



District of Lantzville

Incorporated June 2003

March 15, 2010

Dear Property Owner

**Re: Information Update & Connection Steps
Sanitary Sewer Collection System Phase 2**

Further to our correspondence dated February 10th, 2010, we are pleased to advise that we are quickly approaching completion of construction of Phase 2 of the District's sanitary sewer collection system. Therefore, the District is now in a position to communicate connection steps as well as to invoice property owners for costs associated with connecting to the system. Please find enclosed your invoice (in duplicate) and a connection steps checklist (blue).

We would encourage property owners to utilize the checklist provided as it outlines a step by step process to simplify individual property connections to the system. The checklist has been prepared in 'step' order and in a format whereby you can check-off steps once you have completed them.

Financial Implications/Invoice Detail

The enclosed invoice identifies one-time costs to facilitate your connection to the system as follows:

- District of Lantzville Sewer Connection Fee in the amount of \$1,500; and
- Regional District of Nanaimo Capital Charge in the amount of \$698.

This invoice is due and payable to the District of Lantzville prior to applying for your connection permit. Property owners who complete their individual property connection to the system no later than September 30th, 2010, will be entitled to a \$1,000 refund. Those property owners subject to a pump purchase have until March 31st, 2011, to connect their property to the collection system and be entitled to a \$1,000 refund.

NOTE: Your invoice does not identify individual property costs as these costs are property specific and borne by property owners as follows:

- Costs to connect from the house/building to the sewer line
- Decommissioning of septic tank (approx. \$300)
- Pump Purchase (approx. \$5,000)

A. Parcel Tax

As previously reported in our correspondence dated February 10th, 2010, property owners will recall that the parcel tax of \$573 will now be applied in the year 2011 and not 2010 as previously noted. Those property owners wishing to pay the parcel tax in full, the amount due is \$6,222 and must be paid to the District no later than March 31st, 2011.

B. Utility Billing (Quarterly)

All property owners, once connected to the system, will be subject to sewer user fees which fund the operation and maintenance of the sewage collection/treatment system. Your sewer user fee is based on water consumption; however it is subject to a minimum charge of \$42 per quarter. This charge will appear on your utility invoice, once connected to the system.

Connection Steps Checklist

Physical connections to the system will be permitted beginning **April 1st, 2010**. As a result, property owners may now begin the administrative process to enable the connection of your property to the sanitary sewer collection system. To simplify this process we have included a step-by-step connection checklist for your convenience and we would encourage you to follow the steps in the order provided. We have also included a list of contractors who may be available to carry out the works required on your property to accommodate a connection.

NOTE: *The list of contractors is provided for convenience only and you are not obligated to use the contractors listed in the enclosed checklist nor does the District assume any liability as to the workmanship of the contractor that the owner elects to hire.*

Huddlestone Road Lift Station – Design Alternatives Meeting

A friendly reminder of your invitation to attend the upcoming Parks and Recreation Commission meeting to discuss the aesthetics of the Huddlestone Road lift station on Thursday, March 25th, 2010, beginning at 4:30 p.m. at the District of Lantzville office – 2nd floor.

Contact Information

Staff of the District are available should you require any additional information and/or clarification with regards to the above or the enclosed. We would invite you to contact the appropriate individual as follows:

- Fred Spears, Director of Public Works (construction/pipe location inquiries)
- Jedha Holmes, Deputy Director of Financial Services (invoice/parcel tax inquiries)
- Twyla Graff, Chief Administrative Officer (all other inquiries)

Once again, on behalf of Council and staff we wish to again express our utmost appreciation to you for your ongoing patience and continued cooperation as we completed this initiative.

Yours truly



T.L. (Twyla) Graff
Chief Administrative Officer
District of Lantzville

File: 5330-20-SPH2
G: Sewer/10/SSCS_Phase2.resitr.March10
encls

C: Mayor & Council
Fred Spears, Director of Public Works
Jedha Holmes, BBA,CA, Deputy Director of Financial Services
Donna Smith, Deputy Director of Corporate Administration

**District of Lantzville
Sanitary Sewer Collection System – Phase 2**

Connection Steps - CHECKLIST

1. District of Lantzville (DOL)

- Payment of enclosed District of Lantzville invoice**
(Connection Fee & RDN Capital Charge)

2. Private Property Owner

- Select a Contractor
- Cliff's Contracting 250.390.3702
 - Fred's Trucking 250.758.3043
 - GLS Contracting 250.816.0719
 - Roto-Rooter 250.758.8582
 - Terra Tech Contracting 250.714.5072
 - Windley Contracting 250.758.3411
 - Other (e.g., yourself)

3. Regional District of Nanaimo (RDN) – Building Inspection Department
6300 Hammond Bay Road – Telephone 250.390.6530

- Apply for Building Permit (BP - sewer connection) at RDN office
(no charge – included in DOL sewer connection fee)
- Building Permit Issued by RDN Office (3 – 4 business days and subject to providing the documents required (see below))

Documents required when making BP application (at RDN offices)

- 2 Copies of a Site Plan showing the location of the connection to the house, location of the connection to the road and the length and location of the pipe on the site (private property)

Specifications

- Pipe to be four (4) inches in diameter, PVC CAN/CAS – B182.1-m
- A trench with a minimum depth of 2 feet below grade
- Pipe laid with a minimum of 3/16 inch per foot fall (1.5% grade)
- Six (6) inches of bedding sand below & six (6) inches of cover over the pipe
- Clean out within 1m. from discharge from house and every 15m. of line length
- Pipe plugged and loaded with water to test for leaks

NOTE: Your contractor should be fully knowledgeable on the above noted specifications associated with installing the sewer connection works on your property. Should you require further clarification please contact the RDN Building Inspection department 250.390.6530.

4. Inspection of Sewer Connection Works (contact the RDN Building Department to schedule your inspection)

- Applicant must request inspections at least 48 hours (two business days) prior to proposed inspection time
- Sewer lines must be inspected prior to backfilling and the connection will be completed after inspection is approved
- Property owner and/or contractor to schedule pumping out of septic tanks (decommission)
- All septic tanks must be pumped out at time of sewer connection/inspection
- Obtain copy of 'final approval' from RDN (following pass of inspection)

5. Refunds – District of Lantzville

- Apply to the DOL for a refund of \$1,000 (subject to timely connection)
- Provide DOL office with copy of final 'approved' inspection when applying for connection refund

NOTE: Refunds will be processed and mailed to the property owner within 30 business days.