



70 HARBOR ROAD  
PORT WASHINGTON, NEW YORK 11050

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WWW.PWWPCD.US

## REQUEST FOR SEWER AVAILABILITY

### PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT

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

#### CONTACT INFORMATION:

1. NAME \_\_\_\_\_
2. ADDRESS \_\_\_\_\_  
\_\_\_\_\_
3. TELEPHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

#### SECTION, LOT AND BLOCK TO BE SERVED:

4. SECTION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_
5. SERVICE ADDRESS \_\_\_\_\_  
\_\_\_\_\_
6. TYPE OF USE:  
 SINGLE FAMILY RESIDENCE \_\_\_\_\_  
 2 – 4 FAMILY RESIDENCE \_\_\_\_\_  
 5 + FAMILY & COMMERCIAL BUILDING \_\_\_\_\_

I certify that the information provided in this request, including submittals and attachments is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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1. Please allow approximately 5 working days for a response
2. This letter will be provided with an expiration date of one (1) year from the written date

**PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT**  
**SANITARY SEWER AVAILABILITY: IN-DISTRICT**  
**SUBMITTAL REQUIREMENTS**

The following are the submittal and process requirements for a "Sewer Availability" study within the District's boundaries as a result of a change in use, redevelopment, rezoning, etc., of the subject property (residential/commercial). Reference the District's website at <http://www.pwwpcd.us> for the Sewer Use Ordinance and additional information.

1. A \$2,500 "Deposit-for-Costs" for Professional Engineering/Legal Fees, for the evaluation of the sewer capacity/availability within the District's sanitary sewer system. These funds will be held in a separate account and used solely for Engineering and Legal Fees. Upon completion of the evaluation, any funds not utilized will be returned to the applicant. Should additional funds be required beyond the initial \$2,500 deposit, all work will cease until required funds are received from the applicant.
2. The following is required to be submitted with the "deposit for cost" and will be reviewed as part of the above referenced evaluation:
  - Proposed plumbing plan and/or plumbing riser diagram.
  - Proposed max flow rate to be discharged to the District's sanitary sewer system.
3. In addition, the following is required to be submitted and approved by the District before the proposed sanitary sewer connection can be made:
  - Plan showing location, elevation, material and size of existing sanitary sewer service which was previously disconnected, capped and temporarily abandoned (if applicable).
  - Site Plan stamped by an Engineer/Architect licensed in the State of New York and approved by the applicable Building Department showing property size, building size and all proposed underground utilities including sewer, water, gas, etc. Site plan shall indicate pipe size, material, slope and elevation of sanitary sewer service at the location leaving the building and at the location of connection to the District system
  - Proposed connection detail (i.e. connection to existing sanitary sewer main with pipe saddle, connection to existing sanitary sewer main with lateral wye fitting, etc.).
  - Approval by the District of submitted plans and details.
4. Once the details of connection are approved, the applicant must apply for a Sewer Disconnect Permit (if applicable) and a Sewer Connection Permit.

**PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT**  
**SANITARY SEWER AVAILABILITY: OUT-OF-DISTRICT**  
**SUBMITTAL REQUIREMENTS**

The following are the submittal and process requirements regarding "Sewer Availability" for a property located outside the District's boundaries, who wishes to connect a new sanitary sewer service to the District's sanitary sewer system. Reference the District's website at [www.pwwpcd.us](http://www.pwwpcd.us) for the Sewer Ordinance and additional requirements.

1. A preliminary initial investigation to determine the proximity of the premises to the District's collection system will be performed.
2. Should the District conclude that there is a reasonable possibility that a connection can be made, the next step in the process will require a \$5,000 "Deposit-for-Costs" for Professional Engineering/Legal Fees, for the evaluation of the feasibility of connection to the District's sanitary sewer system. These funds will be held in a separate account and used solely for Engineering and Legal Fees. Upon completion of the evaluation, any funds not utilized will be returned to the applicant. Should additional funds be required beyond the initial \$5,000 deposit, all work will cease until required funds are received from the applicant.
3. The following is required to be submitted with the "deposit for cost" and will be reviewed as part of the above referenced evaluation:
  - Proposed plumbing plan and plumbing riser diagram signed by a licensed Engineer/Architect in the State of New York. Plumbing plan and diagram shall indicate all fixtures discharging to the proposed sanitary sewer service and shall indicate the elevation of the proposed sewer pipe leaving the building.
  - Proposed max flow rate to be discharged to the District's sanitary sewer system.
4. Once it is determined that the District's sanitary sewer system can accept the additional flow proposed, an Equalization fee will be required to connect to the sanitary sewer system. An annual sewer fee based on your current County Assessed Valuation will also be required.
5. In addition, the following is required to be submitted and approved by the District before the proposed sanitary sewer connection can be made:
  - Approval by the local Village in which the property is located.
  - Plan showing location, elevation, material and size of existing sanitary sewer service which was previously disconnected, capped and temporarily abandoned (if applicable).
  - Site Plan stamped by an Engineer/Architect licensed in the State of New York and approved by the applicable Building Department showing property size, building size and all proposed underground utilities including sewer, water, gas, etc. Site plan shall indicate pipe size; material, slope and elevation of sanitary sewer service at the location leaving the building and at the location of connection to the District system.
  - Proposed connection detail (i.e., connection to existing sanitary sewer main with pipe saddle, connection to existing sanitary sewer main with lateral wye fitting, etc.).
  - Approval by the District of submitted plans and details.
6. The proposed connection will require approval by the Board of Commissioners as an outside contract.
7. Once the details of connection are approved, the applicant must apply for a Sewer Disconnect Permit (if applicable) and a Sewer Connection Permit.