



RESIDENTIAL SEWER CONNECTION APPLICATION PROCEDURE

The following procedure shall be followed for all residential sewer connection applications:

1. Obtain a Residential Sewer Connection Application Packet on-line at www.twwd.org or at the Tiverton Wastewater District (TWWD) Office at the above address. The application packet includes these instructions and the following:
 - a. Sewer Tie-In Flow Chart
 - b. TWWD Sewer Betterment Assessment Agreement
 - c. TWWD Sewer Connection Application
2. Complete the Sewer Betterment Assessment Agreement and submit to TWWD along with \$2,700 check made payable to Tiverton Wastewater District. If full payment of the assessment will not be made at the time of application, TWWD provides options for quarterly payments over 1 and 3 year terms. See assessment agreement form for additional information.
3. Complete the sewer connection application. When completing the application, you will also need to do the following:
 - a. Confirm with Tiverton Department of Public Works that the contractor for your connection project has a current street excavator's license issued by the Town and that their insurance and bond certificates are current. Contractors can obtain a street excavators license through the Town of Tiverton (DPW Phone (401) 625-6760). Also, any excavation work within Fall River streets must be performed by contractor licensed to do so by the City.
 - b. For new building construction, provide three (3) copies of your building floor plan.
 - c. For new and existing building construction, provide three (3) copies of your exterior site plan and profile showing proposed sewer service connection.
 - d. For new building construction, provide a check for the sewer application fee as calculated by the TWWD. Check shall be made payable to the City of Fall River.
4. If your installation requires any excavation within the street, your contractor will be required to obtain a Street Opening Permit from the Tiverton DPW. Forms and information can be found on www.tiverton.ri.gov. If your installation includes excavation in Fall River, you will be required to obtain a Fall River Street Opening Permit. If your installation includes excavation within a State right of way, you will be required to obtain a Physical Alteration Permit from the Rhode Island Department of Transportation. PAP information can be found on www.dot.ri.gov

5. Once your Sewer Connection Application is approved by TWWD and a copy of the fully executed road opening permit from Town of Tiverton has been filed with TWWD, the District will issue to you in writing a Notice-To-Proceed with the installation of your sewer connection.
6. You must contact the TWWD a minimum of forty-eight (48) hours prior to installation of your sewer service to schedule an inspection. Your contractor will not be allowed to backfill the pipe until it is inspected, a sketch of the installation is completed, and photographs of the installation are taken. Inspections can be scheduled for Monday through Friday 9:00 am to 4:00 pm.
7. Your contractor will be required to forward an As-Built submittal of your sewer connection to the TWWD after he/she has completed the sewer connection work. The As-Built submittal must include the following information:
 - a. The sketch of the installation, including ties to the connection point as well as all bends in the pipe. Depth to pipe at the connection point, at the foundation wall as well as at 75-foot intervals shall also be included on the sketch.
 - b. He/she must also include enough photographs to properly document all segments of the installation.
8. Once the TWWD receives your As-Built submittal, we will issue you a Residential Wastewater Discharge Permit and TWWD account number. TWWD will submit a copy of the Permit to the Town of Tiverton Building Inspector and Tax Assessor offices as well as the appropriate water authority. *NOTE: You will not get your Certificate of Occupancy (CO) until after the Permit is submitted to the Building Inspector's office.*

CHECK LIST

Betterment Assessment Agreement and Sewer Connection Application:

- a. () TWWD Sewer Betterment Assessment Agreement
- b. () Betterment Assessment Check made payable to Tiverton Wastewater District
- c. () TWWD Sewer Connection Application
- d. () 3 copies of your building floor plan (new construction only)
- e. () 3 copies of your engineer's plan & profile
- f. () Application Fee Check made payable to City of Fall River (new construction only)

Sewer Connection Installation:

- g. () Application approved by TWWD
- h. () Obtain all necessary street opening permits
- i. () TWWD written Notice-To-Proceed received by homeowner
- j. () Call for inspection at least 48 hours prior to installation
- k. () Document the installation with AS-BUILT sketch and photographs
- l. () Submit AS-BUILT package to TWWD
- m. () Receive Wastewater Discharge Permit