

## Direct Connection Application Form

## Applicant Information

Contact Person: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Description of Project

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## Location

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Requested Date of Connection: \_\_\_\_\_

## Briefly Describe any Unusual Circumstances

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## Please Include:

- Three copies of plan sheets depicting connection and associated details.
- Connection permit application **in triplicate** with **each copy having an original signature** from City Representative (P.W. Dir., Eng., Manager/Clerk).
- Application fee of \$1,000.00, of which \$500.00 is non-refundable.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Basis for Fee

The connection permit application fee recovers administrative costs for time spent by MCES staff on a connection permit request (reviewing, modifying, permitting, drawing, and inspecting). Since about half of MCES staff time is spent administering a connection request before the actual connection is made, half of the fee is not refundable regardless of whether or not the connection request is approved.

Please refer to MCES Waste Discharge Rules 301.1 A-F, pages 21 and 22:  
<http://www.metrocouncil.org/environment/IndustrialWaste/WasteDischargeRules.pdf>.

## Important Information for Completing the Connection Application Form

1. No connection work shall occur until a permit has been issued by MCES. Before completing any forms and paying the fee, call Pete Owens, 651-602-4535, for instructions and additional information.
2. Send the completed Connection Permit Application Form (pages 1-6) to:

Accounts Receivable  
Metropolitan Council  
390 N. Robert Street  
St. Paul, MN 55101-1805

A copy of the Direct Connection Application Form should be accompanied by a \$1,000.00 check. Completion of the application form and payment of the fee does not guarantee approval of a connection. Call Pete Owens at 651-602-4535 with any questions about the application form or the required documentation.

3. MCES normally requires approximately 15 days to process a connection application. If approved, a fully executed Connection Agreement must be in place prior to any excavation. Additional cost recovery fees may be added if any unauthorized connection is made that requires additional staff time.

Questions may be addressed to Pete Owens at 651-602-4535 or [mailto:pete.owens@metc.state.mn.us?subject=connection permits](mailto:pete.owens@metc.state.mn.us?subject=connection%20permits)

**For Internal Use Only:**

Date Application Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

PERMIT NO.: \_\_\_\_\_

INTERCEPTOR: \_\_\_\_\_

APPLICATION FOR CONNECTION TO OR USE OF  
METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES FACILITIES**This form and plans/drawings must be submitted in triplicate to:****Metropolitan Council, Accounts Receivable  
390 N. Robert Street, St. Paul, MN 55101-1805  
(refer questions to Pete Owens, 651-602-4535)**

The City of \_\_\_\_\_ hereby applies for a permit for connection to, or use of, Metropolitan Council Environmental Services (MCES) facilities. By execution of this Application, the Applicant agrees to:

1. Provide such additional information as is requested by MCES in order to make a determination on permit issuance.
2. Abide by the permit terms and conditions set forth below and all applicable state and local laws, ordinances, rules and regulations.
3. Pay all applicable permit fees (i.e., Service Availability Charge and Industrial Strength Charge) in accordance with MCES rules and regulations.
4. Reimburse MCES for any damages resulting to MCES facilities as a result of the connection to or use of its facilities.
5. Indemnify and hold harmless MCES, its employees, agents, and contractors from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the connection to, or use of, MCES facilities, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Applicant, its contractors, subcontractors, or anyone directly or indirectly employed by any of them, regardless of whether or not it is caused in part by MCES.
6. Construct the connection in accordance with applicable MCES standards.
7. At Applicant's own expense, Applicant will promptly make any repairs necessitated by the failure or malfunction of the connection. MCES will inform Applicant of the necessity of such repair in writing. Applicant will notify MCES at least 48 hours prior to making said repairs. Applicant further agrees that if Applicant fails to make such repair within sixty (60) days of date of written notice by MCES to Applicant of the necessity of such repair, MCES shall make such repair and bill Applicant for the full cost of such repair. Applicant hereby agrees to promptly reimburse MCES for the full cost of any repair made by MCES to remedy a failed or malfunctioning connection.
8. Applicant operates and maintains the connection.
9. Pertinent details of the connection are as follows (see next page):

Exact Location of Connection (i.e., with reference to street intersections, nearest maintenance access structures, etc.): \_\_\_\_\_

Work to be Done by: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Type of Connection: \_\_\_\_\_

Depth: \_\_\_\_\_

If connection includes installation of a new on-line M.H., or adjustment to existing M.H. elevation, please complete page 5.

Approx. Date of Connection: \_\_\_\_\_

Size of Connection Sewer: \_\_\_\_\_

Pipe Material: \_\_\_\_\_  
(i.e., PVC, DIP, etc.)

Invert Elevation of Connection: \_\_\_\_\_

Invert Elevation of Existing Sewer: \_\_\_\_\_

Area Served in Acres: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Predicted Flow in Gallons Per Day: Initial \_\_\_\_\_ Design \_\_\_\_\_

Characteristics of Discharge: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Unusual Characteristics of Above (Strength, Oils, Chemicals, Temperature, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Application is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature of City Official)

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

INTERCEPTOR: \_\_\_\_\_ CONSTRUCTION YEAR: \_\_\_\_\_

ADDRESS OF M.H./FEATURE: \_\_\_\_\_

DISTANCE TO NEXT UPSTREAM M.H./FEATURE: \_\_\_\_\_ DOWNSTREAM: \_\_\_\_\_

Please complete applicable information.

**Flow:** \_\_\_\_\_ **Surface El.:** \_\_\_\_\_ **Invert up:** \_\_\_\_\_ **Invert down:** \_\_\_\_\_

**Surface Type:** Blacktop  Concrete  Ground  Wtr/Swmp  Unknown

**Cover Type:** Non-vented  Vented  1 Center pick  2-4 Holes  5 Holes  6 or More  Seal tight

**Manufacturer & Model No.:** \_\_\_\_\_

**Cover:** Diameter \_\_\_\_\_ Thickness \_\_\_\_\_ **MH Type:** PC  PP  BB  PIP  **MH Size:** \_\_\_\_\_

**Adjustable Rings:** 2"  4"  6"  risers **Number of Rings:** \_\_\_\_\_

**M.H. Steps:** Poly/Steel: \_\_\_\_\_ Aluminum: \_\_\_\_\_ Cast Iron: \_\_\_\_\_ NONE: \_\_\_\_\_

**Inlet Sewer**

**Size:** \_\_\_\_\_ **Shape:** Circular  Arch  Egg  Elliptical  Rectangular  Horseshoe

**Type:** Asbestos  Brick/Block  Brick/Sdstone  Brick/Stone  CIP  CIPP  Conc./Unreinf.   
CMP  DIP  HDPE  HDPE/DRLP  HDPE/PB  HDPE/SL  PCCP  PIP/Reinf.  PIP/  
Unreinf  PVC  PVC/CP  PVC/CP/SL  PVC/SL  RCP  RCP/Brick  RCP/RSJOINT   
RPMP  RTRP  SJP  Steel  Stone  Stone/Conc./Brkinv  VCP  VCT

**Outlet Sewer**

**Size:** \_\_\_\_\_ **Shape:** Circular  Arch  Egg  Elliptical  Rectangular  Horseshoe

**Type:** Asbestos  Brick/Block  Brick/Sdstone  Brick/Stone  CIP  CIPP  Conc./Unreinf.   
CMP  DIP  HDPE  HDPE/DRLP  HDPE/PB  HDPE/SL  PCCP  PIP/Reinf.  PIP/  
Unreinf  PVC  PVC/CP  PVC/CP/SL  PVC/SL  RCP  RCP/Brick  RCP/RSJOINT   
RPMP  RTRP  SJP  Steel  Stone  Stone/Conc./Brkinv  VCP  VCT

**Adjustment to existing M.H. casting elevation:** Raise \_\_\_\_\_ Lower \_\_\_\_\_

**General Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Service/Lateral Information**

**Size:** \_\_\_\_\_ **Type:** \_\_\_\_\_ **Depth:** \_\_\_\_\_ **Flow:** \_\_\_\_\_ **Orientation to North:** \_\_\_\_\_

Please attach map showing M.H. location.

PERMIT NO.: \_\_\_\_\_

**PERMIT  
FOR CONNECTION TO OR USE OF  
METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES FACILITIES**

It has been determined that Applicant has adopted a comprehensive sewer plan, has submitted it to MCES as required by law, and that the proposed connection to, or use of, MCES facilities conforms to the adopted comprehensive plan or adopted revisions thereof.

Permission is hereby granted to Applicant for connection to, or use of, MCES facilities in accordance with the description provided by Applicant. This permit is issued under the following terms and conditions:

1. The provisions of the Waste Discharge Rules for the Metropolitan Disposal System, Minn. Rules, Chapter 5900, apply to activity carried out under this permit.
2. This permit does not replace permits required by the Minnesota Pollution Control Agency or the necessity of securing other permits and fulfilling requirements of other governmental units.
3. MCES issuance of this permit does not constitute a certification that the project design and construction proposed by Applicant meet engineering standards or local codes. Applicant remains responsible for design and construction, including safety, for the project. Applicant's attention is specifically directed to the confined space rules adopted by the Minnesota Department of Labor and Industry, OSHA Regulations, Parts 5202.100 through 5205.1040 and 5207.0300.
4. The connection shall be constructed in accordance with MCES standards attached hereto [PL(s)\_\_\_\_\_].
5. This permit shall be null and void if the connection proposed by Applicant is not made within 90 days from the date of issuance, unless an extension is granted by MCES.
6. This permit is subject to modification or revocation and may be suspended at any time for failure to comply with its terms.
7. Record Drawing information provided by MCES is not guaranteed accurate but is included as information available to, and in use by, MCES.
8. Contractor shall take measurements before beginning construction to ensure that service connections shall not cut into maintenance access structure joints or pipe barrel joints. Cutting into joints will not be allowed.
9. Applicant is required to contact MCES 48 hours in advance of the initiation of the connection at telephone number 651-602-8930. Failure to do so will require applicant to pay for all costs associated with re-excavation, inspection, and restorative work.

This permit is hereby approved and issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES

BY: \_\_\_\_\_  
Assistant General Manager, Interceptor System