SEWER ENTRANCE PERMIT PROCESS/INSTRUCTIONS

Process: (this application may take 48 hours or longer to process)

1. Fill out the application form utilizing the instructions on the next few pages.

2. Turn in your form. You may do this several different ways:

   a. Email the completed form and any attachments to the Sewer Superintendent saievoli@lisbonme.org

   b. Turn in at the Town office Front Counter (motor vehicle/tax collection)

   c. Turn it in directly at the Sewer Department (3 Summer St, Lisbon Falls)

Sewer Operations will then put it on their schedule to check any diagrams/locations to ensure a connection to the Sewer Public Main is feasible. Sewer Superintendent/Ops manager will contact you with any questions they have regarding the connection unless previously discussed with them.

3. Wait for the Sewer Department to reach out to you either via email (if you provided one) or by phone to inform you that the application is ready for Payment.

4. When notified, you may pay directly at the Town Office at 300 Lisbon St (Sewer Department cannot take payment). Checks should be payable to the Town of Lisbon.

5. Upon Payment, the clerk will give you a payment receipt and notify The Sewer Department that Payment has been made.

6. Sewer Superintendent or their designee will sign the Application and Register it as a Sewer Entrance Permit.

7. Sewer Department will notifiy you either via email provided or by phone that your signed sewer entrance permit is ready for pick-up. (We can email a signed copy to you).

8 Before backfilling the connections, Contact the Sewer Operations at 353-3000 ext. 602 to schedule the inspection.

FILLING OUT THE FORM:

Page 1

1. Ensure that the owner/applicant information and phone number is complete

2. Confirm your MAP/LOT number by calling assessments at (207)353-3000 ext. 110

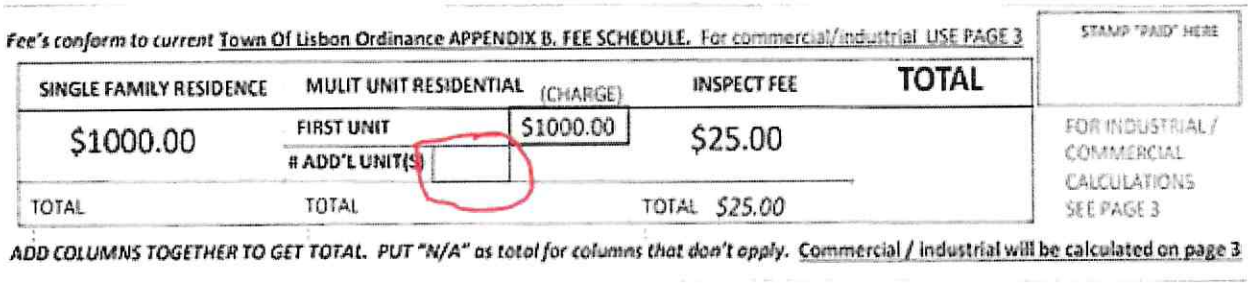
3. Installation Contractor and mailing address and Point of Contact (either phone number or email is essential). You may put both. An email address (although there isn't a designated space) will help us return a signed permit faster.

4. Comments section below water supply / primary use boxes is for identifying any specific/unique items regarding the type of property. If you clicked "Residential" for example, you may want to mention if it is a multi-unit residential building and the number of units.

5. If you selected Commercial or Industrial as a Primary Use, contact us at the Sewer Department (207)353-3000 ext. 375 or 602 prior to submitting this application.

6. Property Owner's signature and date is required.

7 Leave the Fee's section blank with the exception of the box marked "# of additional units"



Fee's conform to current Town Of Lisbon Ordinance APPENDIX B. FEE SCHEDULE. For commercial/industrial USE PAGE 3

STAMP "PAID" HERE

SINGLE FAMILY RESIDENCE	MULIT UNIT RESIDENTIAL	(CHARGE)	INSPECT FEE	TOTAL
$1000.00	FIRST UNIT	$1000.00	$25.00	
	# ADD'L UNIT(S)			
TOTAL	TOTAL		TOTAL $25.00	

FOR INDUSTRIAL / COMMERCIAL CALCULATIONS SEE PAGE 3

ADD COLUMNS TOGETHER TO GET TOTAL. PUT "N/A" as total for columns that don't apply. Commercial / industrial will be calculated on page 3

In this box you want to identify the number of units. You will minus the first unit as it is accounted for already. So if it is a 12 unit apartment building, you would put "11" in the box.

Page 2

1. When filling out the sketch, it is important to follow the instructions above the sketch to ensure you are depicting everything required, such as location of the proposed sewer line from the building connection point to the connection in the street.

2. You may supply your own computer generated or other drawing in lieu of this sketch, Put "see attachment" in the diagram box on page 2, and amend your diagram/drawing as an attachment to this application.

Page 3

1. DO NOT fill out this page unless you selected Industrial/Commercial on Page 1 **and** you have already contacted the Sewer Department, this page will be utilized to negotiate any specific waste-water removal or additional costs/discounts negotiated with the Sewer Superintendent/Town Management.

TO BE RETAINED PERMANENTLY IN SEWER ACCOUNT HARD COPY FILES. COPY TO ASSESSMENTS / DEEDS

TOWN OF LISBON
SEWER DEPARTMENT

APPLICATION FOR SEWER ENTRANCE PERMIT

OWNER/APPLICANT NAME:_____PHONE:_____

MAILING ADDRESS: EMAIL:_____

_____

_____

For Location of new connection:

TAX MAP:_____ LOT:_____STREET ADDRESS:_____

****

INSTALLATION CONTRACTOR:_____**PHONE:**_____

Contractor mailing address: EMAIL:_____

_____

****

WATER SUPPLY:	☐ LISBON WATER DEPARTMENT	☐ PRIVATE WELL	☐ COMMUNITY WELL
PURPOSE OF CONNECTION:	☐ SEPTIC SYSTEM REPLACEMENT	☐ NEW CONSTRUCTION	☐ OTHER
PRIMARY USE:	☐ RESIDENTIAL	☐ COMMERCIAL	☐ INDUSTRIAL

NOTE: IF COMMERCIAL/INDUSTRIAL PAGE 3 MUST BE COMPLETED AND AGREED BY SUPERINTENDENT

COMMENTS: _____

_____

_____

By signing below, the applicant indicates that the preceding information and the information on page 2 (sketch and diagram) is true, that the conditions written above have been read and understood, and that the installation will be made in full compliance with the Town of Lisbon Sewer Use Ordinance and with the State of Maine Plumbing Code.

OWNER'S SIGNATURE: _____ / DATE _____

Fee's conform to current Town Of Lisbon Ordinance APPENDIX B. FEE SCHEDULE. For commercial/industrial USE PAGE 3

STAMP "PAID" HERE

SINGLE FAMILY RESIDENCE	MULIT UNIT RESIDENTIAL	(CHARGE)	INSPECT FEE	TOTAL
$1000.00	FIRST UNIT	$1000.00	$25.00	
	# ADD'L UNIT(S)			
TOTAL	TOTAL		TOTAL $25.00	

FOR INDUSTRIAL / COMMERCIAL CALCULATIONS SEE PAGE 3

ADD COLUMNS TOGETHER TO GET TOTAL. PUT "N/A" as total for columns that don't apply. Commercial / industrial will be calculated on page 3

SUPERINTENDENT SIGNATURE: _____DATE: _____

INVALID WITHOUT SUPERINTENDENT SIGNATURE AND PAGE 2 (SKETCH). PAGE 3 IS REQUIRED FOR COMMERCIAL / INDUSTRIAL USE ONLY

MUNIS CUSTOMER ID_____

TOWN ACCOUNTING: MUNIS INVOICE#_____ DATE OF INVOICE:_____

TOWN OF LISBON

SEWER DEPARTMENT

SEWER ENTRANCE PERMIT : SKETCH /DIAGRAM

TAX MAP: _____ LOT: _____ STREET ADDRESS: _____

Below, please sketch an ACCURATE diagram showing the following information:

- Location of the structure with respect to property lines or other permanent reference points
- Location of water and sewer services
- Distance and direction from the nearest manhole to the house connection
- Distance and direction from the house connection to the foundation

Actual locations of the sewer and water lines may be obtained from the Treatment Plant (3 Summer St.) and the Lisbon Water District (639 Lisbon St.)

Any excavation within limits of the right-of-way requires a street opening permit from the Department of Public Works (300 Lisbon St.)

All Excavations require a minimum of three working days notice to DIG-SAFE (1-888-344-7233).

ALL INSTALLATIONS MUST BE INSPECTED PRIOR TO BEING BACKFILLED

NOTIFY THE SEWER DEPARTMENT AT (207)353-3013 24 HOURS PRIOR TO BACKFILLING THE HOUSE CONNECTION!

PLOT SKETCH

TOWN OF LISBON
SEWER DEPARTMENT

SEWER ENTRANCE PERMIT : COMMERCIAL / INDUSTRIAL USE

FEE SCHEDULE. REFER TO APPENDIX B OF TOWN ORDINANCE

Discharging domestic strength wastewater: $0.20 times the estimated flow in gallons per month, but no less than $1000.00 and no more than $10,000.00

Discharge exceeding domestic strength wastewater and/or flow of greater than 50,000 gallons a month: NEGOTIATED CHARGE WITH SUPERINTENDENT/TOWN COUNCIL APPROVAL REQUIRED.

Any negotiated comments:

MINIMUM	$0.20 PER GALLON	NEGOTIATED COSTS	TOTAL
$1000.00	Estimated Flow:	+ $25.00 INSPECTION FEE (COMMERCIAL) + $50.00 INSPECTION FEE (INDUSTRIAL)	IF THIS FORM IS UTILIZED: PLEASE WRITE "SEE PAGE 3" IN THE TOTAL COLUMN ON PAGE 1.
TOTAL *$1000.00*	TOTAL	TOTAL	

SUPERINTENDENT INITIALS: _____ OWNER INITIALS: _____