PROCESS FOR SEWER APPLICATION

* To make a new application for sewer:
  + **1st** Resident submits a signed ***Sewer Allocation*** form to Sewer Superintendent.
  + Form is reviewed by Sewer Superintendent
  + Form then is presented to Select Board for *allocation* Approval/Denial
  + Approvals for *sewer allocation* request expire after 180 days unless the applicant files for an extension; at least 2 weeks in advance of allocation expiration.
    - An extension is granted in writing by the Select Board
      * *Allocation Extension Requests* may be approved to a maximum of 12 months from approval. After 12 months, a **new allocation** application is required.
    - Upon approval of the time extension, the applicant shall be responsible for quarterly access only fees.
  + **2nd  Once the Allocation form has been approved by the Board and signed by Sewer Superintendent;** Resident submits a signed **Sewer Connection Application** with payment of System Development and inspection **fees**.
  + Applicants proposing an industrial discharge shall also obtain an industrial discharge permit from the Town of Kittery.
  + Superintendent reviews application with payment
    - Superintendent will then provide written approval or request additional information to support the application, so that an opinion can be issued within 30 days.
* Once **Sewer Application** has been submitted, payment received and signed by owner and the Sewer Superintendent, owner may apply for a building permit with Code Enforcement.
* A **Final sewer inspection** AND sign off by the Sewer Superintendent must be obtained by the owner, once connection has been made to the main sewer line and **before** covered with gravel.
* Documents received by the sewer department will be scanned and placed in the share drive under the *sewer applications* – map/lot; as they are completed and updated.
  + Sewer Accounts Tracking Sheet will also be updated.
* Payments receipts made directly to Land Use will be scanned into the *sewer applications –* map/lot folders.

**ADU**

* **SEWER ALLOCATION FORM - Required:**
  + If connection is to the house with the same meter.
  + If connection is to the main with separate meter.
* **SEWER APPLICATION FORM - Required:**
  + If connection is hooking into the *main house* – with the same meter:
    - No System Development Charges (meter size has already been determined).
  + If connection is hooking separately to the Main with a separate meter:
    - Yes System Development Charges will be charged.
* **BOTH** applicants will be charged for inspections.
  + Connection inspections inside the building:
    - Performed by Code Enforcement Officer
  + Connection inspections outside the building:
    - Performed by Sewer Superintendent