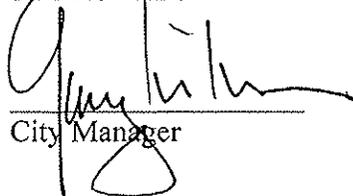


**CITY OF HERMITAGE  
FRONTAGE STORM SEWERAGE PIPING POLICY  
AND STANDARD OPERATING PROCEDURE**

January 31, 2008  
Revised November 26, 2013

APPROVED:



City Manager

## **1. PURPOSE**

To clarify the City of Hermitage Frontage Storm Sewerage Piping Policy as is related to property owner purchasing, installation of such pipe by the City, and to provide a Standard Operating Procedure for the processing of such requests.

## **2. REVISION HISTORY**

January 31, 2008

November 26, 2013

## **3. DEPARTMENTS AFFECTED**

3.1. Department of Public Works

3.2. Street Department

## **4. DEFINITIONS**

None

## **5. POLICY**

In summary, property owners desiring frontage storm sewerage piping must contribute to the project by paying for the necessary pipe from the City at cost. The City will provide the equipment, labor and other materials required to install the pipe at no additional cost. Following are the policy details.

### **5.1. *Site Location***

#### **5.1.1. *City Maintained Roadways***

5.1.1.1. Property owners shall pay the City, at the City cost, for the pipe necessary to install the requested frontage storm sewerage.

5.1.1.2. The City will provide all equipment, labor and materials to install storm sewerage pipe paid for by the property owner.

5.1.1.3. The City will provide all equipment, labor and materials to connect all roof drains, yard drains, and sump pump discharges that discharge to the ditch line at the time of installation. The City will not maintain roof drains, yard drains or sump pump connections or piping.

- 5.1.1.4. If required, the City will replace concrete, asphalt, and gravel driveways disturbed by construction activities with like material.
- 5.1.1.5. The City *will* grade and restore (seed and mulch) disturbed lawn area, one time at the completion of work.
- 5.1.1.6. The City *will not* do work outside of the Right-Of-Way that is not directly related to and required for the installation of the frontage storm sewerage.
- 5.1.1.7. The City will not replace or restore landscaping, planters, trees or other decorative items. All items must be removed from the work area by the property owner prior to the commencement of work.
- 5.1.1.8. Once the storm sewerage is installed the City assumes ownership and perpetual maintenance of the storm sewerage system.

#### *5.1.2. State Maintained Roadways*

- 5.1.2.1. The City does not install storm sewerage on State Routes. The property owner will be provided with the name and contact information for the City's pipe supplier. The property owner may purchase pipe directly from the supplier. The City will not facilitate the sale of any product nor transport any materials.
- 5.1.2.2. Property owners making a request for frontage storm sewerage piping for State Route frontages should be directed to contact the Pennsylvania Department of Transportation (PennDOT) for permit requirements at:

PennDOT District 1-4 Office  
P.O. Box 192 North and  
Maple Streets Mercer, PA  
16137 County Maintenance  
Manager Phone: (724) 662-  
5350 Fax: (724) 662-1612

#### *5.1.3. Private Drives*

The City will neither install nor maintain storm sewerage pipe on private drives.

### **5.2. Site Evaluation**

#### *5.2.1. Inspection*

- 5.2.1.1. It is required that the requested piping location be investigated by a designated City representative to determine the affect on roadway and property drainage, constructability, material quantity estimates, take preconstruction photography, and provide a quotation of pipe material cost to the property owner.
- 5.2.1.2. The City of Hermitage reserves the right to refuse storm sewerage installation if it is determined that the installation of the storm sewerage will have an adverse effect on the drainage of the roadway and/or property owner's property, if the storm sewer can not be installed to a suitable depth, or for some other unforeseen reason.

5.2.2. *Materials and Quantities*

- 5.2.2.1. At the time of inspection the property owner requesting the storm sewerage installation will be provided the pipe material, diameter, quantity and cost.
- 5.2.2.2. The City representative will record all items to be installed and all connections to be made on the Right of Entry Form.
- 5.2.2.3. The City representative will determine the material type, diameter and quantity of pipe required for proper installation. The minimum pipe diameter to be installed is 15", unless there is some site specific condition that prevents proper installation. Under such circumstance the City representative shall determine the appropriate pipe diameter.

5.2.3. *Pre/Post Construction Photography*

- 5.2.3.1. The City representative inspecting the site shall record photos of the general conditions of the Right-Of-Way where the work is anticipated to take place.
- 5.2.3.2. Upon completion of the work a City representative shall record photos of the finished conditions of the Right-Of-Way where the work took place.

5.3. *Pipe Purchasing*

- 5.3.1. The property owner will pay the City for the frontage storm sewerage pipe, at the City's cost, as a contribution to the project.
- 5.3.2. The City cost will be determined by the price listing quoted and in effect by the supplier at the time of the project.

- 5.3.3. All pipe used for property owner frontage piping projects will be drawn directly from stockpiled materials.
- 5.3.4. The City will purchase all pipe directly from the supplier via Purchase Requisition.
- 5.3.5. Since the pipe is sold in 20' sticks, if the frontage requires a length that does not end on an even 20' length, the property owner shall be charged to the next greatest even 20' length (i.e., if the frontage requires 65', the property owner shall be charged for 80').
- 5.3.6. All payments shall be made to "**City of Hermitage**". Payment may only be made by personal check or money order. There will be no other method of payment – No cash will be accepted.

#### **5.4. *Right of Entry Form***

- 5.4.1. The *Right of Entry Form* is located in Appendix A.
- 5.4.2. The Right of Entry Form grants the City and its agent's access to the owner's property for the purpose of installing frontage storm sewerage. The agents may consist of contractors or utility owners should their access be required for some unforeseen reason or in case of an emergency.
- 5.4.3. The Right of Entry Form shall be completed and signed by the City representative inspecting the site.
- 5.4.4. The material type, unit and quantities estimated to be used for the project shall be listed in the space provided.
- 5.4.5. No work will be performed until the property owner has signed the Right of Entry Form. The City representative inspecting the site and signing said form shall witness the property owner's signature.

#### **5.5. *Execution of Work***

- 5.5.1. Payment for all pipe materials must be collected prior to beginning of work.
- 5.5.2. The Right of Entry Form must be completed and signed by both the property owner and also the City representative that inspected the site prior to beginning work.
- 5.5.3. Work shall be completed within 90 days of payment by the property owner. If construction cannot be completed within this time frame, the Street Department Superintendent shall notify the City Manager and the property owner and provide an updated construction schedule.

## 6. STANDARD OPERATING PROCEDURES

### 6.1. *General*

The Frontage Stormwater Sewerage Piping Policy and Standard Operating Procedure (SOP) is intended to provide employees comprehensive and uniform guidelines with which to process property owner requests for frontage storm sewerage piping.

### 6.2. *Initial Contact*

6.2.1. The property owner's name, address and contact information shall be documented.

6.2.2. The agency responsible for maintenance of the roadway along the frontage of the property owner's property shall be immediately determined.

6.2.2.1. If the property owner's property frontage is located on a State Route, refer to Policy Section 5.1.2. Document the date and conversation to file.

6.2.2.2. If the property owner's property frontage is located on a private drive, refer to Policy Section 5.1.3. Document the date and conversation to file.

6.2.2.3. If the property owner's property frontage is located on a roadway maintained by the City of Hermitage, schedule a site inspection. Document the date and conversation to file.

### 6.3. *Site Inspection*

#### 6.3.1. *City Representative*

6.3.1.1. The City representative shall provide a site inspection. Typically, the representative will consist of the Street Department Superintendent and/or the Assistant to the Street Department Superintendent.

6.3.1.2. The City Representative is tasked with assessing the site conditions. If, in the experienced judgment of the Representative, it is determined that the installation of storm sewerage piping would have an adverse affect on the drainage of the roadway or any property owner property, the Representative may deny the project. If a pipe project is denied, document the date, the conditions observed on the site and conversation with the property owner to file and copy the City Manager.

6.3.1.3. The City Representative shall be responsible for meeting with the property owner, assessing site conditions, establishing project materials and quantities, collecting payment, explaining the Right of Entry Form to the property owner and acquiring their signature, placing of the PA One-Call, and conducting pre and post construction photography.

6.3.2. *Existing Conditions*

6.3.2.1. The City Representative shall provide a site assessment considering current drainage patterns of both the property owner property requesting the piping and any neighboring properties that could potentially be affected.

6.3.2.2. All existing facilities shall be located. Items to be noted on the Right of Entry Form shall include the pipe being paid for by the property owner and installed by the City. Also, all roof drain, yard drain and sump pump connections shall be noted, as well as any other item that the City Representative deems of significant importance.

6.3.2.3. A PA One-Call shall be placed prior to conducting any work.

6.3.3. *Preconstruction Photography*

6.3.3.1. The City Representative shall photograph all items of significance (i.e., general condition of the right-Of-Way; driveway; roof, yard and sump pump discharge points; trees; planters; connection points to existing storm sewer, etc.).

6.3.3.2. These photos shall be taken with a digital camera and the photos stored electronically. The photos are for record. It is not necessary to produce hard copies.

6.4. *Right of Entry Form*

6.4.1. The Right of Entry Form provides the City use of the property outside of the right-Of-Way for construction related activities, lists items to be installed and/or connected that are of significant importance to the property owner. In addition, in the event of some unforeseen condition it will permit contractors and/or private utility persons onto the property if needed.

6.4.2. The pipe being paid for by the property owner and installed by the City shall be recorded on the Right of Entry Form in addition to all drain and sump pump connections.

6.4.3. It is required that the property owner and City Representative sign the Right of Entry Form prior to any work being started. The Form shall not be executed until payment is received.

#### **6.5. *Payment***

6.5.1. Simply to reiterate Policy Section 5.3.6. All payments shall be made to “**City of Hermitage**”. Payment may only be made by personal check or money order. There will be no other method of payment - Absolutely no cash. This protects both the property owner and the City.

6.5.2. No work will take place until payment has been received in full.

6.5.3. Once payment has been made in full, the Street Department shall schedule the work so that it is completed within 90 days of receipt of payment. If construction cannot be completed within this time frame, the Street Department Superintendent shall notify the City Manager and the property owner and provide an updated construction schedule.

6.5.4. Payment shall be accepted by the City representative and delivered to the Finance Department no later than the following business day.

#### **6.6. *Execution of Work***

6.6.1. The property owner shall pay the City, at City cost, for the frontage storm sewerage pipe. The City will provide all other equipment, material and labor required to install the frontage storm sewerage pipe, make drain and sump pump connections, and make driveway repairs as necessary.

6.6.2. All work completed by the City of Hermitage shall be done with generally accepted industry construction practices, using appropriate equipment and materials.

6.6.3. Proper traffic control will be maintained at all times.

6.6.4. No work will be done outside of the City Right-Of-Way that is not directly related to and required for the installation of the frontage storm sewerage pipe.

6.6.5. Restoration will be completed within two weeks of project completion, weather permitting. Should the project take place late in the year, restoration may not take place until the following spring.

6.6.6. The City will grade, seed and mulch the restoration area one time. The City will not re-grade or reseed the site once restoration has been completed. It is the responsibility of the property owner to water, re-seed and re-mulch the restoration area as deemed necessary.

## APPENDIX A

## Right of Entry Form

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as \_\_\_\_\_

(street address)

located in the City of Hermitage, Mercer County, Pennsylvania do grant and give freely and without coercion, the right of access and entry to the property to the City of Hermitage, their agents, contractors, and subcontractors, for the purpose of installing storm sewerage piping and associated work.

The City of Hermitage *will*:

- Install the storm sewer.
- Provide and install catch basins.
- Connect roof drains, yard drains and sump pumps that currently discharge to the roadside ditch.
- Replace concrete and asphalt driveways disturbed by construction activities.
- Grade and restore the work area (seed and mulch) one time, at completion of work.

The City of Hermitage *will not*:

- Replace landscaping, planters, islands or trees.
- Water the restoration area.
- Grade, seed or mulch the work area a second time.
- Do work that is not directly related to the installation of the storm sewer.

It is the property owner's responsibility to tend and maintain the restoration area.

Items to be installed /connected:

Item	Unit	Qty

The undersigned agrees and warrants to hold harmless the City of Hermitage, its agents, contractors, and subcontractors, for damage of any type, whatsoever, either to the property or persons situated on the property, and releases, discharges and waives any action, either legal or equitable, that might arise out of any activities on the property.

For the consideration and purposes set forth in this agreement, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number