



PUBLIC WORKS DEPARTMENT

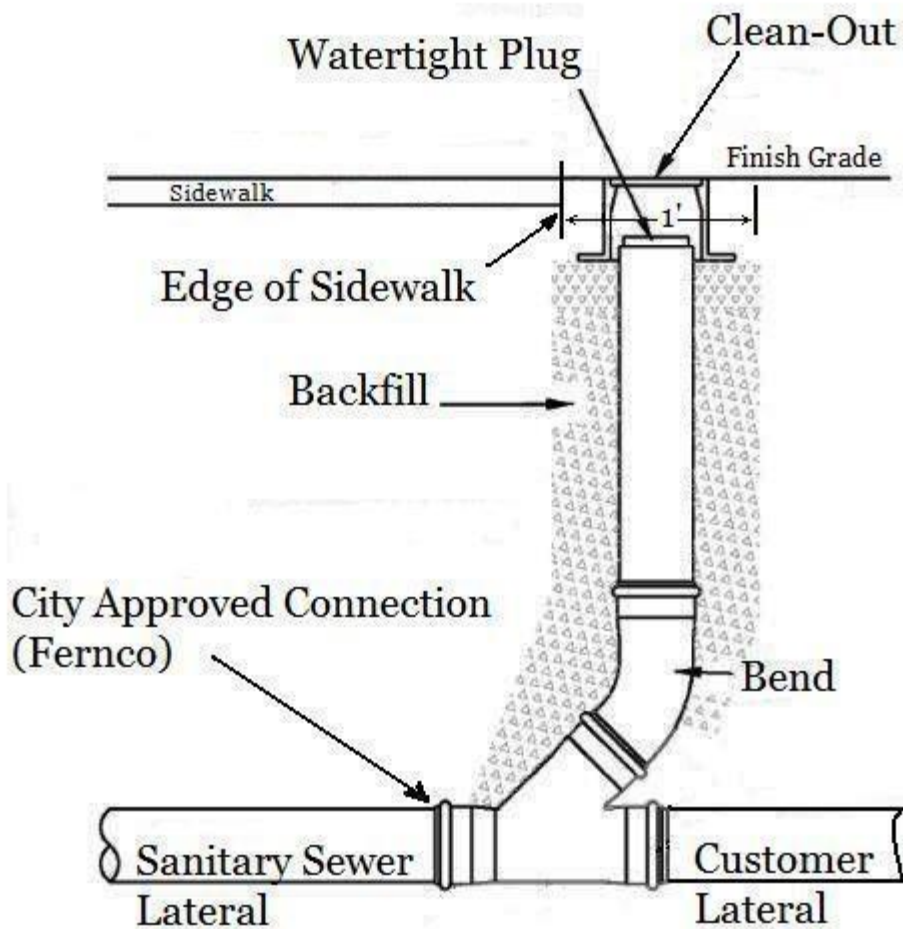
500 W. Third Street • Newberg, Oregon 97132 • 503.537.1234 • Fax 503.554.9411

Existing Sewer Service Lateral Clean-Out installation by Property Owners

When a property owner is working on or replacing an existing Sewer Service lateral, the City will reimburse the property owner for the installation of the Clean-Out at the city connection, and provide the Clean-Out box, when the Clean-out is installed as per the city Standard drawing #211, and has been inspected and approved by city staff.

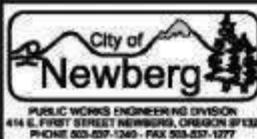
The following procedures are to be followed for re-imburement of costs:

1. The Property Owner must request reimbursement for the installation of a Clean-Out at the City Sewer Service Connection, in advance of the work being done. This request must be in writing, and must include the Property Owners current mailing and contact information, including phone number, the address the work is being done at, the contractor doing the work, the date the work will be done, and an estimate of the cost.
2. The Clean out must be installed as per city Standard Drawing #211(attached)
3. The Clean-Out installation location must be approved by city staff prior to installation
4. The Clean-Out installation must inspected and approved by city staff prior to being buried.
5. The City will furnish the Carson Clean-Out Box #910-10, as per City Standard Drawing #211,
6. The Property Owner will be responsible for all site restoration and ensuring that the Cleanout box is installed flush with finished grade. The final installation to finished grade shall be inspected by city staff prior to final approval.
7. Once inspected and approved, the clean-out will become part of the City maintained sewer service lateral.
8. The Property Owner will be responsible for the Sewer Service lateral to the connection at the Clean-Out located at the edge of the Public Right of Way, or easement.
9. Once completed, inspected and accepted by the city, The Property Owner shall provide a paid itemized receipt for the labor and materials to install the Clean-Out. Upon receipt of the itemized receipt for the material and labor for the installation of the Clean-Out, the city will review the itemized receipt, reimbursing the property owner for only the cost of the installation of the Clean-out.



BASED ON STANDARD DRAWING 211

Conductive tracer wire shall be installed on underground non-conductive sewer piping as required by the Oregon Plumbing Specialty Code and Oregon Administrative Rules (OAR) 952-001-007(9).



REVISIONS:

CLEAN OUT

SCALE:

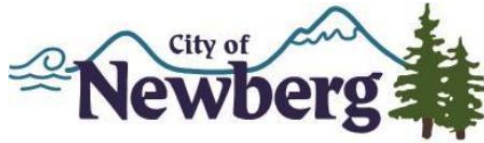
DATE:

APPROVED

BY:

STANDARD

DRAWING



**SEWER CLEANOUT
REIMBURSEMENT REQUEST**

Date: _____

Property Owner: _____

Mailing Address: _____ Phone: _____

Site Address: _____

Contractor: _____

Address: _____ Phone: _____

Permit No: _____ Est. Completion Date: _____ Est. Cost: _____

For City Use Only

Cleanout Location	_____	_____
	City Staff	Date
Cleanout Box Issued	_____	_____
	City Staff	Date
Installation Inspection	_____	_____
(Prior To Burying)	City Staff	Date
Final Inspection	_____	_____
	City Staff	Date