

# Shoreham Wastewater

297 Main Street, Shoreham, VT 05770

Phone 897-5841

## Application for Allocation and Hookup Permit

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Property Information:** Parcel Number \_\_\_\_\_

Street Address/Location: \_\_\_\_\_

Description of Current Use: \_\_\_\_\_

Description of New or Additional Use: \_\_\_\_\_  
(include # bedrooms for homes)

Name & address of person/firm performing proposed work: \_\_\_\_\_

In consideration for the granting of this permit, the undersigned agrees:

1. To accept and abide by all provisions of the town's "Wastewater Ordinance", and of all other pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the private sewer line at no expense to the Town of Shoreham.
3. To notify the Wastewater Commissioners when the private sewer line is ready for inspection and connection to the public sewer main, **prior to any portion of the work being covered.**

Applicant's Signature \_\_\_\_\_

### Allocation Information:

Requested allocation: (see Table 1 in instructions) new or increase (circle one) \_\_\_\_\_ gpd

State Permit will also be required.

Grease Trap Required    yes    no

### Town Allocation Utilization Fees:

New Hookup Connection Fee:

Residential Property                      \$3,000                      \$ \_\_\_\_\_

Commercial Property                      \$4,200                      \$ \_\_\_\_\_

Allocation Fee    X \$4.20/GPD                      \$ \_\_\_\_\_

(See instruction step #3)    **Total Fee Due**                      \$ \_\_\_\_\_

**Plus \$20.00 recording fee made payable to Town of Shoreham.**

Fee Paid: Date \_\_\_\_\_ Check # \_\_\_\_\_

Based on the capacity of the treatment facility, the allocation request as stated above, the approved engineered design as submitted, and the complete and full payment of the above fees, this request for allocation and hookup is granted when signed and dated by at least two (2) of the three (3) wastewater commissioners.

\_\_\_\_\_  
Wastewater Commissioner

\_\_\_\_\_  
Wastewater Commissioner

\_\_\_\_\_  
Wastewater Commissioner

Request Approved (date) \_\_\_\_\_

Connection Number: \_\_\_\_\_

Request Denied (date) \_\_\_\_\_ Explanation \_\_\_\_\_

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## Instructions for Allocation and Hook Up Permit

**How do I get connected to the system?** In order to connect to the Shoreham Wastewater system you must follow the following process. Once you have completed all architectural considerations for your new building and are settled on what the final structure and site layout is you should do the following:

**Step 1** – Retain the services of a Vermont State licensed designer or engineer to design, draw and detail the extension of the main to your property<sup>1</sup> (if necessary) and the connection of the wastewater line from the structure to the main.

**Step 2** – Obtain the “Application for Allocation & Hookup Permit” from the Shoreham Town Clerk.

**Step 3** – Return the completed Application for Allocation & Hookup Permit form along with the engineers drawings to the Shoreham Town Clerk, along with a check made payable to Shoreham Wastewater for the associated fees.

Sample: Allocation for single-family residence:

# bedrooms (up to 3) \_\_\_\_\_ x 140 = \_\_\_\_\_  
plus # additional bedrooms (any over 3) \_\_\_\_\_ x 70 = \_\_\_\_\_

Non-residential allocation will be calculated by the wastewater commissioners based on the State Design Flow Table.

**Step 4** – After the Wastewater Commissioners have had the opportunity to review and approve the engineer’s documents you will receive by mail the approved Allocation & Hookup Permit authorizing you to proceed with construction.

All permits must be kept on the premises and shall be made available to the Commissioners or their duly authorized representatives at any time. Failure to keep permits available shall be presumptive evidence that the work or operation being conducted is without a permit and is a violation of the wastewater ordinance.

**Step 5** – ANY EXCAVATION WITHIN THE HIGHWAY RIGHT OF WAY WILL REQUIRE APPROVAL FROM THE HIGHWAY DEPARTMENT ROAD FOREMAN.

**Step 6** - DO NOT COVER ANY PORTION OF THE CONSTRUCTION PRIOR TO TOWN INSPECTION.<sup>2</sup>

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<sup>1</sup> You will be required to extend the main sewer line from the existing termination point to a point on your property that is not less than the minimum side yard setback as identified in the Shoreham Town Zoning Ordinance. For example if the minimum side yard setback is 25’, you will be required to extend the sewer main 25’ onto your property minimum, regardless of where along the main line your connection is to be located.

<sup>2</sup> If any portion of the sewer line construction is covered prior to inspection by the town, you will be personally liable for ALL expenses to uncover, inspect and recover the work in question.