



Application to Plug Sanitary Sewer Lateral

City of Madison Engineering Division

210 Martin Luther King Jr. Blvd. ■ City-County Building Suite 115 ■ Madison, WI 53703

LATERALS REVIEWED <i>Office Use Only</i> Date: _____ By: _____

Section 1 ■ Address(es) of Sanitary Lateral to be Plugged

Map showing location of sanitary lateral(s) to be plugged attached. **(APPLICATION CANNOT BE PROCESSED WITHOUT MAP.)**

Section 2 ■ Property Owner

Full Name: _____
Last First Company or Organization

Mailing Address: _____
Street Apartment/Unit #

_____ *City State ZIP Code*

Contact Phone: _____ E-Mail: _____

Section 3 ■ Owner Representative/Applicant

Same as Property Owner (Check if YES, and continue with Section 4)

Full Name: _____
Last First Company or Organization

Mailing Address: _____
Street Apartment/Unit #

_____ *City State ZIP Code*

Contact Phone: _____ E-Mail: _____

Section 4 ■ Contractor Information

Work to be performed by: _____
Company Company Contact

Field C[]  _____ Phone Number: _____

Section 5 ■ Plug Information & Permit Fees

Number of Sanitary Laterals to be Plugged* (Indicate number of sanitary laterals of each type/size to be plugged.)

	At SAS	Size of Sanitary Main in which Lateral is Connected							Total
		6"	8"	10"	12"	15"	18"	21" or 24"	
No. of Temporary Plugs (work done by Owner) Inspection Fee (\$100/ea) Deposit (\$900/ea)									
No. of Permanent Plugs (Plug at property line done by Owner. All other work done by City Engineering)									
Administration Fee	\$ 47.76	\$ 47.76	\$ 47.76	\$ 47.76	\$ 47.76	\$ 47.76	\$ 47.76	\$ 47.76	
Cleaning, Inspection Fee	-	\$ 230.34	\$ 230.34	\$ 230.34	\$ 230.34	\$ 230.34	\$ 230.34	\$ 230.34	
Plug at Property Line Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
Plugging at Main Fee	\$ 452.24	\$ 1,596.90	\$ 1,646.90	\$ 1,696.90	\$ 1,771.90	\$ 1,946.90	\$ 2,020.80	\$ 2,170.80	
Deposit	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	
Total Deposit									
Grand Total (Make checks payable to City Treasurer)									

*Abandonments of laterals to single family lots that are to remain single family lots will be Temporary plugs only. Single Family lots combined through Certified Survey Map(CSM) or are part of a redevelopment will be subject to the City's permanent plugging policy.

Permit Deposit refund to be made payable to Property Owner
 Owner Representative

FEES RECEIVED
Office Use Only

Date: _____

Amt: _____

By: _____

Section 6 ■ Permit Conditions

The Owner/Representative of Owner, of the property located at the address(es) shown on this application to agrees perform all work in accordance with CH 35.02(4)(c)(14) of the Madison General Ordinances and is subject to the following conditions:

- The Owner/Representative of Owner shall excavate, expose and plug the existing sanitary lateral(s) on the above property at the point where it enters public right-of-way or easements, or as required by any special conditions of the permit.
- The Owner/Representative of Owner shall **notify City Engineering Construction Inspector (608)266-4514 at least 24 hours in advance** and shall allow entry on the property to inspect the sewer plug or reconnection if owner decides to re-use the existing lateral instead of abandoning it.
- The Owner/Representative of Owner shall backfill the excavation with supervision of the City Engineer to ensure no damage is done to the lateral plug by the backfill operation.
- Upon successful completion of the sewer plugging work under the inspection by City Construction staff, the permit deposit shall be refunded to the Owner/Representative of Owner as indicated above. **It is the responsibility of the Owner/Representative of Owner to schedule the sewer plug inspection.**
- The Owner/Representative of Owner shall assume all responsibility for any damage done to persons or property which may result due to the plugging of the lateral(s).
- The Owner/Representative of Owner shall satisfactorily comply with the above conditions within 60 days after the date on this form unless the time is extended in writing by the City Engineer.

For **temporary sanitary sewer lateral plugs** where the lateral will be reconnected or reused for future development, the lateral shall be plugged at the property line by the owner. The permit fee will consist of a \$100 non-refundable inspection fee along with a deposit of \$900 for assurance of the plugging work. Following successful inspection by City Engineering of the temporary plug per the plans and permit conditions, the \$900 deposit will be refunded.

For laterals that are to be **permanently plugged**, the lateral shall be plugged at the property line by the owner (following the same procedures as the temporary sewer plug process), and it will also be plugged at the sanitary sewer main by City Engineering using a short liner process. The permit fee for a permanent plug will consist of the same inspection and deposit fees required for a temporary plug, as well as fees to cover the inspection and plugging of the lateral at the sewer main. These additional permit fees are set by the Board of Public Works and are based on the size of the sanitary sewer main (see fee table). If after cleaning and inspection of the sanitary sewer main City Engineering determines that short liner plugging cannot be completed, the Plugging Fee will be refunded.

Make checks payable to City Treasurer. Return completed application with map to the City of Madison Engineering Division at 210 Martin Luther King Jr. Blvd., Suite 115.

Property Owner Signature _____ **Date of Application** _____
 (Required)

Owner Representative Signature _____ **Date of Application** _____