

TOWN OF SHOREHAM
WASTEWATER DEPARTMENT

INSTRUCTIONS FOR ALLOCATION AND HOOKUP PERMIT

Before You Apply

All architectural considerations for the final structure of the new building and site layout must be completed.

Application Steps

1. Retain the services of a designer or engineer licensed in Vermont to design, draw, and detail the extension of the main to your property¹ (if applicable) and the connection of the wastewater line from the structure to the main.
2. Submit the following to the Town Office:
 - A completed *Application for Allocation and Hookup Permit* (available online or at the Town Office)
 - Engineer's drawing of connections
 - Check payable to Shoreham Wastewater for hookup fees
 - *Residential allocation fees* are calculated on the application.
 - *Commercial allocation fees* are calculated by the Shoreham Wastewater Commission based on the state Design Flow Table.
3. The application and design will be reviewed by the Shoreham Wastewater Commission. If approved, you will receive a copy of the Allocation and Hookup Permit, authorizing you to proceed with construction.
 - All permits must be kept on the premises and made available to Shoreham Wastewater commissioners or their authorized representatives at any time. Failure to do so shall be presumptive evidence of unpermitted construction and thus in violation of the wastewater ordinance.
4. If excavation within the highway Right-of-Way is required, obtain approval from the Road Foreman.
5. Install wastewater system. DO NOT cover any portion of the construction prior to inspection by Shoreham Wastewater.²
6. Obtain and submit a statement from the engineer that the system was installed according to the submitted plans.
7. Request a site inspection. Requests must be received no later than ten (10) days prior to the desired inspection date. At the inspection, the work must be completed in its entirety, and must be accessible and viewable for inspection.
 - IF APPROVED, the work can be covered up.
 - IF NOT APPROVED, you may apply for a second inspection at no additional cost. Subsequent inspections are \$350 each.
8. Once inspected and approved, you will receive a Wastewater Certificate of Occupancy (WCO).
 - The dwelling/structure shall not be occupied without a WCO. If occupancy prior to approval is identified, you will be fined \$100 for each day of unauthorized occupancy.

NOTE: You are solely responsible for all maintenance and repair of the connection from any structure on your property to the main line.

Thank you for being a Shoreham Wastewater user!

¹ New hookup applicants are required to extend the main sewer line from the existing termination point to a point on the property that is not less than the minimum side-yard setback identified in the Shoreham Unified Development Regulations. For example, if the minimum setback is 25', you will be required to extend the sewer main at least 25' onto your property, regardless of where along the main line your connection is located.

² If any portion of the sewer line construction is covered prior to inspection by the Town, you will be personally liable for all expenses to uncover, inspect, and recover the work in question.

TOWN OF SHOREHAM
WASTEWATER DEPARTMENT

ALLOCATION AND HOOKUP FAQs

How much will it cost?

Costs will vary depending on the type of facility being connected. The applicant is responsible for the following costs: (1) new hookup connection fee; (2) allocation fee; (3) design by VT-licensed engineer; (4) on-site inspection fee, if more than two; (5) construction of main line extension and connection to building, along with any necessary pumps, cleanouts, manholes, etc.

How long will the permitting process take?

Approximately 30 days, following the submission of hookup application and engineering designs.

What other permits do I need?

You must have a Land Use Permit from the Shoreham Zoning Administrator. Additionally, a permit is required from the VT Agency of Natural Resources.

If you have additional questions, contact Shoreham Wastewater at wastewater@shorehamvt.us or call the Town Office at (802) 897-5841.

**TOWN OF SHOREHAM
WASTEWATER DEPARTMENT**

APPLICATION FOR RESIDENTIAL ALLOCATION AND HOOKUP PERMIT

APPLICANT INFORMATION

Applicant Name(s)			
Mailing Address			
Phone Number		Email	

PROPERTY INFORMATION

Location		Parcel ID	
Description of current use			
Description of new/additional use <small>(Including # of bedrooms for homes)</small>			

ENGINEER/CONTRACTOR INFORMATION

Name/Firm	
Address	

In consideration for the granting of this permit, the undersigned agrees:

1. To accept and abide by all provisions of the Town of Shoreham's *Wastewater Ordinance* and of all other pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the private sewer line at no expense to the Town of Shoreham.
3. To notify the Wastewater Commission when the private sewer line is ready for inspection and connection to the public sewer main, **prior to any portion of the work being covered.**

Applicant Signature _____ **Date** _____

ALLOCATION INFORMATION * State permit will also be required *

Requested Allocation	<input type="checkbox"/> New	<input type="checkbox"/> Increase	GDP	Grease trap required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------	------------------------------	-----------------------------------	-----	------------------------------	------------------------------	-----------------------------

ALLOCATION UTILIZATION FEES (New Residential Hookups)

# bedrooms (up to 3)		x 140 =	
# additional bedrooms		x 70 =	

Allocation Fee (from above)		x \$4.20 =		Payment Date _____ Check # _____ Received by _____
Residential hookup (new)	+ \$3,000			
Recording	+ \$15			
TOTAL HOOKUP FEE				

Commercial hookups: Base fee \$4,200; allocation determined by Shoreham Wastewater based on the VT Design Flow Table.

Decision	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date		Connection #	
WW Commission Initials						