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SUBJECT Fulfill Township Notification to Suspend or Restore Service at a Sanitary Sewer Connection	APPROVED SIGNATURE	

PURPOSE

This policy establishes the activities and expectations necessary to comply with a township notification to suspend or restore service for a sanitary sewer connection.

POLICY

It is the county policy that when notified by a township that a suspension of service has been issued for a low pressure connection to the Livingston Regional Sanitary System (LRSS) the condition of the connection site equipment will be evaluated and the connection will be isolated from the LRSS. Reconnection will require payment of a \$225.00 fee in advance of any activity to restore the LRSS connection.

PROCEDURES

Upon written or digital document notification that a suspension of service is approved by the township, operators of the Livingston Regional Sanitary System (LRSS) will inspect the sanitary connection site. The inspection will be an evaluation of the equipment condition with photographs for documentation, the pump will be removed and the lateral service valve closed. Non routine work required to isolate the property's lateral sewer from the main sewer will be an additional expense to the reconnection fee. A copy of the inspection form will be provided for the property owner and will be submitted to the township with the township's copy. The original form will be retained by the county as a record of the equipment condition.

A request to reconnect to the LRSS will require payment of the \$225.00 fee to trigger a new inspection of the sanitary connection site equipment. The purpose of the new inspection will be to compare the condition of the on-site equipment to the first inspection. If no damage has occurred the pump will be installed and the lateral valve opened to resume sanitary service.

PROCEDURE EXCEPTION

If the inspection reveals site sanitary equipment has been damaged, the property owner will be required to deposit escrow funds to continue the reconnection process. A cost estimate for the repairs will be prepared by the LRSS staff or a contractor, reviewed by a deputy drain commissioner and then provided to the applicant. The escrow amount will be 120% of the estimated repair costs to restore sanitary service. A deposit in the form of cash or certified check is required to establish the escrow. Any escrow funds remaining after the equipment is repaired and sanitary service restored will be remitted to the property owner.

POLICY DISCLAIMER

The county or its agents are not liable for any direct or indirect water damage or any other damage incurred at this site while sanitary service is vacated. The property owner is responsible for all damages onsite while service is disconnected. This limitation of liability is stated on the property owner's copy of the initial inspection form.

Suspension of service eliminates pumping capability when the pump is removed and in other instances where the property owner has discontinued electrical service. Areas in the immediate vicinity of the pump chamber are completely dewatered prior to the suspension of sanitary service. Water may accumulate in the building after the pump is removed from the suspended site. Requests to suspend sanitary service prevent water removal. The county or its agents are no longer liable for any damage after the pump is removed.

POLICY DOCUMENT AND FUNDS DISPOSITION

The reconnection fee of \$225.00, the escrow funds and original documentation will be delivered and retained at the Office of the Drain Commissioner, 2300 E. Grand River, Suite 105 Howell, MI 48843 - 7581.

Documents required by insurers will be provided by the Office of the Drain Commissioner after payment of any preparation fees or pursuant to the requirements of the Freedom of Information Act (FOIA), as applicable.