

## **APPENDIX 3**

### **Voluntary Clearwater Compliance Inspection Checklist and Mequon's PPI/I Draft Policy**

<b>CITY OF MEQUON</b> <b>CLEAR WATER COMPLIANCE</b> <b>11333 N CEDARBURG ROAD</b> <b>MEQUON, WI 53092</b>	<b>Inspection Dept. Use Only</b>
	Permit #
	Tax Key No.:

**ADDRESS:** \_\_\_\_\_  
Property to be Inspected

**TYPE OF OCCUPANCY** \_\_\_\_\_

**CURRENT OWNER:** \_\_\_\_\_

**OWNER ADDRESS:** \_\_\_\_\_  
Number Street City State Zip

**I have read City of Mequon Private Property Inflow and Infiltration (PPI/I) Pilot Project Policy and agree to the general procedures, work schedule and warranty, and agree to participate in this voluntary program.**

\_\_\_\_\_  
Signature of Owner Date Phone #

<b>CLEAR WATER COMPLIANCE CERTIFICATE</b>
_____ Date
Issued To: _____
Address: _____
For the premises located at: _____ in Mequon, Wisconsin. This Certificate of Compliance allows sanitary lateral rehabilitation to proceed as determined by a visual inspection of the premises including any sump pump downspouts and trench drains. Neither the City of Mequon, the Building or Plumbing Inspector, nor the City Engineer, assumes any liability in or as a result of the inspection or issuance of this Certificate of Compliance.
_____ Not valid without signature of inspector

**CLEAR WATER COMPLIANCE INSPECTION CHECKLIST**

Address:		Date:	Permit No.:
No. of Laterals: <input type="checkbox"/> Sanitary <input type="checkbox"/> Storm	Inspection due to: <input type="checkbox"/> PPII Program <input type="checkbox"/> Complaint		

Footing Drain Tile: <input type="checkbox"/> Installed prior to 1952 <input type="checkbox"/> Installed after 1952	<input type="checkbox"/> Connected to Storm <input type="checkbox"/> Connected to Sanitary
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Downspouts: <input type="checkbox"/> Discharge to Grade <input type="checkbox"/> Connected to Storm	<input type="checkbox"/> Connected to Sanitary <input type="checkbox"/> Other _____
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Sump Pumps: <input type="checkbox"/> Discharge to Grade <input type="checkbox"/> Connected to Storm	<input type="checkbox"/> Connected to Sanitary <input type="checkbox"/> Other _____
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Palmer Valve: <input type="checkbox"/> Connected to Sanitary Sewer	<input type="checkbox"/> Unable to determine if valve exists
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**Clear Water Compliance Certificate cannot be issued until the items checked below have been remedied.**

**\* Items marked with an asterisk require a licensed plumber and permit.**

<input type="checkbox"/> *     Disconnect sump pump from sanitary sewer and discharge to grade or storm sewer
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<input type="checkbox"/> *     Disconnect downspouts from sanitary sewer, connect to storm sewer or discharge to grade
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<input type="checkbox"/> Extend downspouts at least <b>six feet</b> from building; water must flow away from building
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<input type="checkbox"/> City of Mequon Department of Public Works will run dye test on downspouts to determine where downspouts discharge
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Inspector's Comments:

**Appeal of Inspector's Order**  
Any owner or occupant of the premises feeling aggrieved by the issuance of non-compliance notice may appeal to the Board of Appeals by following procedures set forth in the Zoning Code.

Issued to:	City of Mequon Building Inspector  (262) 236-2909
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# **POLICY FOR PRIVATE PROPERTY INFLOW AND INFILTRATION REDUCTION PROGRAM**

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## **MEQUON, WISCONSIN**

### **I. GENERAL**

The City of Mequon has the ability to use Milwaukee Metropolitan Sewerage District (MMSD) Private Property Inflow and Infiltration reimbursement to complete eligible work on private property. By ordinance, the portion of the sanitary lateral in the public right of way (R.O.W.) is owned by the City of Mequon. The lateral rehabilitation program offered shall be voluntary and will include addressing problems in both public and private portions of the sanitary laterals.

### **II. PROCEDURES**

#### **1. Televising and Inspection**

The City will offer lateral televising to all properties in the pre-determined area. This portion of the program will be offered as a larger neighborhood information program regarding televising, findings and suggested rehabilitation. The cost of the televising will be reimbursed by MMSD's PPI/I reimbursement fund.

The City will review the televising reports and develop individual rehabilitation methods to fix each specific lateral. Rehabilitation methods include, but are not limited to: lateral lining, grouting and lateral replacement. Based on the findings, the property owners will have the option to participate in the lateral rehabilitation portion of the program. A lateral condition report will be filed in the property file.

The property owner, by accepting the televising inspection, shall participate in a clear water compliance inspection on their property. The cost of the clear water compliance will be reimbursed by MMSD's PPI/I reimbursement fund. The clear water compliance report will be filed in the property file. Any illegal connections found in the clear water compliance inspection shall be repaired at the cost of the property owner within 60 days after receiving the findings letter.

#### **2. Financial Incentive for Construction**

If lateral lining is deemed appropriate by the City, the City will pay the entire cost of lateral lining in the public right of way and on private property. This cost will be reimbursed by MMSD's PPI/I reimbursement fund.

If spot repairs of the lateral or if replacement of the entire lateral is deemed necessary, the City will pay the cost of spot repairs and replacement or spot repairs and lining, whichever is less.

If lining or grouting is recommended and the property owner prefers replacement the property owner shall pay the difference between lining and replacement costs, as approved by the City. The lining or grouting cost will be reimbursed by MMSD's PPI/I reimbursement fund but the additional cost for replacement will not be reimbursed.

### 3. Performance Measures

The City will use the percentage of laterals fixed and the type of defects removed as a performance measure. The City will also determine the cost benefit ratio between the amount of I/I removed and the amount dollars spent. The metrics of laterals fixed, type of defects removed and the cost/benefit ratio will determine the success of the project and whether the City invests in subsequent pilot projects or creates a City wide PPI/I program.

### 4. Information and Education

- a. **Pre-Project Letter** - An initial letter will be sent to the pre-determined area describing the project. An initial Public Information Meeting (PIM) will be scheduled. If property owners cannot make the PIM they will be able to set up an individual meeting with the Deputy Director of Public Works to explain the project.
- b. **Notice Regarding Televising** - Door hangers will be hung on affected properties 24-48 hours prior to televising work to notify property owners.
- c. **Findings and Pre-Construction Letter** - A findings letter and inspection report will be sent once inspection is complete. A second Public Information Meeting (PIM) will be scheduled to help property owners understand the findings and discuss the upcoming project. If property owners cannot make the PIM they will be able to set up an individual meeting with the Deputy Director of Public Works to explain the results and construction portion of the project.
- d. **Notice Regarding Construction** - Door hangers will be hung on affected properties 24-48 hours prior to construction work to notify property owners.
- e. **Final Letter** - A final letter with a final condition report will be sent to the property owner. The final condition report will also be filed in the property file.
- f. **Warranty Information-** A final condition report will be sent to the current property owner after the three year warranty period inspection.

### III. WORK SCHEDULE & WARRANTY

A property owner may choose to participate or not participate at any time during the the pilot project duration. Once the City determines that the contractor has reached substantial completion of the construction project, a property owner will no longer be eligible for the program.

The work shall be warrantied for at least 3 years against workmanship and material defects. The three year period will be defined as 3 years after the date on the Certificate of Substantial Completion. The contractor, at their cost, shall televise the laterals that were rehabilitated at the end of the three year period and a copy of that report shall be sent to the current property owners and filed in the property file.