



# CITY OF MT. ANGEL SEWER LATERAL REPLACEMENT OR REPAIR PROGRAM

## Policy and Guidelines

Effective January 1, 2012

**TABLE OF CONTENTS**

**Policy Summary ..... 3**

**Policy Rules..... 4**

**Step by Step Checklist ..... 6**

**Frequently Asked Questions ..... 7**

**Resolution ..... 8**

**Public Works Design Standard Drawings ..... 10**

**Replacement or Repair Application..... 16**

**Price Quote Detail Sheet..... 17**

**Proof of Contractor Payment..... 19**

## **Policy Summary**

Old collapsing and leaky private sewer laterals contribute to surface damage, sink holes, and potholes in the City's streets and sidewalks. These old and failing pipes also contribute to the inflow and infiltration problem that ground water has on the City wastewater system. The Mt. Angel Municipal Code 52.021(D) and 52.022(L) places the responsibility for maintaining private sewer laterals on the owner of the property it serves.

The City has developed this program to provide financial incentives to encourage timely replacement of these sanitary sewer laterals. The Sewer Lateral Replacement Program utilizes wastewater funds budgeted to provide reimbursement of failed sanitary sewer lateral replacement within the public right of way. The program will continue each year to the extent that funding is available. The program only applies to private single family residential properties with work in the public right of way; this program does not reimburse for sewer lateral work on private property. This program applies to both lateral replacements and repair (spot fixes).

## **Policy Rules**

1. The program is effective as of January 1, 2012 per Resolution 1377.
2. The program only applies to private property where a single family dwelling exists.
3. The assistance program is only in effect when funds are allocated for that purpose within a given budget year.
4. Allocated funds are available on a first-come first-serve basis with a maximum reimbursement of \$2,000 per single family residential structure until allocated funds are expended.
5. Construction of public sewer mains or new sewer connections will not be funded by this program.
6. The property owner of the residential structure which the lateral serves shall be reimbursed for the full cost of the lateral replacement within the right of way including right of way permit costs up to the \$2,000 cap.
7. Reimbursement shall not include the cost of work associated with lateral replacement on private property. The point between private property and the public right of way will be determined by the Public Works Department.
8. Reimbursement shall not include the cost of obtaining easements.
9. Reimbursement applies to both full and partial replacement of sewer laterals.
10. Proof that lateral pipe failure is located in the public right of way must be submitted and approved by the City. In addition to pipe failure, reconstruction of any clay, concrete, and Orangeburg (wood pulp and pitch) laterals in the public right of way are eligible for reimbursement.
11. The program will only fund those improvements necessary to meet the normal costs associated with a private sewer lateral replacement less any rebates or incentives offered by a contractor.
12. All private sewer lateral replacement assistance program applications must include three (3) detailed price quotes from different contractors to perform this work in the public right of way. The application and a price quote detail sheet are shown on pages 17 and 18. The three

- (3) quotes will be evaluated by the City and one of them will be approved for potential reimbursement. Lump sum quotes will not be accepted. The City reserves the right to refuse approval of any quote. The program will only reimburse the amount indicated in the approved price quote detail sheet unless otherwise approved by the City.
13. Funds will only be reserved once permits have been issued. Permits will expire and reserved funds will be made available to others if construction has not begun within 60 days of permit issuance.
  14. **PLEASE NOTE:** Reimbursement only applies to those property owners that acquired all applicable permits, complied with all City, State, and Federal standards, obtained final inspection approval, and returned a complete “proof of contractor payment” form to the City (see form on page 19) within 30 days from final inspection.
  15. The property owner is the only person eligible to apply for this program and the funds will only be released to the property owner of record.

## Step by Step Checklist

- Thoroughly review the Sewer Lateral Replacement Program Policy and Guidelines document.
- Provide verification to City Hall that the sewer lateral is damaged in the public right of way. This may be a CD, DVD, or other approved recording of an internal pipe inspection; or it may be a detailed description provided by the individual “snaking” the line.
- Submit a completed Sewer Lateral Replacement or Repair Application to City Hall.
- After submitting the completed Sewer Lateral Replacement or Repair Application, meet with a representative of the City to discuss options to replace the sewer lateral.
- Submit completed price quote detail sheets from three (3) different contractors in the public right of way. DO NOT contract with any contractor unless the City has approved that contractor’s price quote detail sheet. The three (3) quotes will be evaluated by the City and one of them will be approved for potential reimbursement. The program will only reimburse the amount indicated in the approved price quote detail sheet. The City does not recommend particular contractors for this work; however, we can provide you a list of local contractors who we have worked with in the past. The City prefers local contractors be used for this work.
- Provide verification to the City that any necessary easements have been obtained and are recorded with Marion County Clerk’s Office.
- Provide verification to the City that any necessary permits have been obtained from other government agencies.
- The contractor whose price quote detail sheet was approved by the City must meet with a representative of the City to discuss the project and the reimbursement process.
- Obtain a right of way permit from the City and pay permit fee.
- Obtain a plumbing permit from the City or Marion County Building Department and pay permit fee.
- Contractor must begin work within 60 days of permit issuance.
- You must call the City for an inspection prior to the in-ground work being covered up. The City will inspect the completed repairs and approve the work prior to final work being completed. The City will not reimburse you for the repairs if you do not complete this step.
- Submit a completed “proof of contractor payment” form to the City within 30 days of final inspection.

## **Frequently Asked Questions**

Q1: Why is the program limited to residential single family homes?

A1: The City is concerned about residences that have ongoing trouble and complaints about sewer service. Some residential property-owners have little means to provide repairs.

Q2: If funds run out for this year, can I save my “proof of contractor payment” and submit it for the next year’s funding?

A2: Return a complete “proof of contractor payment” form to the City within 30 days from final inspection. If approved by the City, “proof of contractor payment” forms may be held pending budget approval when further funds are allocated for the next fiscal year beginning July 1. No obligation can be made against next year’s budget. The amount of funding allocated for this annual replacement program is determined each year during an annual budget process and cannot be guaranteed.

Q3: If my contractor discovers something that costs more than the “approved detailed quote”, will I get reimbursed for that too?

A3: The program will only reimburse the amount indicated in the approved price quote detail sheet unless otherwise approved by the City. This is designed to keep contractors from under bidding projects to get work and then asking for more money during actual construction.

Q4: My contractor is not from this area and gave me a lump sum bid. Can I use this contractor?

A4: Only itemized quotes submitted to the City on the “price quote detail sheet” will be considered for approval. Lump sum quotes cannot be accepted because they do not provide any basis for evaluating how costs were distributed in public right of way versus private property.

Q5: Why won’t the City tell me which contractor to use?

A5: The City does not recommend individual contractors for work. However, we can give you a list of local contractors who we have worked with in the past. This will not guarantee the quality of the work or performance, so please investigate and screen your contractors prior to hiring them.

**CITY OF MT. ANGEL  
RESOLUTION NO. 1377**

**A RESOLUTION ESTABLISHING AN ASSISTANCE AND INCENTIVE PROGRAM FOR REPLACEMENT AND REPAIR OF PRIVATE SEWER LATERALS**

**WHEREAS**, the Mt. Angel Code [52.021(D) & 52.022(L)] places the responsibility for maintaining private sewer laterals on the owner of the property it serves; and

**WHEREAS**, old collapsing and leaky private sewer laterals can contribute to inflow and infiltration problems in the wastewater system; and

**WHEREAS**, old collapsing and leaky private sewer laterals contribute to surface damage, sink holes, and potholes in Mt. Angel's street system; and

**WHEREAS**, the City of Mt. Angel intends to encourage the timely repair and replacement of private sewer laterals; and

**WHEREAS**, the City of Mt. Angel would like to create a Sewer Lateral Replacement Program;

**NOW, THEREFORE BE IT RESOLVED THAT** the City of Mt. Angel establishes a Sewer Lateral Replacement Program.

**SECTION 1.** A new Sewer Lateral Replacement Program is hereby established. Funding for this program shall be set aside each year from the Wastewater Fund through the City budget process. The program will continue each year to the extent that funding is available.

**SECTION 2.** The property owner of the single-family residential structure which the lateral serves shall be reimbursed for the full cost of the lateral replacement or repair within the public right-of-way. Said reimbursement shall not include the cost of lateral replacement or repair in private property, or the cost of obtaining private or public utility access easements.

**SECTION 3.** This program shall also reimburse the property owner for the full cost of any City of Mt. Angel issued permits for lateral replacement within the public right-of-way.

**SECTION 4.** This program will only apply to those lateral replacement or repair projects where permits are issued and work is begun after the effective date of the program.

**SECTION 5.** This program will only apply to private single family residential properties.

**SECTION 6.** This resolution shall be effective as of January 1, 2012.

PASSED by the City Council this 7<sup>th</sup> day of November, 2011.

**AYES: 6**

**NAYS: 0**

**ABSTAIN: 0**

APPROVED by the Mayor this 7<sup>th</sup> day of November, 2011.

  
\_\_\_\_\_  
Rick Schiedler, Mayor

ATTESTED BY:

  
\_\_\_\_\_  
Susan Muir, City Administrator

Filed in the City Recorder's Office this 1<sup>st</sup> day of December, 2011.

**NOTE: NO BENDS GREATER THAN 22-1/2° WITHIN PUBLIC RIGHT-OF-WAY.**

2" X 4" STAKE WIRED TO INVERT AND EXTENDING ABOVE FINISH GRADE. STAKE SHALL BE CONTINUOUS AND REMAIN VERTICAL AFTER BACKFILLING. END SHALL BE PAINTED WHITE. (TYP. AT ALL SERVICES)

STAMP 2" TALL "S" IN TOP OF CURB AT POINT OF CROSSING.

PROPERTY LINE CLEANOUT SEE DETAIL 416

EASEMENT LINE OR P/L PUE

24" MIN SEE NOTE 2

48" MIN. COVER

8'

12" MIN. 18" MAX.



UNDERGROUND WARNING TAPE "WARNING, SEWER LINE BELOW"

PLUG

SEWER LATERAL 3034 PVC, SDR 35

3" MIN. 3/4"-0" BEDDING

LATERALS SHALL BE LAID AT 90° TO RIGHT-OF-WAY OR EASEMENT LINE.

MANUFACTURED TEE-WYES FOR 8-INCH MAINLINES & STANDARD TEES FOR 10-INCH & LARGER MAINLINES

1. MIN. 18" SEPARATION BETWEEN ADJACENT LATERALS.

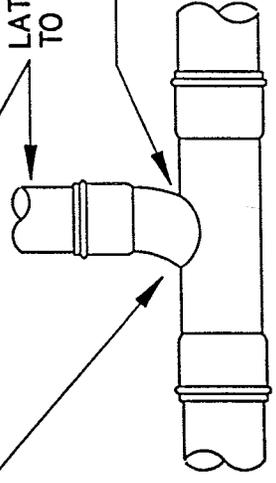
2. ONE FULL LENGTH (18') OF C-900 PVC PIPE (DR 18) REQUIRED FOR ALL SERVICE LATERALS WHICH CROSS UNDER WATER LINES WITH LESS THAN 5.5 FEET MINIMUM COVER TO FINISH GRADE OR 18" MINIMUM VERTICAL CLEARANCE BETWEEN WATER LINE & SERVICE LATERAL, WHICHEVER IS GREATER.

3. SERVICE SHALL NOT BE BACKFILLED PRIOR TO INSPECTION BY PUBLIC WORKS.

SEWER MAINLINE

22 1/2° STREET BEND

MINIMUM SLOPE 1/4" PER FOOT (2%)



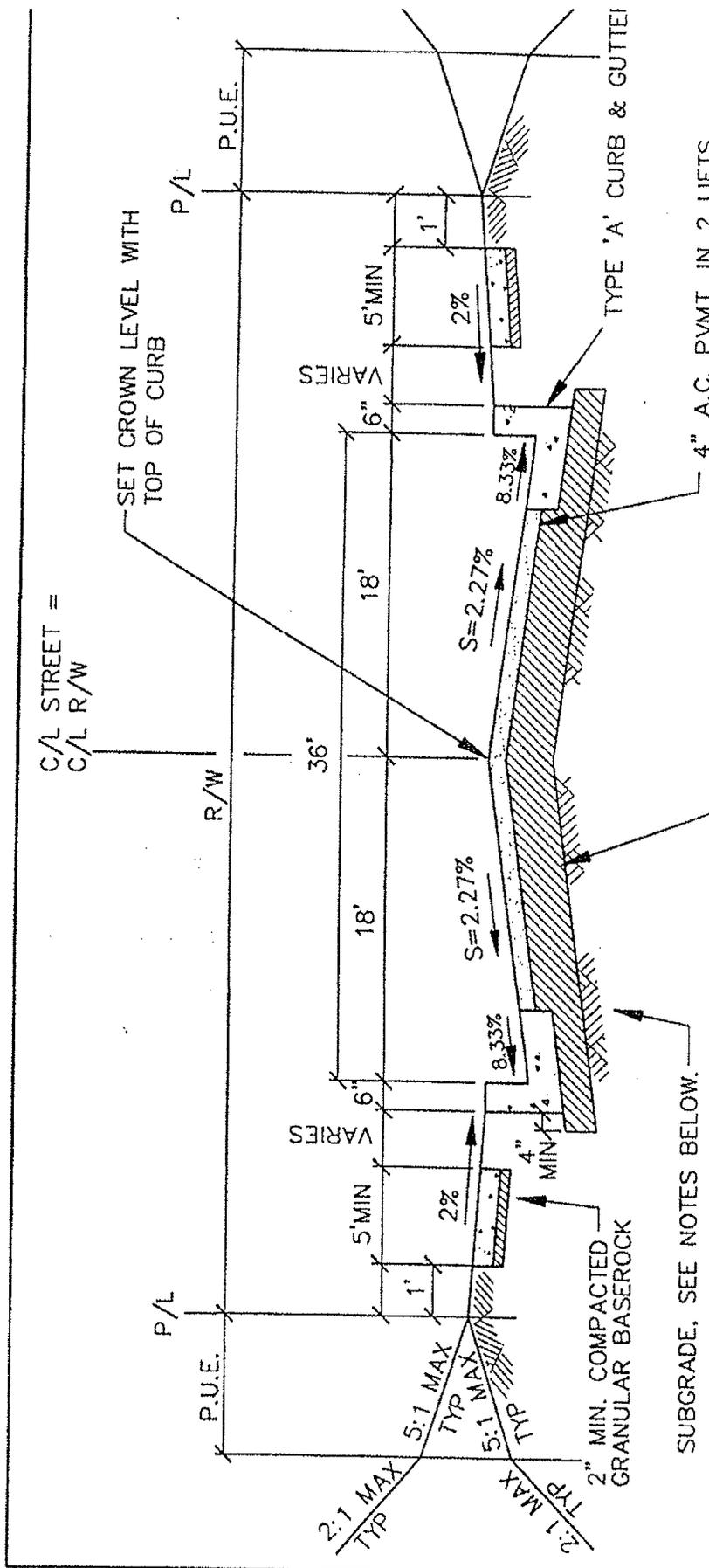
LAST REVISION DATE: OCTOBER 1997

COPYRIGHT 1996 WESTECH ENGINEERING, INC.

**SEWER SERVICE LATERAL**

CITY: MT ANGEL, OR

DRAWING NO. 415



12" OF 1"-0" GRANULAR BASEROCK  
(COMPACT TO 95% OPTIMUM PER AASHTO T-180)

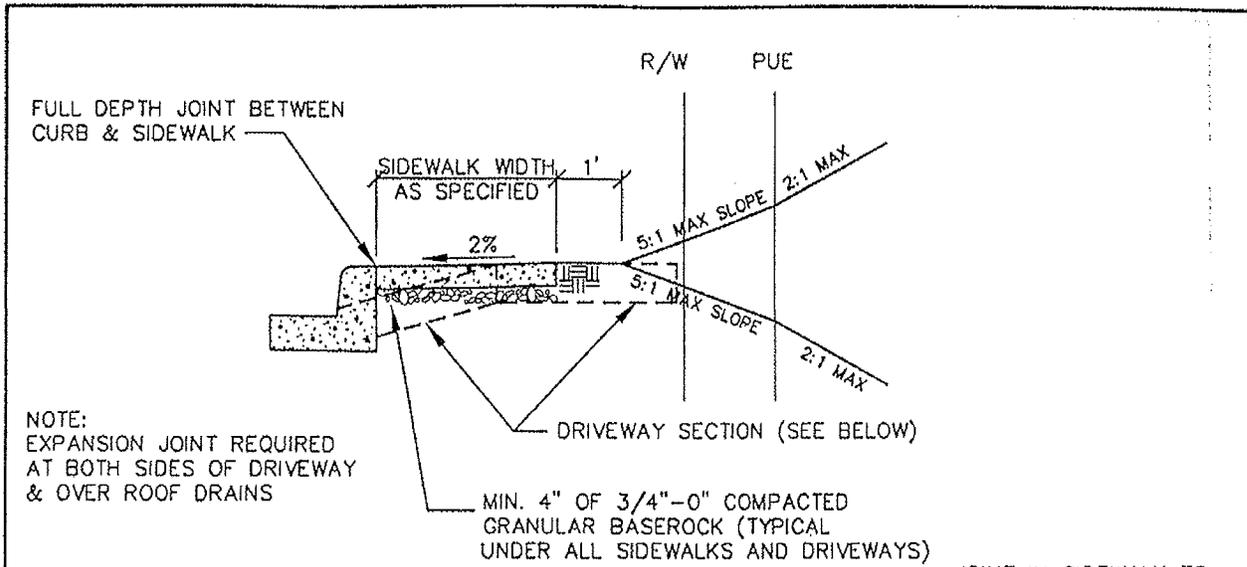
ALT: 1-1/2" OF 3/4"-0" GRANULAR BASEROCK OVER  
10-1/2" OF 1-1/2"-0" GRANULAR BASEROCK.

NOTES:

1. ALL DESIGN SUBGRADES SHALL BE COMPACTED AND PROOF-ROLLED PRIOR TO PLACEMENT OF BASEROCK. COMPACTION TESTING OF SUBGRADE MAY BE WAIVED AS OUTLINED UNDER NOTE 3.
2. IF SUBGRADE FAILS THE PROOF-ROLL, SUBGRADE SHALL BE OVEREXCAVATED TO UNDISTURBED SOIL AND BACKFILLED WITH BASEROCK OVER MIN. 8.0-OZ. NONWOVEN FABRIC AS REQUIRED TO ALLOW COMPACTION OF UPPER (DESIGN) BASEROCK SECTION AND TO MAINTAIN STRUCTURAL INTEGRITY OF NATIVE SUBGRADE SOILS. TYPICAL MIN. OVEREXCAVATION REQUIRED IS 12-INCHES. NO RUBBER Tired EQUIPMENT ALLOWED ON SUBGRADE FOLLOWING OVEREXCAVATION.
3. IF SUBGRADE PASSES PROOF-ROLL BUT CANNOT BE COMPACTED TO 95% OPTIMUM DENSITY PER AASHTO T-180, MIN. 4.5-OZ. NONWOVEN FABRIC SHALL BE PLACED ON THE SUBGRADE PRIOR TO PLACEMENT OF THE BASEROCK.

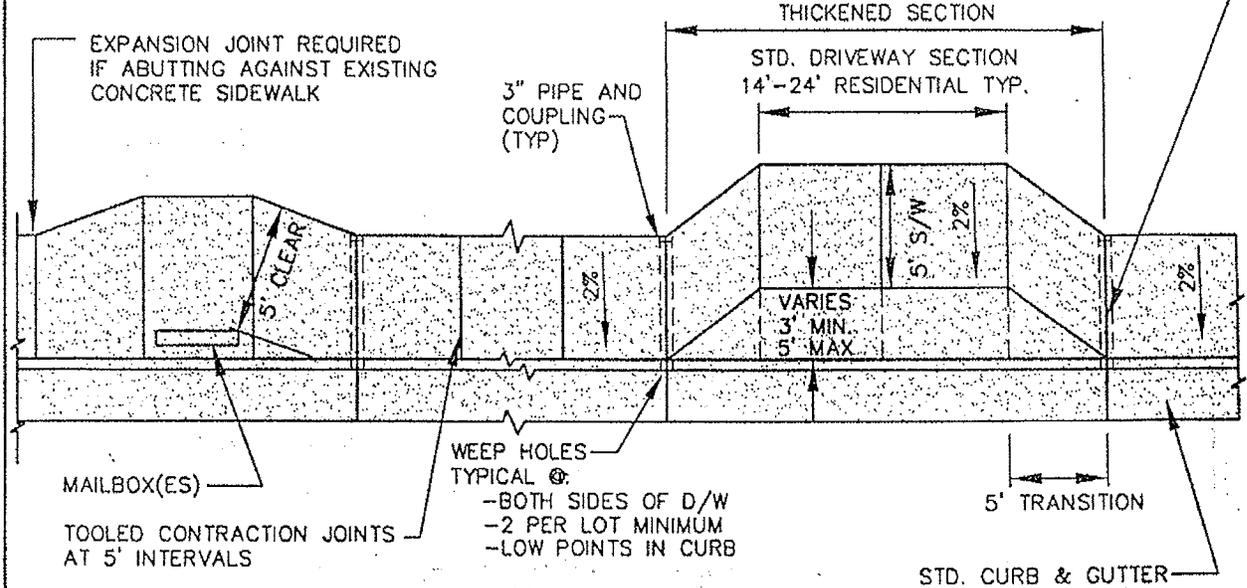
SUBGRADE, SEE NOTES BELOW.

LAST REVISION DATE: OCTOBER 1997		COPYRIGHT 1996 WESTON ENGINEERING, P.C.	
<b>36' MINOR COLLECTOR STREET MINIMUM SECTION</b>			
CITY: MT ANGEL, OR		DRAWING NO. 202	



NOTE:  
EXPANSION JOINT REQUIRED  
AT BOTH SIDES OF DRIVEWAY  
& OVER ROOF DRAINS

**TYP. CROSS SECTION**

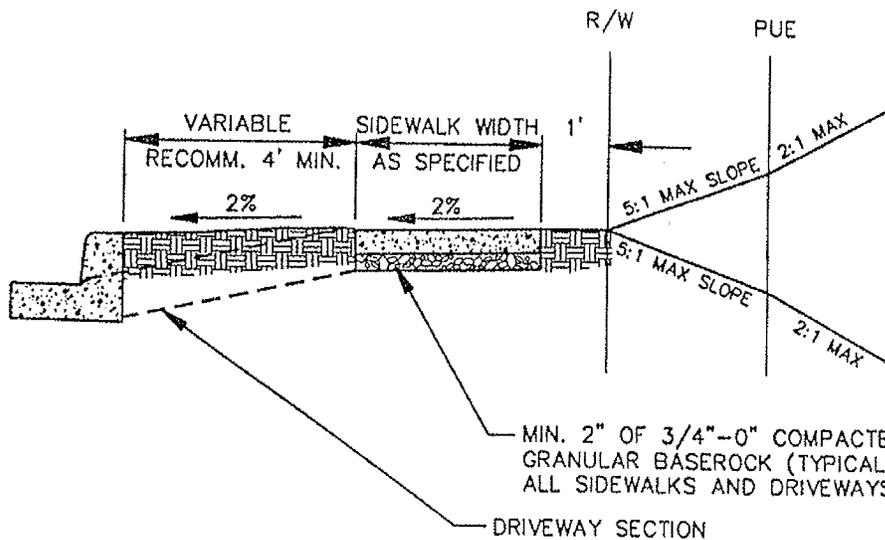


**TYP. PLAN VIEW**

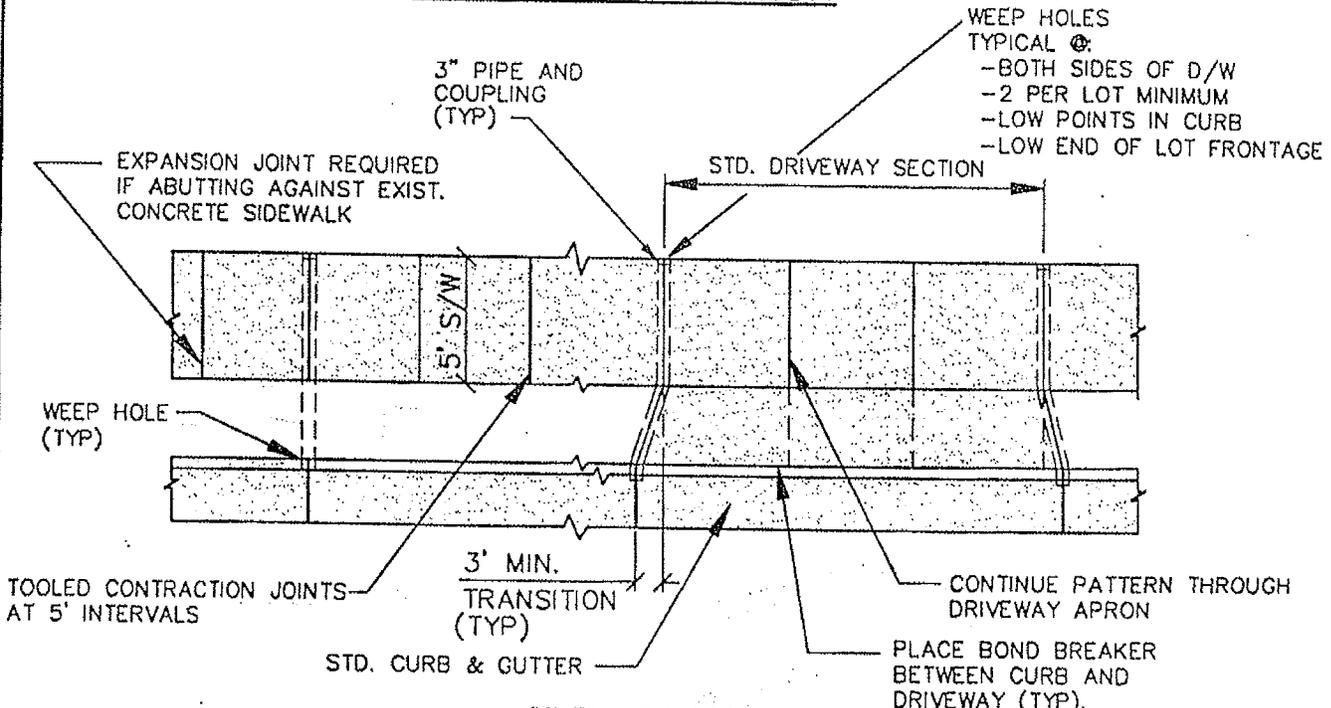
**NOTES:**

1. CONCRETE DEPTH FOR STANDARD SIDEWALKS SHALL BE 4" MIN.
2. DRIVEWAY SECTIONS INCLUDING TRANSITIONS & SIDEWALKS THROUGH DRIVEWAYS SHALL BE 6" MIN. THICKNESS. COMMERCIAL DRIVEWAYS SHALL BE 8" MIN. THICK.
3. SIDEWALKS 8' & WIDER SHALL HAVE A LONGITUDINAL CONTRACTION JOINT AT THE MIDPOINT.
4. CONCRETE SHALL BE 3300 PSI @ 28 DAYS.
5. PCC APRONS SHALL BE JOINTED TO MATCH SIDEWALK PATTERN.
6. SIDEWALKS SHALL BE LOCATED ENTIRELY WITHIN RIGHT-OF-WAY OR SIDEWALK EASEMENTS, INCLUDING SIDEWALKS AT DRIVEWAY APRONS.

LAST REVISION DATE: NOVEMBER 1999		<small>COPYRIGHT 1998 VESTECH ENGINEERING, INC.</small>
<p><b>CURBLINE SIDEWALKS AND DRIVEWAY APRONS</b></p>		
CITY: MT ANGEL, OR	DRAWING NO. 212	



TYP. CROSS SECTION

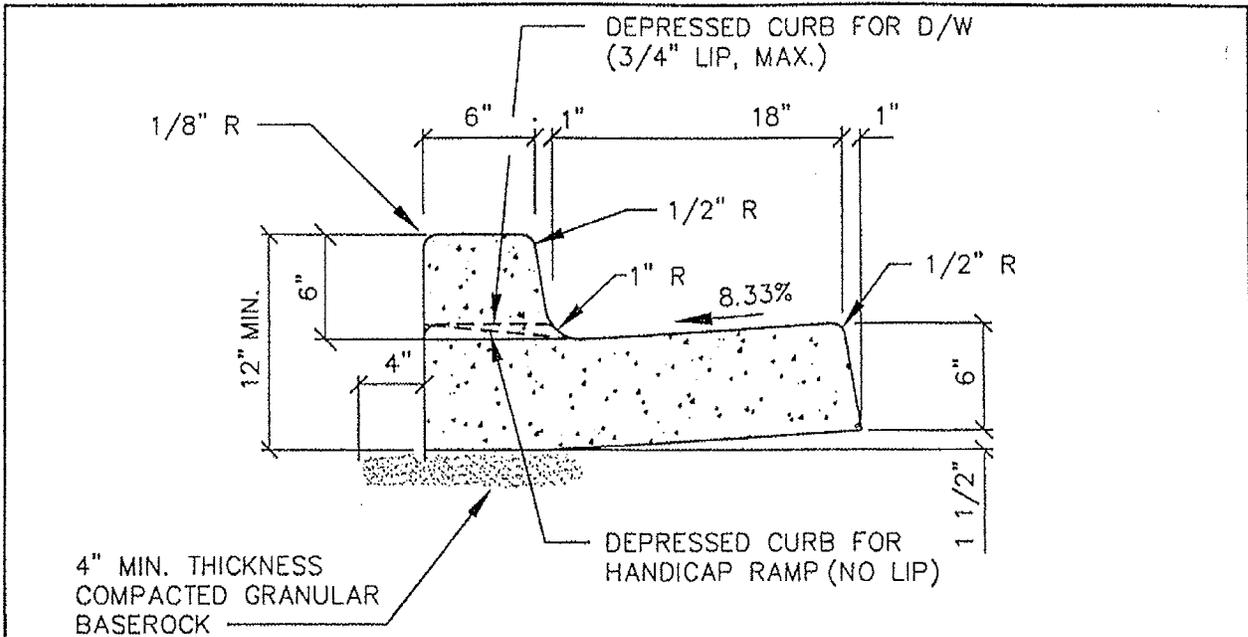


TYP. PLAN VIEW

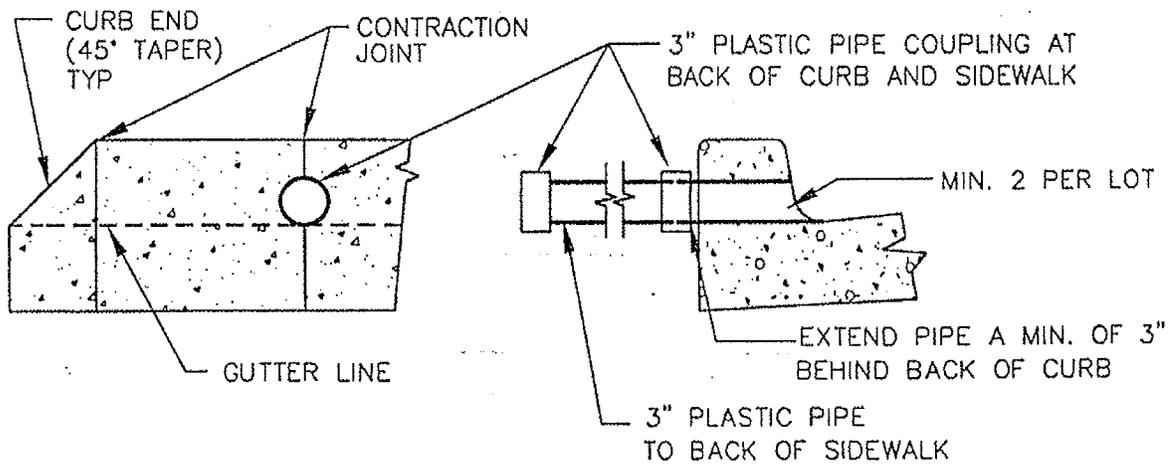
NOTES:

1. CONCRETE DEPTH FOR STANDARD SIDEWALKS SHALL BE 4" MIN.
2. RESIDENTIAL DRIVEWAY SECTIONS INCLUDING SIDEWALKS THROUGH DRIVEWAYS SHALL BE 6" MIN. THICKNESS. COMMERCIAL D/W SHALL BE 8" MIN. THICKNESS
2. CONCRETE FOR COMMERCIAL USE AND ALLEY APPROACHES SHALL BE 8" MIN. THICKNESS
3. SIDEWALKS 10' & WIDER SHALL HAVE A LONGITUDINAL CONTRACTION JOINT 5' ON CENTER.
4. PCC APRONS SHALL BE JOINTED TO MATCH SIDEWALK PATTERN.
5. CONCRETE SHALL BE 3300 PSI @ 28 DAYS.

LAST REVISION DATE: OCTOBER 1997		<small>COPYRIGHT 1988 WESTCOX ENGINEERING, INC.</small>
<p>PROPERTY LINE SIDEWALKS</p>		
CITY: MT. ANGEL, OR	DRAWING NO. 213	



### TYPE A CURB & GUTTER



### WEEP HOLE THROUGH CURB

NOTES:

1. CONTRACTION JOINTS SHALL BE PLACED AT 15' MIN. INTERVALS AND SHALL EXTEND AT LEAST 50% THROUGH THE CURB OR CURB AND GUTTER.
2. A CONTRACTION JOINT SHALL BE PLACED ALONG AND OVER WEEP HOLE THROUGH THE SIDEWALK.
3. ALL CONCRETE SHALL BE 3300 PSI @ 28 DAYS.
4. WHERE SIDEWALKS ARE TO BE CONSTRUCTED, EXTEND 3" PIPE TO BACK OF SIDEWALK LOCATION & INSTALL COUPLING.
5. INSTALL MIN. 2 WEEP HOLES ON ALL LOTS. ONE WEEP HOLE TO BE AT LOW POINT OF LOT, 5' FROM P/L. WEEP HOLES IN EXISTING CURBS SHALL BE CORE DRILLED.

LAST REVISION DATE:  
NOVEMBER 1999

COPYRIGHT 1994  
WESTECH ENGINEERING, INC.

### TYPE 'A' CURB AND GUTTER AND WEEP HOLE

CITY:  
MT ANGEL, OR

DRAWING NO.  
210

CLEANOUT COVERS: CLEANOUT LIDS TO READ "SEWER" OR "STORM" AS APPLICABLE.

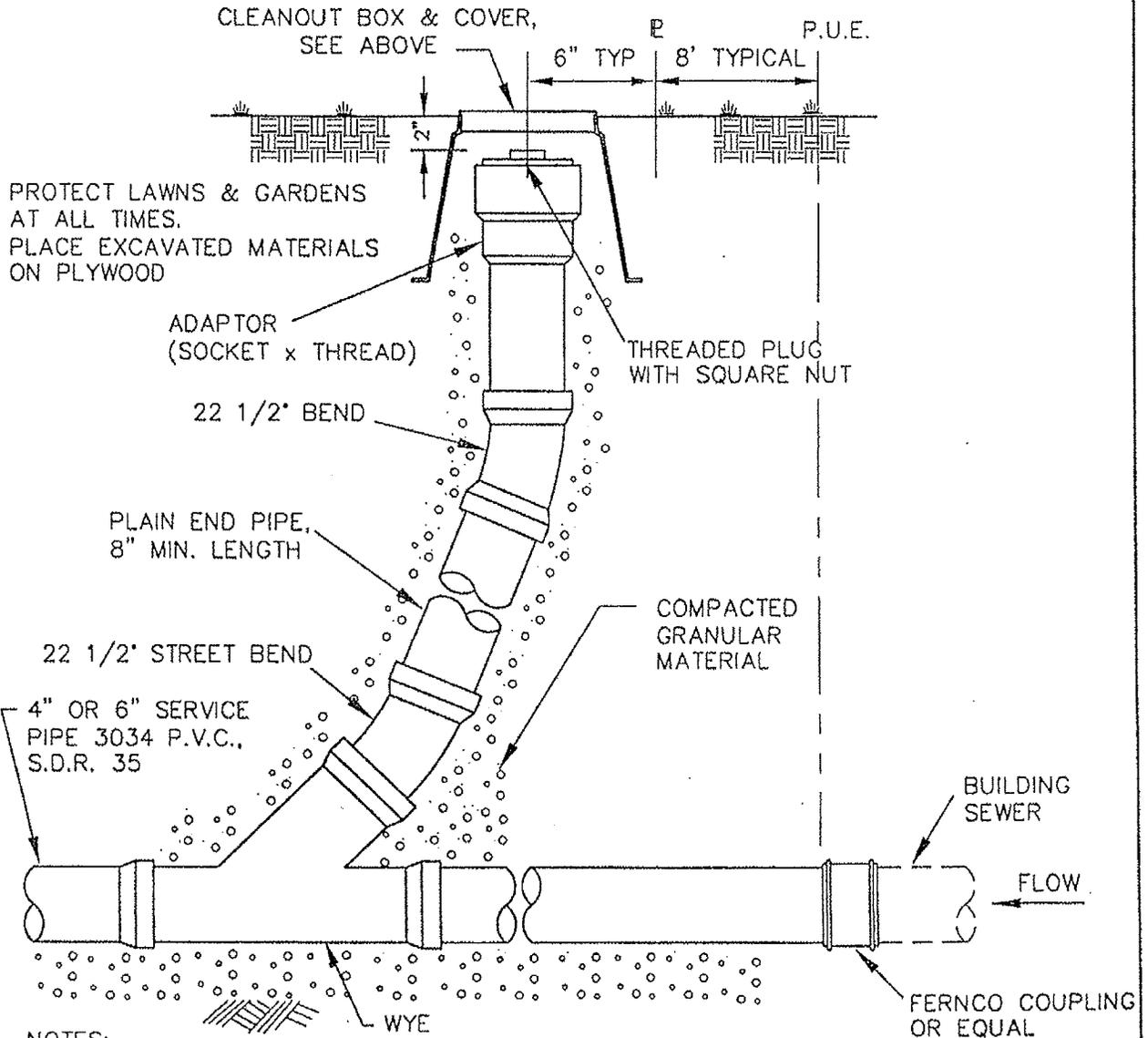
1. NON-TRAFFIC AREAS:

4" CO, DFW PLASTICS MODEL D-109 OR EQUAL (6-1/2" MIN. CLEAR OPENING).

6" CO, DFW PLASTICS MODEL D-1100 OR EQUAL (10" MIN. CLEAR OPENING).

2. TRAFFIC AREAS, INCLUDING DRIVEWAYS:

8" X 4" CAST IRON FRAME & COVER, OLYMPIC M1007 OR EQUAL.



NOTES:

1. CLEANOUT RISER SHALL BE SAME SIZE AND MATERIAL AS LATERAL PIPE.
2. PROVIDE CASTING FOR CLEANOUTS LOCATED IN DRIVEWAYS.
3. CLEANOUT PIPE SHALL BE LEFT A MINIMUM OF 18" ABOVE EXISTING GRADE UNTIL ALL CURBING IS INSTALLED AND ALL PRIVATE UTILITY TRENCHES ARE BACKFILLED. CLEANOUTS SHALL THEN BE SET FLUSH WITH FINISH GRADE.

LAST REVISION DATE: OCTOBER 1999

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STANDARD SERVICE LATERAL CLEANOUT

CITY: MT ANGEL, OR

DRAWING NO 416



**City of Mt. Angel**  
 5 N. Garfield St./PO Box 960  
 Mt. Angel, OR 97362  
 503-845-9291

Date: \_\_\_\_\_  
 Received By: \_\_\_\_\_

**SEWER LATERAL REPLACEMENT OR REPAIR APPLICATION**

Applicant (owner) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Authorized Representative (optional) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Location of Work \_\_\_\_\_  
 Description of Work \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUBMITTALS REQUIRED**

**1. The following must be submitted with this application:**

Provide verification to the City that the sewer lateral is damaged in the public right of way. This may be a recorded CD, DVD, or other approved recording of an internal pipe inspection; or it may be a detailed description provided by the individual “snaking” the line.

Submit completed price quote detail sheets from three different contractors prequalified with the City to perform this work in the public right of way. **DO NOT** contract with any contractor unless the City has approved that contractor’s price quote detail sheet. The three quotes will be evaluated by the City and one of them will be approved for potential reimbursement. The program will only reimburse the amount indicated in the approved price quote detail sheet.

Provide verification to the City that any necessary easements have been obtained and are recorded with Marion County Clerk’s Office.

Provide verification to the City that any necessary permits have been obtained from other government agencies.

**2. This application must be must be approved prior to permit issuance.**

\_\_\_\_\_  
 Applicant Signature Date  
 \_\_\_\_\_  
 City Approval Signature Date

Any questions should be directed to the Public Works Department at 503-845-6260



# City of Mt. Angel

5 N. Garfield St./PO Box 960  
Mt. Angel, Oregon 97362  
503-845-9291

Received By: \_\_\_\_\_

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

## SEWER LATERAL REPLACEMENT OR REPAIR PROGRAM Price Quote Detail Sheet

Contractor \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Site Address \_\_\_\_\_  
Description of Work \_\_\_\_\_

(Please DO NOT leave any blank spaces. Mark through ALL unused spaces below.)

	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
Sawcut surface pavements/concrete curb and gutter:	\$	per L.F.	L.F. \$ _____
Construct 4-inch ASTM D 3034 PVC sewer lateral in <b>public right of way</b> including all excavation, fittings, and compacted ¾" minus crushed rock backfill:	\$	per L.F.	L.F. \$ _____
Compaction Testing:	\$	per L.S.	L.S. \$ _____
Temporary Street Patch:	\$	per L.S.	L.S. \$ _____
Construct 4-inch HDPE sewer lateral in <b>public right of way</b> including all excavation, fittings, and compacted ¾" minus crushed rock backfill:	\$	per L.F.	L.F. \$ _____
Asphalt street patch per City Standard Drawing 202:	\$	per S.F.	S.F. \$ _____
Replace public sidewalk per City Standard Drawing 212 or 213:	\$	per S.F.	S.F. \$ _____
Replace driveway approach per City Standard Drawing 213:	\$	per S.F.	S.F. \$ _____
Replace curb/gutter per City Standard Drawing 210:	\$	per L.F.	L.F. \$ _____
Paint curb Safety Yellow:	\$	per L.F.	L.F. \$ _____
Replace 12 inches of topsoil and construct seeded lawn in <b>public right of way</b> planter strip:	\$	per S.F.	S.F. \$ _____
Replace street tree with City approved street tree:	\$	per EA.	EA. \$ _____
Replace existing pavement striping:	\$	per L.F.	L.F. \$ _____
: Replace existing pavement marking to preexisting condition	\$	per L.F.	L.F. \$ _____
Replace existing street sign to preexisting condition	\$	per EA.	EA. \$ _____
Temporary traffic control:	\$	per L.S.	L.S. \$ _____

**Subtotal for Work in Public Right of Way**

\$ \_\_\_\_\_

(continued on next page)

Is Contractor prequalified with the City to perform work in the public right of way?

**City Right of Way Permit Cost:** \$ 50

\_\_\_\_\_  
City Approval for Program Eligibility Date

**Subtotal of work in Public Right of Way:** \$ \_\_\_\_\_

**Total Potential Reimbursement:** \$ \_\_\_\_\_





# City of Mt. Angel

5 N. Garfield St./PO Box 960  
Mt. Angel, OR 97362  
503-845-9291

Received By: \_\_\_\_\_

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

## PRIVATE SEWER LATERAL REPLACEMENT OR REPAIR PROGRAM Proof of Contractor Payment

Contractor _____	
Address _____	Phone _____
Owner _____	
Address _____	Phone _____
Site Address _____	

I, **contractor**, have received full payment for all work associated with the sanitary sewer lateral replacement at the above site address (see attached receipt).

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

**City Reimbursement Amount:** \$ \_\_\_\_\_

I, the **property owner** of the above site address, verify that all work associated with the sewer lateral replacement project at the site address stated above is complete and satisfactory. I further agree with the eligible City reimbursement amount calculated by the City.

\_\_\_\_\_  
Property Owner Acceptance (signature)

\_\_\_\_\_  
Date

Any questions should be directed to the Public Works Department at 503-845-6260

Public Works Final Inspection Complete? Yes/No (Circle)

\_\_\_\_\_  
City Approval for Payment

\_\_\_\_\_  
Date