



Department of Building, Planning and Development

210 S. Cedar Street, P.O. Box 506, Auburn, Indiana 46706-0506
phone 260-925-6449 | fax 260-925-8239 bpd@ci.auburn.in.us | www.ci.auburn.in.us

Instructions for Connecting to City Sewer and/or Water Services Outside Corporate Limits of the City of Auburn

The following requirements must be completed before any structure located outside of the City of Auburn may be connected to City of Auburn water and/or sanitary sewer services.

- 1. Authority to Connect to City of Auburn Services.**
 - 1.1. The Auburn Board of Public Works and Safety must approve the connection to the desired city service (water and/or sanitary sewer).
 - 1.2. The following steps outline the process for acquiring review of a request for connection by the Board of Public Works and Safety.
- 2. Pre-Application Requirements and Review.**
 - 2.1. There are no pre-application fees for review of the plans and Board of Public Works and Safety meeting.
 - 2.2. Contact the DeKalb County Health Department (Cathy Manuel) at 260-925-2090 or 925-2220 to discuss your plans to connect to the city sanitary sewer system, and disconnect/dispose of your current septic system if required.
 - 2.3. Contact the City Engineer (Steve Klein) at 260-925-8264, Ext. 1402 to discuss your project and determine the requirements for connecting to the desired services.
 - 2.4. The City Engineer will determine whether you need to provide a plan showing the details of your connection to the city's water and/or sanitary sewer mains.
 - 2.5. Contact the City Water Pollution Control Department (Dave Lochner) at 260-925-5711 to discuss your project and determine the requirements for connecting to the desired services.
 - 2.6. Contact the City Water Department (Randy Harvey) at 260-925-1714 to discuss your project and determine the requirements for connecting to the desired services.
 - 2.7. Verify with the City Engineer, Water Pollution Control and Water Department Superintendents as to whose responsibility for installing the various parts of the system(s) and maintenance of each part after installation of the system(s).
 - 2.8. After the city engineer has reviewed your plans, submit them to the Department of Building, Planning and Development. The plans will be reviewed by the city's utility departments, and plan review comments will be provided to you concerning items that may need to be resolved. All requirements must be resolved before the request for services can be considered for approval by the utility departments and the Auburn Board of Public Works and Safety.
 - 2.9. If your service pipes/lines and taps will be installed in any private or public property, rights-of-way or easements that you do not own or control, you will be responsible for obtaining permission from the owners (recorded easements) to install the improvements in their properties. You must also determine whether construction or other permits are required by other agencies, such as, utility locates: gas, phone, internet services, county erosion control, county highway permits to cut, bore or trench into county public rights of ways and easements, county drainage board, floodplain details, county planning and/or building departments.
- 3. Application for City Services.**
 - 3.1. Submit the following documents to the Department of Building, Planning and Development: After the plan for services has been approved by the city's utility departments.
 - 3.1.1. Complete the Application for the Board of Public Works and Safety on the form provided by the Department of Building, Planning and Development office.
 - 3.1.2. Provide a copy of the recorded deed of the property to be serviced by the City's

utilities.

3.1.3. Provide a final version of the utility plans.

3.2. Provide the Non-Remonstrance Agreement for connection to the Water and/or Sanitary Sewer Services that has been signed and notarized by the property owner(s):

3.2.1. The owner(s) of record on the date of application must sign the Agreement. The names of the owners and their signatures must be exactly as shown on the deed for the property (or as shown on the plat in the absence of a deed).

3.2.2. Attach a notarized certificate that authorizes the person signing the Agreement to act on behalf of the organization that is the owner of the property.

4. Approval of Request for City Services.

4.1. The city's Board of Public Works and Safety will consider and approve or disapprove the application for services.

4.2. The Board's meetings are conducted on the second and fourth Thursday of each month at 9:00 a.m. EST, and held in the City Council Chambers on Ninth Street. The Department of Building, Planning and Development will place your request on the Board's agenda, and will advise you of the date and time.

4.3. You or your representative should be present at the Board meeting.

4.4. If the Board approves your application, you may proceed to obtain city and/or county permits for the connections and other items necessary to complete the project.

4.5. If the Board denies your application, you may re-apply for approval at any time in the manner just outlined, subject to completion of any requirements imposed by the Board.

5. Application for Connection Permits.

5.1. Submit a completed application for connection permits to the water and sanitary sewer services to the Department of Building, Planning and Development office, using the form provided. The owner of the property must sign the application and/or authorized contractor(s) or individuals.

6. Approval of Connection Permits and Fees.

6.1. The Department of Building, Planning and Development will review and approve the application within five (5) days of receipt of the completed application with attachments. You will be contacted when the permit is ready to be issued.

6.2. Fees will be assessed and must be paid to the City of Auburn at the time that the permits are issued. Fees will not be accepted before the date on which the permits are issued. Cash, Check or Money orders are an acceptable form of payment. A receipt or receipts will be provided when permits are completed.

7. Construction, Installation and Inspections of Utilities.

7.1. The property owner and contractors are responsible to contact the City Engineer, Water and Water Pollution Control Departments or other city utility service departments to inspect connections, taps and/or possibly the lines ran for the utilities and other applicable County Departments prior to utilization/operation of those utilities to the residence/facility.

7.2. The Department of Building, Planning and Development will review and approve the application within five (5) days of receipt of the completed application with attachments. You will be contacted when the permit is ready to be issued.

8. City of Auburn Utility Billing Services.

8.1. Contact Utility Billing at 260-925-0365 for billing requirements and service inquiries applicable to the property.

8.2. Once the utility lines are fully operational and ready for use by the occupant/owner and/or facility, the property owner/user will receive utility bills for water and sanitary services and other applicable city utilities

The city will record the completed and approved Non-Remonstrance Agreement for the Water and/or Sanitary Sewer services in the office of the DeKalb County Recorder's office. A copy of the recorded Agreement may be obtained from the DeKalb County Recorder's office in the DeKalb County

Courthouse. A fee may be required to obtain a copy of this agreement from the Recorder's office. Once the agreement is approved by the Board of Public Works and Safety it may take up to six (6) weeks for the document to be ready for pick up at the DeKalb County Recorder's office.

Attached are the following;

- Application to Connect to City Utilities
- Non-Remonstrance Agreement
- City and County Contact Information

For additional information, contact the City of Auburn Department of Building, Planning and Development office at 260-925-6449, weekdays between 8:00 a.m. and 4:00 p.m. except holidays or e-mail bpd@ci.auburn.in.us

**APPLICATION TO CONNECT TO CITY SANITARY SEWER AND/OR WATER SERVICES
OUTSIDE THE CORPORATE LIMITS OF THE CITY OF AUBURN**

Board of Public Works and Safety, City of Auburn, Indiana

To be filed with the Department of Building, Planning and Development
210 South Cedar Street, P.O. Box 506, Auburn, Indiana 46706-0506
Phone: 260-925-6449 Fax: 260-925-8239 E-Mail: bpd@ci.auburn.in.us

“Owner” is the person(s) or organization that currently holds title to the property to be served.

Owner _____ Phone _____

Address _____ Fax _____

Address of the property to be served: _____

If applicable: Subdivision Name _____, Section # _____, Lot # _____

This request is for _____ City of Auburn sanitary sewer service _____ City of Auburn potable water service

Attach:

- _____ 1. A copy of the recorded deed for the property.
- _____ 2. A site plan showing details and dimensions of the property to be served by the utility.
- _____ 3. A plan providing details of the pipes and related improvements required for connection to the City’s sewer and/or water mains.
- _____ 4. The Sanitary Sewer Service/Water Service and Non-Remonstrance Agreement signed and notarized.

_____/_____/_____
Signature Phone Date

_____/_____/_____
Signature Phone Date

Board of Public Works and Safety Action:

APPROVED / DISAPPROVED this _____ day of _____, 20 _____

OFFICE USE Dates of Receipt for application, Meeting Dates and Approval:

Application _____ by _____ Deed _____ by _____

Agreement _____ by _____ Site plan _____ by _____

Certificate of Authorization _____ by _____ Routing _____ by _____

Other _____

SAMPLE

SANITARY SEWER SERVICE AND NON-REMONSTRANCE AGREEMENT CITY OF AUBURN, INDIANA

THIS AGREEMENT made and entered into this ____ day of _____, _____, by and between the City of Auburn, Indiana, a Municipal Corporation in DeKalb County, State of Indiana ["City"], and _____, ["Owner"];

WITNESSETH:

WHEREAS, City owns and operates sanitary sewage works serving properties situated within the corporate boundaries of the City of Auburn, DeKalb County, Indiana; and

WHEREAS, Owner is the owner of the following described real estate situated outside the corporate boundaries of said City, but within four (4) miles of said corporate boundaries, and located in DeKalb County, Indiana, to wit:

Address: _____ Subdivision/Addition/Section: _____ Lot No(s): _____
(See attached - Exhibit A Legal Description)

Owner having acquired said real estate at Document _____, Deed / Plat Record ____, Page _____, in the Office of the Recorder, DeKalb County, Indiana ["Real Estate"], which Real Estate is not currently served by the sanitary sewage works of said City; and

WHEREAS, as a condition to providing sanitary sewer services to real estate situated outside the corporate boundaries of said City, City does require the owner of said real estate to pay the cost of sanitary sewer lines and related facilities necessary to serve said real estate; to pay to City the established sanitary sewer tap, connection and availability fees; and to waive, for themselves, their personal representatives, heirs, transferees, successors and assigns, their right to remonstrate against any annexation of the real estate served by City's sanitary sewage works, pursuant to Indiana Code 36-9-22-2.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual agreements contained herein, the parties hereto agree as follows:

1. City hereby agrees to permit the above described Real Estate owned by Owner to be served by the sanitary sewage works of said City, notwithstanding the fact that said Real Estate is currently situated outside the corporate boundaries of the City of Auburn.
2. Owner shall pay City's established sanitary sewer tap, connection and availability fees and the cost of all sanitary sewer lines and related facilities necessary to serve said Real Estate with sanitary sewer services from existing mains that lie adjacent to said Real Estate; Owner shall acquire such easements as may be necessary to construct, operate, repair, maintain and replace such sanitary sewer facilities and lines; and Owner shall bear all costs of installing the sanitary sewer lines and facilities so constructed.
3. The sanitary sewer lines and facilities to be constructed from said Real Estate to City's existing sanitary sewer mains shall be for the sole use and benefit of Owner and Owner shall not permit any other owner of real estate to connect onto said sanitary sewer lines without the prior written consent of City.
4. In consideration for the rights granted herein, and pursuant to the provisions of IC 36-9-22-2(c), Owner does for itself, its personal representatives, heirs, transferees, successors and assigns, hereby expressly waive the right to remonstrate against any pending or future annexation into the corporate limits of the City of Auburn, Indiana, the area served by City's sanitary sewage works, specifically including, but not limited to, said Real Estate.

SAMPLE

5. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their personal representatives, heirs, transferees, successors and assigns, and shall be and constitute a covenant running with said Real Estate.

And,

6. The City shall record this Agreement in the Office of the Recorder of DeKalb County, Indiana.

IN WITNESS WHEREOF, City and Owner have executed this Agreement as of the day and year first above written.

“City”

“Owner”

By _____
Norman E. Yoder, Mayor

By _____
Signature

Printed Name

By _____
Signature

Printed Name

SAMPLE

ACKNOWLEDGMENT OWNER

STATE OF INDIANA)
) SS:
COUNTY OF DEKALB)

BEFORE ME, the undersigned Notary Public for _____ County, State of _____,
personally appeared the within named _____,
"Owner" herein, and acknowledged the execution of the foregoing instrument this _____ day of _____, 20____.

WITNESS my Hand and Notarial Seal.

Signature _____

Printed Name _____

My Commission Expires _____

ACKNOWLEDGMENT CITY OF AUBURN

STATE OF INDIANA)
) SS:
COUNTY OF DEKALB)

BEFORE ME, the undersigned Notary Public in and for said County and State, personally appeared the within named
Norman E. Yoder, Mayor of the City of Auburn, Indiana, "City" herein, and acknowledged the execution of the foregoing
instrument this _____ day of _____, 20____.

WITNESS my Hand and Notarial Seal.

Signature _____

Printed Name _____

My Commission Expires _____

This instrument prepared by: William J. Spohn, Administrator, Department of Building, Planning and Development, City of Auburn. Approved by: W. Erik Weber, City Attorney, City of Auburn, Indiana.

SAMPLE

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Patricia M. Miller, Clerk-Treasurer, City of Auburn, Indiana.

SAMPLE
EXHIBIT A
LEGAL DESCRIPTION

SEWER TAP CONNECTION REQUIREMENTS

1. Requires a minimum 24-hour notice to WPC before work starts.
2. 12" and under require installing "cut-in-sleeve" with transition gasket.
3. Replacement sewers, from line to house, must be of 6" materials within 5' of house.
4. Partial sewer replacement of sewer (small section) may be same size.
5. No mortar joints permitted for "hook-up" on line or house.
6. All sewer pipe must be slip joint, rubber gasket, approved by the WPC Department.
7. No glue joints are allowed on pipe or fitting, in any situation.
8. Use only granular backfill materials around connection. Fill 2" over pipe.
9. Backfill in street areas must be granular and level with street elevation.
10. Trenches for pipe must be over-cut for safety and access.
11. Proper tap permit and documents must be on-the-job before and during work.
12. Open trenches may not be left unattended at any time.
13. Contact affected City Departments in a timely manner when work is completed.
14. No inspections shall be done after 3:30 PM, unless prior arrangements are made.
15. All work must be performed by a City licensed contractor / plumber.
16. Contractor/ Plumber is responsible for connection and cuts for a one (1) year period.
17. Pipe and fittings must be Vitrified Clay or SDR 35 PVC, or an approved equal.
18. Excess groundwater must be removed to insure acceptable bedding for pipe.
19. Taps into manholes are prohibited.
20. Sewer and Water lines must be in separate trenches.
21. Contractor / Plumber must bear all expense for work.
22. It is the responsibility of the Contractor / Plumber to call for locations.
23. The work area condition is the responsibility of the Contractor / Plumber.
24. Pipe over 15" required an approved tap saddle, PVC or approved.
25. Contractors / Plumbers are not permitted to enter sewer manhole structures.
26. The WPC Department Inspector has the final word over any house connection work.
27. The Inspector will inspect the lines from the tap to the house.

OFFICE USE:

Site-Built # _____	Fee: \$ _____	Manufactured # _____	Fee: \$ _____
Foundation # _____	Fee: \$ _____	Deck/Porch # _____	Fee: \$ _____
Swimming Pool # _____	Fee: \$ _____	Excavation # _____	Fee: \$ _____
Fire Suppression # _____	Fee: \$ _____	Plumbing # _____	Fee: \$ _____
Sewer: Tap # _____	Fee: \$ _____	Connection # _____	Fee: \$ _____
Water: Tap # _____	Fee: \$ _____	Meter # _____	Fee: \$ _____
Special Assessments / MS4:			
Name: _____		Permit # _____	Fee: \$ _____
Other: Name: _____		Permit # _____	Fee: \$ _____

Received By: _____ Date: _____ APPROVALS: PLNG: _____ DATE: _____ BLDG: _____ DATE: _____

Total Fees: \$ _____ Receipt # _____ Check # _____ Cash: _____

Flood Plain District: No YES If Yes: FF or FW

Issued By: _____ Billing Address Info forward to Clerk
Treasurer & Utility Billing YES / NA
Circle the one that applies Date: _____ Zoning: _____

Applicant or Authorized Representative	Name: _____			Phone: _____		
	Street: _____			Fax: _____		
	City: _____	State: _____	Zip Code: _____	Email Address: _____		
Property Owner	Name: _____		Same As Applicant? Yes / No		Phone: _____	
	Street: _____				Fax: _____	
	City: _____	State: _____	Zip Code: _____	Email Address: _____		
Location	Address of Construction: _____					
	Lot: _____	Subdivision: _____			Section: _____	

Circle all that Apply	Landuse: Commercial / Condo / Duplex / Industrial / Institutional / Multi-Family / Single Family	Total Square Footage: <small>(Include sq. ft. of main structure, accessory bldgs, deck, porch, etc.)</small>
	Structure: Primary Accessory Temporary	
	Const. Type: New Remodel / Repair Existing Addition to Existing Utilities	

Description of Work to be Completed	Bedrooms: _____	Bathrooms: _____	Garage (1-Car, 2-Car, Etc.): _____	Attached _____	Basement: Finished _____ Unfinished _____
	Additional Information: _____			Detached _____	Bed: _____ Bath: _____

Utilities	Sewer: New / Existing _____	Water use per day _____ gallons	Start Date: _____
	Water: New / Existing _____	Water Tap Size: _____ in	Water Meter Size _____ in
	Lawn Irrigation? Yes / No _____	Fire Suppression? Yes / No _____	Completion Date: _____
			Cost of Project: _____

Contractors	General: _____	Phone: _____
	Electrical: _____	Phone: _____
	Plumbing: _____	Phone: _____
	Other: _____	Phone: _____

I, the owner or authorized applicant by the owner of record, agree that any construction, reconstruction, enlargement, relocation, or alteration of a structure, or any change in the use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana and the Zoning Ordinance of Auburn Indiana. The information provided in this application is to the best of my knowledge and accurate. All work will be done in a public right-of-way, utility or drainage easement, floodplain, or on property other than that described in this Application only with written authorization approved by the City of Auburn Building Department. I further certify that the construction will not be used or occupied until a Certificate of Occupancy has been issued by the City of Auburn Building Department