting directly or indirectly to a public sewer system that is located within the District. These fees are required to obtain a Sewer Connection Permit.

*If Plumbing or electrical work is required inside of the dwelling to complete the sewer connection, a permit will be required from the Town of Kennebunk*

*If work is required in the Public-Right-of-Way, a Street Opening Permit will be required from the Town of Kennebunk.*

**Any questions regarding this application, please contact Kennebunk Sewer District at: 207.985.4741.**

**Applications can be emailed to: [Susan Richards](#)**



**KENNEBUNK SEWER DISTRICT**  
**RESIDENTIAL & COMMERCIAL**  
**SEWER CONNECTION APPLICATION**

Date: Click or tap to enter a date.

Permit No.: Click or tap here to enter text.

### Property Owner Information:

Name: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Contact Name (if different than the owner): Click or tap here to enter text.

Telephone: Click or tap here to enter text. Email Address: Click or tap here to enter text.

### Property Description

Physical Address: Click or tap here to enter text.

Map & Lot Number: Map: Click or tap here to enter text. & Lot: Click or tap here to enter text.

Type of Property: Choose an item.

Is the property connecting to a private or public sewer?  Public  Private

### Drainlayer Information

Company Name: Click or tap here to enter text.

Company's Business Telephone: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Cell Phone No.: Click or tap here to enter text.

I certify that I am the owner or the owner's authorized representative, and that I am responsible for payment of all fees relative to this application and that all work performed shall be in conformance with the Kennebunk Sewer District Rules and Regulations.

Applicant: Click or tap here to enter text. Signature: Click or tap here to enter text. Date: Click or tap to enter a date.



## New Sewer Connection Inspection Report

Permit Number: 20-001

Date: Click or tap to enter a date.

Time: Click or tap here to enter text.

Street Address: Click or tap here to enter text.

Drainlayer: Click or tap here to enter text.

Inspector: Choose an item.

Service size: Click or tap here to enter text. Material: Click or tap here to enter text.

Connection Type: Saddle Modified Saddle Wye Click or tap here to enter text.

Lateral size: Click or tap here to enter text. Material: Click or tap here to enter text.

Is the connection core drilled?  Yes  No

Was that connection installed as shown in the application?  Yes  No

Does the site have proper shoring or sloping?  Yes  No

Date and time of backfilling: Date: Click or tap to enter a date. Time: Click or tap here to enter text.

Is the backfill material acceptable?  Yes  No

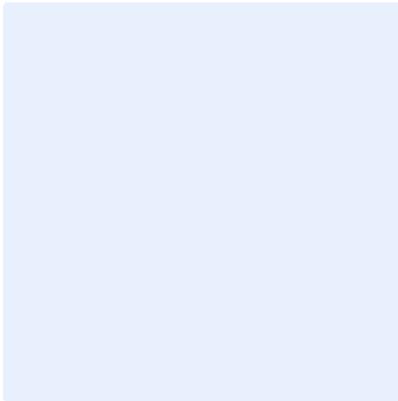
Was the connection completed in accordance with KSD requirements?  Yes  No

## Pictures and Location Maps

Insert Picture of site:



Insert scan of service ties at the point of connection:



Examples of pictures that the inspector would insert

Inspectors Comments [Click or tap here to enter text.](#)

Inspector's signature: [Click or tap here to enter text.](#) Date: [Click or tap to enter a date.](#)



## **Below Grade Disclosure and Waiver of Liability (Below Grade Plumbing Fixtures)**

You are hereby notified of the risk of sewage backup in plumbing fixtures that are installed below grade. Although the Kennebunk Sewer District conducts maintenance of its sewer lines using high pressure water, there are times when the main line sewer lines become blocked. This condition could result in sewage backups in toilets, sinks, showers, washing machines and other appurtenances or connections that are installed below grade. The District strongly recommends that the property owner refrain from installing any connections below grade. This will greatly reduce the risk for sewage backing up into your basement.

If you install plumbing fixtures below grade, you, the home, owner(s) are assuming the risk for potential wastewater backups and you hereby agree that the Kennebunk Sewer District shall not be held liable in the event of said backup.

Seen and Agreed to on this date:

Property Owner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Co-Owners Signature: \_\_\_\_\_

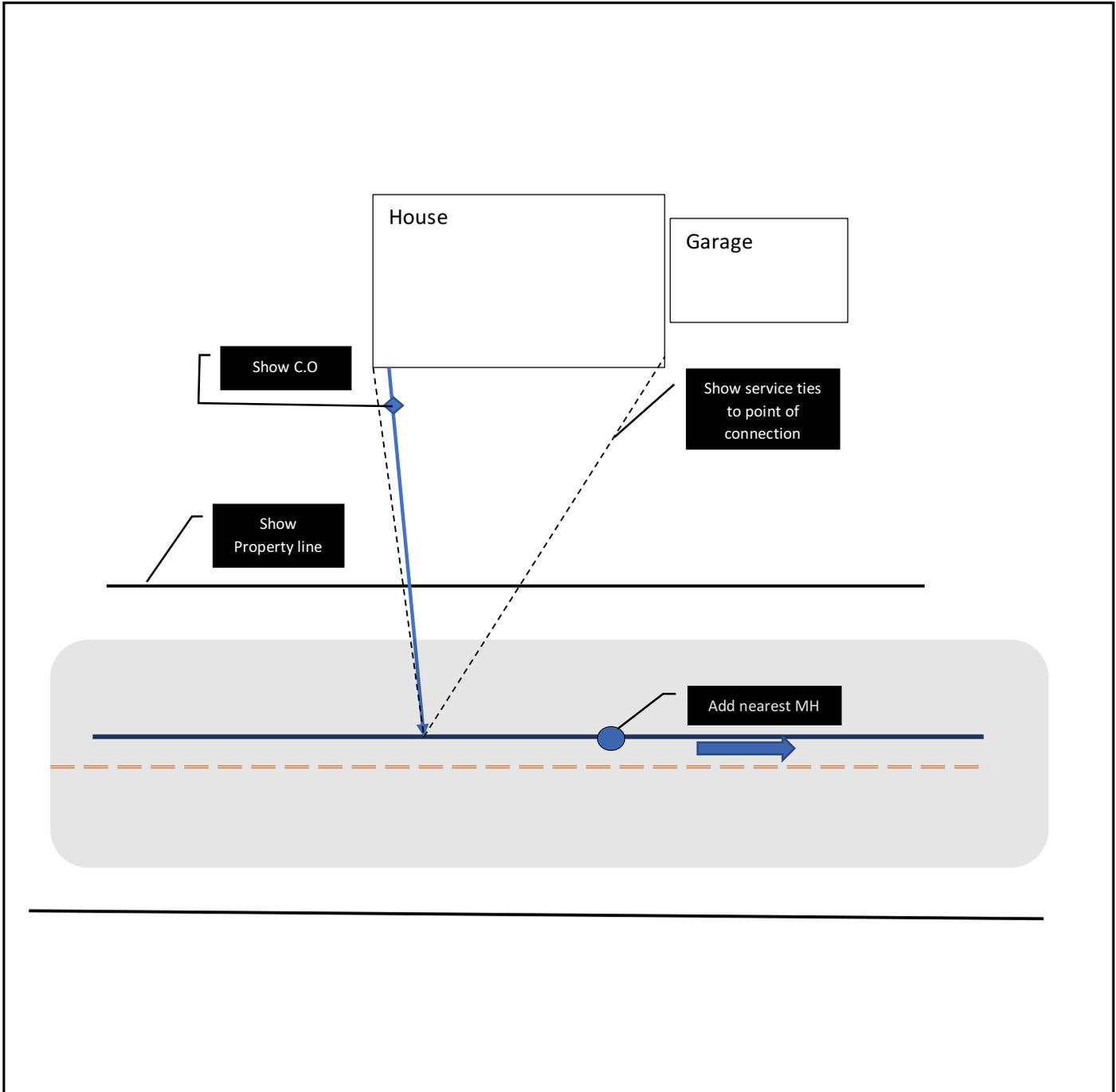
Print name: \_\_\_\_\_

# Property Service Record

Date of Connection: Click or tap to enter a date.

Property Address: Click or tap here to enter text.

Map & Lot Number: Click or tap here to enter text.



## Fees 2020

<b>Connection Fee Type</b>	<b>Cost per Unit</b>
Sewer Connection Permit Fee	\$75.00
Equity Buy- in Fees -Single Family Homes (SFH)	\$4645.00 per SFH
Equity Buy-in Fees - Commercial	\$18.58 per gallon
Turnpike Zone	\$10.27 per gallon