

# *Town of Glenville*

## *Engineering Department*

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### **PROCEDURE FOR REPAIRS AND/OR REPLACEMENT OF AN EXISTING SEWAGE DISPOSAL SYSTEM**

1. Contact the Town of Glenville Engineering Department to acquire necessary paperwork and make arrangements for perc/soil test(s).
2. Submit the completed "Application for Repairs and/or Replacement of an Existing Sewage Disposal System" and a preliminary sketch (as deemed necessary by the Engineering Department), along with the appropriate fee to the Engineering Department.

NOTE: The plans must include the location of all perc/soil tests performed, any existing and /or proposed wells and all property lot lines.

Fee Schedule:      Residential Systems - \$50.00  
                             Commercial Systems - \$150.00

3. After review and approval by the Engineering Department, a Sewage Disposal Permit will be issued.
4. **PRIOR TO BACKFILL**, an inspection by the Engineering Department is required. **In all cases, 24 hour notice is required** to schedule inspections. Inspection appointments will be scheduled for Monday – Friday, 8:00 AM – 4:00 PM (8:00 AM – 3:00 PM, July and August).
5. Upon final inspection and approval by the Engineering Department, the installer will provide us with the As-Built Diagram with in-place measurements as stated on the Sewage Disposal Permit.
6. Upon receipt, the As-Built Diagram will be reviewed by the Engineering Department and signed.

**NOTE:      IF WORK IS FOUND TO BE IN PROGRESS WITHOUT THE PROPER PERMIT(S), WE MAY, BY WRITTEN NOTICE, ORDER ALL WORK STOPPED UNTIL SUCH COMPLIANCE IS ACHIEVED.**