



## City of Lawrence, Indiana - Water & Sewer Utilities

Scott Salsbery, Suprintendent  
Ph: 317.524.6305 Fax: 317.715.2619

9201 Harrison Park Ct., Lawrence, IN 46216  
email: [ssalsbery@cityoflawrence.org](mailto:ssalsbery@cityoflawrence.org)

### **RESIDENTIAL CONNECTIONS TO CITY WATER AND/OR SANITARY SEWER SERVICES**

There are essentially two scenarios in which a Lawrence resident would connect to City water and/or sanitary sewer service. These are when a new home is being built or when an existing home is either coming off of a private well (for water) or a septic system (sanitary sewer).

In the case of new home construction in a subdivision, the builder typically pulls the permits and arranges for the water and sanitary sewer connections to be made. In these cases, city water and sanitary sewer are already installed in the area and the owner will generally have no involvement in this part of the construction process.

Once the home closes and the new owners are ready to move in, the builder will typically initiate a "Changeover" action with the Business Office, which is the process of taking the billing accounts out of the builder's name and putting them into the homeowner's name(s). The new account holder(s) are required to contact the utility to set up the accounts. All new homes connected to water and sanitary sewer will be set up with a water, sewer and trash billing account. Trash services are billed on the water/sewer bill in order to keep billing costs (*i.e.* processing, printing and postage) as low as possible. So please remember that your utility bill will also include trash services. Under the present policy for trash service, no residential customer is permitted to opt out of the trash service in order to avoid paying the monthly charge for trash services. For more information about the City's trash service and policies, please contact the Department of Public Works at (317) 545-5566. For more information regarding utility billing policies for water and/or sanitary sewer services, please go to the website link for the "Policy and Procedure Manual", which contains the policies and procedures as approved by the City's Utility Services Board.

The fees that the owner or builder pays for typical water and sanitary sewer connection permits are as follows:

Water:	\$2,753.31*
Sewer:	\$1,780.00**

Note (\*): Breakdown is: EDU Fee = \$1500.00; Tap Fee = \$500.00; Application Fee = \$50.00; Plan Review Fee = \$90.00; Inspection Fee = \$75.00; Meter Cost (for standard 5/8x3/4 meter) = \$538.31 (the meter cost can vary based on size of meter)

Note (\*\*): Breakdown is: EDU Fee = \$1500.00; Tap Fee = \$100.00; Application Fee = \$50.00; Plan Review Fee = \$80.00; Inspection Fee = \$50.00

*For more information regarding water and sanitary sewer rates and charges, please see the current water and sanitary sewer rate ordinance links elsewhere on this web page.*

#### WATER CONNECTIONS:

If you are a Lawrence resident in an existing home that is served by a private water well and wish to connect to City water, you will need to follow these steps:

1. Submit an application to connect to City water (available in the DPW Office at 9001 East 59<sup>th</sup> Street, Suite 300 or else call 317-545-5566).
2. The application must include a site plan showing the location of all structures on the property, driveway, street and address information, location of existing well and the proposed location of the new water meter pit and curb stop. The Utility does not allow new meters to be installed inside homes or other structures. They must be located at the property line in an approved meter pit with a curb stop approximately 18-inches upstream of the pit. Typically the contractor will prepare the drawing. If your contractor is not licensed, bonded and insured to work in the City of Lawrence, he/she will not be issued a permit. The plan must also include information as to what will be done with the existing well, whether it is to be abandoned or if it will be retained for irrigation/landscape watering, etc.
3. If the well is to be abandoned, it must be done so in accordance with approved practices. You should question your contractor on this matter in order to ensure that they are qualified and knowledgeable in this area. Usually, the well pump is pulled after the power has been disconnected and the well shaft filled with gravel and a grout mix. It is then capped off underground with a water-tight cap. You may want to visit the Indiana Department of Natural Resources website (<http://www.in.gov/dnr/water/2457.htm>) for additional information. It is required that the IDNR be notified whenever a well is either installed or abandoned in the State of Indiana.
4. If the owner wishes to retain the well for outdoor uses, it is recommended that the line be disconnected from the house plumbing and a yard hydrant installed. In some cases, the owner prefers to have the well line connected to their outside spigots, which presents a problem. Under State law, a private well may be connected to a structure that is also connected to a public water supply, because that constitutes a "cross-connection", which can be a potential source of contamination of the public water supply. Even though the outside spigots are not intended to be connected to the lines supplied by city water, there is no effective way for the utility to ensure that in the future the two may be inadvertently or intentionally cross-connected. Therefore, if a customer wishes to have the well connected to their outside spigot(s), the utility requires that a backflow device be installed on the customer's incoming water line downstream of the meter but upstream of any branches. The backflow device can be installed inside the structure to prevent from freezing or the device can be installed in an above-ground enclosure outside that is heated in order to prevent freezing in the winter. These devices must be inspected and tested annually by a certified inspector/tester to ensure proper function and to make sure that they have not been by-passed or other plumbing changes made that will compromise the devices intended function.
5. Please note that irrigation system installations have their own permitting process and requirements and further information may be found in the Policy and Procedure Manual as well as in a separate article on the utility page of the City's website.
6. Once the application and drawing are submitted and reviewed and approval is issued, the contractor is then responsible to contact the utility to schedule a tap date. The utility will perform taps of ¾ and 1-inch and in some cases, will allow qualified contractors to perform the tap under the Inspector's supervision and with the City's tap machine.
7. Once all the work is performed and passes inspection, the utility technician will set the meter and turn the water on.
8. The water will not be turned on unless and until all fees are paid in full and proper billing accounts are set up.
9. There is presently no process for allowing water connection fees to be paid over time.

10. The City is not responsible for the restoration of the property owners yard, the tap hole (if the tap is across the street in another yard or in the grassy part of the right of way) or any asphalt pavement, concrete driveways or sidewalks disturbed as part of the connection work. The owner is responsible for the installation from the main to the house with regard to installation.
11. With regard to future maintenance and repairs, the Utility is responsible for the water line from the main to the meter inside the pit. The customer is responsible for the water line from the customer side of the meter to the structure served and the meter pit and lid assembly. The meter pit lid and the curb stop lid are required to be "at grade" so that access to the meter for reading and/or removal and replacement of the meter is easily performed. The curb stop box must be accessible, centered over the stop valve and plumb so that the water to the pit can be shut off for maintenance purposes in case there is a problem in the meter pit.
12. This same process, excluding the well issues, is followed in the case where the property owner is building a new home in an existing subdivision on a lot that was not previously developed and there is city water available.
13. There is no legal requirement for a property owner to connect to city water just because it is available.
14. In some areas, mains may have been built and connections stubbed over to parcels that were on wells at the time the main was built. If the property has a service line already stubbed out to the property line, the owner can connect at that point and the tap fee will be waived (just the tap fee). However, it should be noted that these lines will necessarily have been installed for a long time and the utility makes no representations as to their serviceability if the property owner elects to connect to them. This was done only in certain areas and if the parcel is in one of these areas, the utility will attempt to go out and locate the line's end point (which was usually a curb stop and box). However, there are no guarantees that the utility will be able to locate these lines.
15. If there are any additional questions, please contact the Business Office at (317) 542-0511.

## SANITARY SEWER CONNECTIONS

Fortunately, there are very few remaining septic systems in the City. But they will eventually fail and will need to be abandoned, and the property connected to city sewer if it is available. For City sewer to be deemed "available" it must be within 175-feet of the owner's property line and in a dedicated easement or right-of-way abutting the owner's property. If the City builds a sewer such that it is available for connection, the owner must also be sent a letter from the city informing them that the sewer is available for connection. Once the letter is sent, the property owner has 90-days in which to make connection. Presently, there is ordinance language that allows the utility to accept a payment plan for paying sanitary sewer connection fees. Please contact the Business Office at (317) 542-0511 for more information.

The same steps apply for the sewer connection process as for water above except for the well and irrigation matters. In addition, the old septic tank must be properly abandoned too, which requires that it be pumped down and filled with pea gravel. It has been the utility's experience that in the past, it was apparently allowed to leave a septic tank in place and intercept the discharge line of the tank and connect from that point to the city sewer. This is not allowed under our present practices. However, if there is some compelling reason as to why that is necessary in the contractor and/or homeowner's opinion, they may seek a waiver of this requirement by contacting the Utility at (317) 524-6305.

Some additional items of note for connecting homes to the city sanitary sewer are:

1. Parcels/lots in new subdivisions have laterals already stubbed out to the property when the actual mains are constructed so there is no need to tap the main.
2. For existing homes in areas where the lot(s) were originally on septic system(s) and the city later constructed a sanitary sewer to serve the properties, it is possible that a connection point for the property in question was installed for later connection. In most cases, the City may be able to perform a CCTV inspection of the sewer main in order to determine if a tee-wye connection point was installed when the main was built. If it is a case where there was a lateral connection stubbed over to the property line for connection to be made in the future, the tap fee will be waived in those cases (just the tap fee).
3. It has been the utility's experience that property owners were not always notified in writing when a city sewer became available for connection. Presently, the utility's policy in these cases is to just follow normal connection procedures when a property owner determines that it is no longer feasible to maintain a septic installation and they approach the utility to make connection.
4. There have been instances where a property owner was informed when they purchased a property that they were connected to city sewer when in reality they are not connected. In these cases, the Utility Service Board has established a policy of refunding two years in sewer charges to the property owner as well as waiving any fees associated with making connection. Please note that the utility will not perform the required connection work in these cases nor will they pay for a contractor to do so.

If you have any additional questions or need clarification on any of these items, please contact Scott Salsbery at (317) 524-6305 or via email at [ssalsbery@cityoflawrence.org](mailto:ssalsbery@cityoflawrence.org).