

**REGULATION CONCERNING PROCEDURAL REQUIREMENTS
FOR AN ORDER TO CORRECT PURSUANT TO ORDINANCE
NO. 577 CONCERNING SOURCES OF INFLOW AND
INFILTRATION TO THE SANITARY SEWER SYSTEM.**

Notification

Upon the determination that there exists a violation pursuant to Ordinance No. 577, the property owner will be notified of the deficiency or deficiencies and ordered to correct pursuant to the following process until such time as the non-compliance is permanently resolved:

- a. Initial Notice: An Initial Notice shall be sent to the property owner informing them of the violation(s) identified and requesting that the property owner contact the Sewer Division within a designated time to discuss corrective actions to be taken.
- b. Second Notice: In the event that the Sewer Division does not receive a response to the Initial Notice within the designated time, then the Division may, but is not required to, send a letter reminding the property owner of the earlier notice and requesting that the owner contact the Division within a designated time to discuss corrective actions to be taken.
- c. Order to Correct: In the case when the above process has failed to remedy a violation or has failed to result in a plan for corrective action acceptable to the Sewer Division, the Superintendent or his designee shall issue a written Order to Correct to the property owner. Such order shall indicate the nature of the violation(s) and provide for correction of the violation(s) within a specified timeframe.

Time Requirements

Upon issuance of an Order to Correct the property owner will be allowed the following timeframe for correction of the violation:

Roof leaders	90 days
Sump pumps	120 days
Driveway/yard/area drains/window and stairway drains	180 days
Cellar drains	120 days
Catch basin	180 days

Defective laterals/mains	180 days
Foundation drains	270 days
Misc. (missing caps, damaged clean-outs, etc.)	30 days
Manhole repairs	120 days

Post-Correction Inspections

Upon notification from the property owner that deficiencies identified in a notice and/or Order to Correct have been remedied the Sewer Division will schedule a follow-up inspection for the purpose of verifying that the identified deficiencies have been satisfactorily corrected. Such inspection will not relieve the property owner of responsibility for other unidentified or future violations of the ordinance.