

February 27, 2012

To: Property Owners of Downs

Subject: Sewer Connection Procedure

Dear Property Owner:

The Village of Downs sewer system is now ready to accept sewer service connections from your property. Please read the following information carefully. This letter outlines the steps you will need to follow to either make the connection to the system or provide documentation that you are not required to connect at this time.

Village Ordinance 11-17, Chapter 19, requires that all buildings with indoor plumbing that do not have a valid McLean County Health Department septic permit and approved private sewage disposal system connect to the sewer system **within 180 days of receipt of this letter**. If your septic system currently discharges to a pipe that will flow into the sewer system - typically a sand filter system - or discharges to a field tile, you are also required to connect at this time.

Properties with a documented, active permit from the McLean County Department of Health will be required to connect when either the property changes ownership or when maintenance requiring a permit from the Health Department is needed on the existing system. If you need a copy of your active permit, you may request one by calling the McLean County Health Department Environmental Health Division at (309) 888-5482 and providing your property's parcel identification number found on your tax bill.

All Property Owners who are connecting to the sewer must complete the following steps:

Step 1 – Submit a completed Residential Building Sewer Application (attached) to the Village Hall. Your application will need to include:

1. A fully completed Residential Building Sewer Application
2. A diagram of the proposed system
3. Payment for the Village Inspection Fee (\$85.00)
4. Payment or proof of payment of the Bloomington-Normal Water Reclamation District (BNWRD) connection fee (Contact Village Hall for current fee)

Step 2 – The Village will then review the permit application to record the property status in the database and verify that the proper documentation and connection/inspection fees are paid.

Step 3 – Upon receipt of the signed permit from the Village, the property owner or contractor may begin the installation of the sewer service line from the building to the sewer service stub installed by the Village.

Step 4 - Prior to the final connection and prior to covering the service pipe, a Village Representative must first inspect the installation for compliance with the sewer use ordinance. Call (309) 378-3221 to arrange this inspection.

Step 5 – After the service connection is complete, the septic tank must be abandoned in accordance with the McLean County Health Department requirements.

Please note that the ordinance states that building services shall be connected with 180 days of this notice. If you are unable to meet this deadline, please provide the deadline within which you will be able to complete the installation to the Village for board consideration. The property owner is responsible for arranging for the plumbing and service pipe work to be performed in accordance with Village Ordinances and Illinois Plumbing Code.

All Property Owners who are NOT connecting to the sewer at this time must do the following:

Step 1 - Submit a completed Residential Building Sewer Application (attached) to the Village Hall within 180 days and indicate on the form that you will not be connecting to the sewer at this time. You will need to provide the following documentation:

1. A completed Residential Building Sewer Application (attached).
2. A copy of your active septic permit from the McLean County Health Department.

Step 2 – The Village will review your submitted documentation. If necessary, the McLean County Health Department may require a septic system evaluation to verify current conditions match the permit. If the system passes inspection and the documentation is in order, then you are not required to take any further steps at this time. **Please note that if your system does not pass review you will still be required to connect to the sewer system within 180 days of receipt of this letter.**

FOR MORE INFORMATION

If you have questions about the sewer connection process, please call the Village Hall at (309) 378-3221 or email the Downs Public Works department at downspws@gmail.com. Do not forget to call the JULIE locate service (Call 811 or 800-892-0123) before digging; a brochure is included for your convenience.

Sincerely,

VILLAGE OF DOWNS