

# WPCA Application Process

## Capacity Review / Change of Use

- An applicant shall file a Capacity Review Application for any building or development that is to be connected to the sanitary sewer system or a Change in Use Application for an existing building previously connected.
- The application is given a specific file number, depending upon the complexity of the development it is either acted upon by the Superintendent or accepted at the next regularly scheduled meeting of the WPCA, they will then authorize the WPCA consultant engineer to review this application.
- The Superintendent or consultant engineer will provide a written response to the applicant within 65 days.
- The Land Use Department will also receive notification of the status of the application.

## Sanitary Sewer Plan Review

- An applicant shall file a Sanitary Sewer Plan Review Application. *(Complex developments require a \$500 Review Fee.)*
- The application is given a specific file number, depending upon the complexity of the application it is either acted upon by the Superintendent or accepted at the next regularly scheduled meeting of the WPCA, they will authorize the WPCA consultant engineer to review the plans.
- During the 65 day application processing timeline, there will be correspondence to clarify any and all details necessary for the application to be approved in accordance with the WPCA Regulations, Standards and Details. These are available at <http://www.townofcantonct.org/wpcf> all projects will be reviewed against them for compliance.
- The Superintendent or consultant engineer will provide a written response to the applicant once the plan review is complete and satisfactory.
- The Land Use Department will also receive a notification of the status of the application and requires a capacity letter and a sanitary sewer plan review letter prior to approving the project.

## Sanitary Sewer Construction Agreement Process

- Any project where the WPCA will take ownership of main line sanitary sewers including extensions of or modifications to the Town of Canton Sanitary Sewer System shall require the execution of a Sanitary Sewer Construction Agreement (SSCA). *(A SSCA is not required for laterals installed on private property.)*
- Any project consisting of three (3) or more Equivalent Dwelling Units (EDUs) may reserve capacity by paying 25% of the total connection fee, upfront for the project. *(Reference Resolution of Sewer Usage and Connection Charges on website.)*
- Multiple copies of the design drawings must be submitted, reviewed, approved and stamped by the WPCA's consultant engineer.
- The developer shall provide escrow monies that will be used for expenses related to the inspection / oversight of the project during the course of construction, and a performance bond for the full estimated value of the work.
- The construction contractor shall provide a copy of their license, bond and insurance prior to commencing work.
- The SSCA shall be signed by the Town's Chief Administrative Officer and the developer.

## Construction Completion

- The sewer improvements defined on the plans and in the specifications must be inspected and determined to be completed. Including a CCTV inspection of the pipeline and as-built drawings submitted/approved by the WPCA.
- An applicant shall file a Bond/Escrow/Maintenance Application requesting the conditional acceptance of flow.
- The application is given a specific file number, is accepted by the WPCA at their regularly scheduled meeting.
- All easements that provide access to the main line sewers must be conveyed to the Town and recorded on the land records.
- The developer shall provide a maintenance bond for 20% of the value of the project for the one (1) year maintenance period that follows. The performance bond will be released once the maintenance bond is in place.

## Project Completion

- After completion of the one year maintenance period the developer shall file a Bond/Escrow/Maintenance Application requesting final acceptance of the project, the release of the maintenance bond and escrow monies.
- The application is given a specific file number, is accepted by the WPCA at their regularly scheduled meeting.
- An inspection will be conducted by the consulting engineer or WPCF Staff to ensure all improvements are in acceptable condition. Upon a favorable recommendation from the WPCA's consulting engineer, the Canton WPCA will forward a recommendation to finance authorizing the release of the maintenance bond and release of the escrow monies upon payment for any outstanding invoices.

**All applications are to be filed with the WPCF Superintendent**