

Village of Alexandria Tap in Guidelines ~ Hook-Up to begin May 15th

1. The property owner is responsible for obtaining a Sanitary Service Tap-In Permit from the Village of Alexandria.
2. All work must comply with the guidelines provided by the Village of Alexandria as listed below.
3. For grant recipients only, septic tank “pumpers/haulers” must be on the approved list from the Licking County Health Department.
4. Contractor is responsible for notifying “OUPS” and “Call Before You Dig” prior to excavation.
5. Contractors must inspect the site before bidding. If, after the on-site inspection, the bidder believes a plumber will be required for the system to work properly or that it would be more cost-effective to re-route the plumbing, the contractor must inform the property owner.
6. No sanitary piping shall be installed within 10 feet of private water well.
7. Showers, sinks, dishwashers, washer drains must be connected to the sanitary sewer.
8. No clean water discharge shall be connected to the sanitary sewer (i.e. roof drains, water softener regeneration water, foundation drains, area drains, etc.). Downspouts and foundation drains shall be connected to storm drains or discharge on the ground service.
9. Any tile hit during excavation must be repaired. Anyone doing the digging is responsible for all work and repairs.
10. On each lateral connection, common sense shall be used. Each hookup will be handled on a case by case basis when guidelines are impossible to meet and the inspector is consulted during a problem decision. For example: If an existing pipe is under a concrete patio or other structure, the connection will start at the edge; or pumping/fill problems if a septic tank is under a structure.
11. No work shall begin before a permit is issued and an inspector is assigned to the site. Inspector will make up to three (3) visits. If more visits are necessary there will be a charge of \$25.00 for each additional visit. *An inspector must be present when the tap is made—no exceptions.*
12. The above referenced “Guidelines” shall not be construed to be all-inclusive; exceptions and adjustments will be made on an “if and when needed basis”.
13. Acceptable materials to be used: Minimum of 4” pipe, which should be Schedule 40 plastic or 6” SDR35 with no fittings over 45 degrees on any pipe. All fittings must be cleaned and glued. The new pipe will be started as close to the dwelling as possible.
14. All sanitary sewer lateral piping shall connect to the sanitary sewer lateral connection installed by the Village. Minimum trench width shall be 4” greater than the pipe diameter. Minimum grade, “fall per foot”, shall be 1.0% for 4” pipe. Pipe to have 4” gravel or limestone under pipe and 6” covering pipe at the main tap per inspector decision; inspection is to be made before covering pipe; granular material is to be used. A cleanout will be required at every property—existing cleanouts are acceptable. If no cleanout exists, a cleanout will be required outside of the dwelling. Note: A cleanout on the outside of the house is highly recommended.
15. Old septic tanks must be pumped and closed out as per Licking County Health Department Guidelines for Septic Tank Abandonment, Regulation 3701-29-17: “Abandonment household sewage disposal system: An abandoned household sewage tank shall be pumped and hauled by a licensed hauler. The tank is then crushed (on one side and the top) and filled with suitable material. Covered with top soil and seeded.”
16. All Village residents will be hooked up to the Wastewater Treatment Plant by August 15th. If a resident has applied for Grant assistance, they will need to be hooked up to the Plant by September 31st. If you are not hooked up by the deadline, you will automatically start being charged the monthly fee and will be charged a \$3.00 late fee for every day you have not hooked up to the Plant.

- **Arrange for an inspector with the Village of Alexandria twenty-four hours before construction.**
- **Call AEP’s Underground Line Location number (800-362-2764) at least 48 hours before digging, but not more than 10 days before digging. For more information you may go on-line to www.oups.org.**
- **Call Columbus Gas’ “Call Before You Dig” number (800-362-2764).**

Dates and fees are subject to change.