



## DIRECT CONNECTION APPLICATION FORM

### Applicant Information:

Contact person: \_\_\_\_\_

Organization name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

### Description of project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Location:

\_\_\_\_\_  
 \_\_\_\_\_

**Requested date of connection:** \_\_\_\_\_

Permit to connect expires 60 days from requested date of connection.

### Briefly describe any unusual circumstances:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Please include:

- Direct Connection Application Form with original signature from city representative (Public Works Director, Engineer, or Manager/Clerk).
- Copy of plan sheets depicting connection location and associated details. Signed by professional engineer licensed in the State of Minnesota.
- Application fee of \$1,000, of which \$500 is nonrefundable.

## Basis for fee

The interceptor connection permit application fee recovers administrative costs for Metropolitan Council Environmental Services (MCES) staff time on a connection permit request (reviewing, modifying, permitting, drawing, and inspecting). Since about half of our staff time is spent administering a connection request before the actual connection is made, half of the fee is not refundable regardless of whether we approve the connection request.

Please refer to MCES Waste Discharge Rules 306.00, page 23:

<http://www.metrocouncil.org/Wastewater-Water/Publications-And-Resources/WasteDischargeRules-pdf.aspx>

## Important MCES Direct Connection Permit Process Information:

1. No connection work shall occur until we have issued a permit. Before completing any forms and paying the fee, communicate with Bob Johnson and Dan Chouinard to obtain additional interceptor information, instructions and our standard connection details.

Phone: 651-602-4505 Email: [Robert.Johnson@metc.state.mn.us](mailto:Robert.Johnson@metc.state.mn.us)

Phone: 651-602-4564 Email: [Daniel.Chouinard@metc.state.mn.us](mailto:Daniel.Chouinard@metc.state.mn.us)

2. Email the completed Connection Permit Application Form (pages 1-6) and engineering plans and drawings to Bob Johnson and Dan Chouinard.
3. Mail a \$1,000 check made out to Metropolitan Council and a copy of the Direct Connection Application Form to:

**Accounts Receivable  
Metropolitan Council  
PO BOX 856513  
Minneapolis, MN 55485-6513**

Completion of the application form and payment of the fee does not guarantee we will approve the connection. We normally require approximately 15 days of processing for a connection application. If we approve the application, a fully executed Connection Agreement must be in place prior to any excavation. We may increase cost recovery fees if any unauthorized connection is made that requires additional staff time.

4. The contractor is required to contact Ron Grajczyk at 763-688-1660 between 7:30 a.m. and 3:30 p.m. at least 48 hours in advance to arrange to have an inspector on site at the time the connection is being made. Inspections performed outside normal hours, Monday through Friday 7:00 a.m. – 3:30 p.m., may require reimbursement to MCES for overtime.

Backup contacts are as follows: Kathryn Mol at 952-261-5221 and Cori Wallis at 612-865-2938. If our construction services staff is not notified prior to installation of the connection, we will require the applicant to pay all costs associated with re-excavation, inspection, and restorative work. Please refer to the assigned connection permit number when you request an inspection.

### For Internal Use Only:

Amount Received: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_

**PERMIT NO:** \_\_\_\_\_

**INTERCEPTOR:** \_\_\_\_\_

## **APPLICATION FOR CONNECTION TO OR USE OF METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES FACILITIES**

### **This form and plans/drawings must be submitted:**

The City of \_\_\_\_\_ hereby applies for a permit for connection to, or use of, Metropolitan Council Environmental Services (MCES) facilities. By execution of this Application, the Applicant agrees to:

1. Provide such additional information as is requested by MCES to make a determination on permit issuance.
2. Abide by the permit terms and conditions set forth below and all applicable federal, OSHA, state and local laws, ordinances, rules and regulations.
3. Pay all applicable permit fees (i.e., Service Availability Charge and Industrial Strength Charge) in accordance with MCES rules and regulations.
4. Reimburse MCES for any damages resulting to MCES facilities resulting from the connection to, or use of, MCES facilities.
5. Indemnify and hold harmless MCES, its employees, agents, and contractors from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the connection to, or use of, MCES facilities, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Applicant, its contractors, subcontractors, or anyone directly or indirectly employed by any of them, regardless of whether it is caused in part by MCES.
6. Construct the connection in accordance with applicable MCES standards.
7. At Applicant's own expense, Applicant will promptly make any repairs necessitated by the failure or malfunction of the connection. MCES will inform Applicant of the necessity of such repair in writing. Applicant will notify MCES at least 48 hours prior to making said repairs. Applicant further agrees that if Applicant fails to make such repair within sixty (60) days of date of written notice by MCES to Applicant of the necessity of such repair, MCES shall make such repair and bill Applicant for the full cost of such repair. Applicant hereby agrees to promptly reimburse MCES for the full cost of any repair made by MCES to remedy a failed or malfunctioning connection.
8. Applicant operates and maintains the connection.
9. Pertinent details of the connection follow (see next page).

**Connection Details: Please attach map showing location(s).**

Exact location of connection (i.e., with reference to street intersections, nearest maintenance access structures, etc.): \_\_\_\_\_  
\_\_\_\_\_

Work to be done by: \_\_\_\_\_ Phone number: \_\_\_\_\_

Type of Connection: \_\_\_\_\_ Depth: \_\_\_\_\_

If connection includes installation of a new on-line manhole or adjustment to existing manhole elevation, please complete page 5.

Approx. date of connection: \_\_\_\_\_

Size of connection sewer: \_\_\_\_\_ Pipe material: \_\_\_\_\_  
(i.e., PVC, DIP, etc.)

Invert elevation of connection: \_\_\_\_\_

Invert elevation of existing sewer: \_\_\_\_\_

Area served in acres: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Predicted flow in gallons per day: Initial \_\_\_\_\_ Design \_\_\_\_\_

Characteristics of discharge: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Unusual characteristics of above (Strength, Oils, Chemicals, Temperature, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Application is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CITY OF** \_\_\_\_\_

**Signature:** \_\_\_\_\_

(Signature of city official)

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Manhole Modification Details: Please attach map showing location(s).**

Interceptor: \_\_\_\_\_ Construction year: \_\_\_\_\_

Address of manhole/feature: \_\_\_\_\_

Distance to next upstream manhole/feature: \_\_\_\_\_ Downstream: \_\_\_\_\_

**Please complete applicable information.**

Existing surface elevation: \_\_\_\_\_ Proposed surface elevation.: \_\_\_\_\_ Existing rim elevation: \_\_\_\_\_

Proposed rim elevation: \_\_\_\_\_

Adjustment to existing manhole casting elevation: Raise \_\_\_\_\_ Lower \_\_\_\_\_

Flow: \_\_\_\_\_ Invert up: \_\_\_\_\_ Invert down: \_\_\_\_\_

Surface type: Blacktop  Concrete  Ground  Water/Swamp  Unknown

Cover type: Non-vented  Vented  1 center pick  2-4 Holes  5  6 or More  Seal tight

Manufacturer & Model No.: \_\_\_\_\_

Cover: Diameter \_\_\_\_\_ Thickness \_\_\_\_\_ Manhole type: Precast Concrete  PP  Brick  PIP

Manhole size: \_\_\_\_\_

Adjustable rings: 2"  4"  6"  risers Number of rings: \_\_\_\_\_

Manhole steps: Polypropene/Steel: \_\_\_\_\_ Aluminum: \_\_\_\_\_ Cast Iron: \_\_\_\_\_ None: \_\_\_\_\_

**Inlet sewer**

Size: \_\_\_\_\_ Shape: Circular  Arch  Egg  Elliptical  Rectangular  Horseshoe

Type: \_\_\_\_\_

**Outlet sewer**

Size: \_\_\_\_\_ Shape: Circular  Arch  Egg  Elliptical  Rectangular  Horseshoe

Type: \_\_\_\_\_

General comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Service/Lateral Information**

Size: \_\_\_\_\_ Type: \_\_\_\_\_ Invert depth: \_\_\_\_\_ Cleanout depth: \_\_\_\_\_

Flow: \_\_\_\_\_ Orientation to north: \_\_\_\_\_

**PERMIT NO:** \_\_\_\_\_

**PERMIT FOR CONNECTION TO OR USE OF METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES FACILITIES**

MCES has determined that Applicant has adopted a comprehensive sewer plan, has submitted it to us as required by law, and that the proposed connection to, or use of, our facilities conforms to the adopted comprehensive plan or adopted revisions thereof.

Permission is hereby granted to Applicant for connection to, or use of, MCES facilities in accordance with the description provided by Applicant. This permit is issued under the following terms and conditions:

1. The provisions of the Waste Discharge Rules for the Metropolitan Disposal System, Minn. Rules, Chapter 5900, apply to activity carried out under this permit.
2. This permit does not replace permits required by the Minnesota Pollution Control Agency or the necessity of securing other permits and fulfilling requirements of other governmental units.
3. MCES issuance of this permit does not constitute a certification that the project design and construction proposed by Applicant meet engineering standards or local codes. Applicant remains responsible for design and construction, including safety, for the project. Applicant's attention is specifically directed to the confined space rules adopted by the Minnesota Department of Labor and Industry, OSHA Regulations, Parts 5202.100 through 5205.1040 and 5207.0300.
4. The connection shall be constructed in accordance with MCES standards attached hereto.
5. This permit shall be null and void if the connection proposed by Applicant is not made within 60 days from the date of issuance, unless an extension is granted by MCES.
6. This permit is subject to modification or revocation and may be suspended at any time for failure to comply with its terms.
7. Record drawing information provided by MCES is not guaranteed accurate.
8. Contractor shall take measurements before beginning construction to ensure that service connections shall not cut into maintenance access structure joints or pipe barrel joints. Cutting into joints will not be allowed.
9. Applicant is required to contact MCES 48 hours in advance of the initiation of the connection at telephone number 763-688-1660. Failure to do so will require applicant to pay for all costs associated with re-excavation, inspection, and restorative work.

This permit is hereby approved and issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES

BY: \_\_\_\_\_

Business Unit Manager, Interceptor Services