



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Patrick J. Hohl, Supervisor
Hamburg Township Board of Trustees

Re: **Policies & Procedures for Gravity Sewer Connections and
Deactivations**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting
of the Hamburg Township Sewer Committee:

Date of Meeting: July 12th, 2023

Sewer Committee Members Present: Hohl, Hahn, Michniewicz

Sewer Committee Members Absent: None

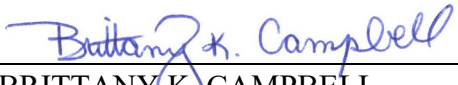
Text of Motion: MOTION BY HOHL, SUPPORTED BY HAHN TO FORWARD TO
THE BOARD WITH THE RECOMMENDATION TO ADOPT THE
POLICIES AND PROCEDURES FOR GRAVITY SEWER
CONNECTIONS AND DEACTIVATIONS AS WRITTEN.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

MOTION CARRIED.

State of Michigan }
County of Livingston }
Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording
secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and
correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg
Township Municipal Utilities Committee.

 Date: July 12th, 2023
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR



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Policies and Procedures for Gravity Sewer Connections & Deactivations

1. To connect to the Township sanitary sewer system an Application for Sewer Connection for Single Building Unit shall be submitted to the Utilities Department, along with a site plan showing the proposed gravity sewer connection location, and non-refundable application fee of \$200.00 made payable to Hamburg Township.
2. The Utilities Coordinator shall prepare the Agreement for Gravity Sewer Connection to be signed by the Property Owner(s). For new construction, all sewer connection (tap) and administrative fees shall be paid in full prior to the issuance of the Land Use Permit. If the connection is for an existing home, all fees shall be paid in full prior to scheduling of the sewer connection.
3. If the sewer connection requires connecting into a live gravity sewer main, the Township Contractor shall complete the tie-in and connection into the sewer system. For those gravity sewer systems with a building sewer stub or curb stop and check valve installed for vacant subdivision lots the Property Owners can select their own Contractor to complete the gravity sewer connection.
4. For new construction, the quarterly operation and maintenance (O & M) billing shall begin on the date of the final Zoning compliance approval. The Zoning Inspector shall forward a copy of the final Zoning compliance inspection approval to the Utilities Coordinator upon completion and approval of the inspection. The Builder and/or Property Owner shall also request a final inspection of the gravity sewer connection with the Utilities Coordinator.
5. Upon inspection and approval of the gravity sewer connection by the Department of Public Works (DPW), staff shall submit a New Construction/Connection Gravity Sewer Service Activation form to the Utilities Coordinator. The quarterly O & M billing for all gravity connections completed for existing homes shall begin on the date the Department of Public Works (DPW) staff inspects and approves the sewer connection. All billing activation forms will be forwarded to the Accounting Department to start the utility billing.
6. Certain situations may occur that would facilitate the de-activation of a gravity sewer connection. Examples of these types of situations may include but are not limited to the demolition of an existing structure, renovations and/or additions to a structure that do not allow occupancy or use of the building during the construction work, damage due to fire or other natural disasters, etc.
7. To de-activate the quarterly sewer O & M billing, the Property Owner or their Contractor must contact the Utilities Coordinator at (810) 231-1000 Ext. 210 or (810) 222-1193 to schedule an appointment for inspection of the disconnected building sewer line to de-activate the quarterly sewer O & M monthly billings. All appointments must be made at least **24 – 48 hours** in advance of the date of the appointment.
8. Prior to the date of the inspection, the Property Owner or their Contractor must dig a trench along the 4" gravity plumbing connection and cut the 4" PVC line near the building foundation or at the street going into the gravity main and properly cap off the building sewer line.
9. Once the disconnection of the building sewer line is inspected and approved, the DPW staff will submit the Sewer Service De-Activation form to the Utilities Coordinator. **Please be advised that the quarterly sewer O & M billing does not stop until the DPW inspection has been completed.**

10. Prior to reconnection of the gravity sewer connection, the Property Owner and/or their Contractor shall contact the Utilities Coordinator at (810) 231-1000 ext. 210 or (810) 222-1193 to schedule an inspection and approval of the sewer connection. Upon approval, the DPW staff submit a Re-Activation form to the Utilities Coordinator to resume the quarterly sewer O & M billing charges.
11. Exceptions to the commencement/recommencement of the quarterly O & M charges for gravity sewer connections may be made for unusual circumstances. Any request to delay the re-activation of the quarterly operation and maintenance charges shall be made on a case-by-case review by the Utilities and DPW staff. If an exception is not granted, the O & M fees will start on the date the building sewer line is reconnected to the gravity sewer main.
12. Failure of the Property Owner or their Contractor to schedule an inspection with the Utilities Department to re-activate the sewer utility billing, the quarterly sewer O & M charges will begin on the date of the final Zoning compliance inspection and approval or the issuance of the Certificate of Occupancy (C of O) from the Livingston County Building Department, whichever date is sooner.

Revised Draft June 29th, 2023