

**City of Valley Park**  
**Residential Sanitary Sewer Lateral Repair Program**  
**Policy & Procedures**

**Section I - General**

- A) The Owner of a single family home, duplex, condominium building, or multi-family building containing not more than six (6) dwelling units may recover the authorized costs up to \$3,500.00 in repairing defective lateral sewer service lines serving the property of the Owner, in compliance with the City of Valley Park's Residential Sanitary Sewer Lateral Repair Program Policy and Procedures governing this program. The policy and procedures stated in this document must be followed in order to benefit from this program.
  
- B. Commercial and industrial properties cannot participate in the program. Multi-family and condominium developments that contain more than six (6) dwelling units per building are not eligible for this program.
  
- C. Each Owner of a single family home, duplex, condominium building, or a multi-family building containing not more than six (6) dwelling units shall be assessed \$50.00 per year on their annual tax bill. Owners, who are delinquent in paying the tax bill, will not be allowed to participate in the program.
  
- D. A lateral sewer service line, which is eligible for the program, is a sewer line, which extends from three (3) feet outside of the building foundation wall or exterior wall to the sewer main in the street or sewer easement. It does not include a sewer line located under any part of any building or structure. A lateral sewer line may be located in a front, side, or rear yard.
  
- E. Lateral sewer service lines that extend from three (3) feet outside of the building foundation wall or exterior wall to septic tanks are eligible; however, repairs to all mechanical, electrical & tank components, and the drain field for a septic system, are ineligible.
  
- F. A defective lateral sewer service line is defined as a line that is not functioning properly due to one or more of the following reasons:
  - 1) Collapsed or broken to the extent that adequate flow is not permitted.
  - 2) Severe offset of a joint that does not permit adequate flow.
  - 3) Severe back fall or belly that does not permit adequate flow.
  - 4) Severe blockage that cannot be physically cleaned out.
  - 5) Tree roots growing through the bells and joints of the pipe are not

considered to cause the line to be defective. Removal of the roots, which is a routine maintenance issue with older lateral sewer service lines, will allow the line to function properly.

## **Section II - Investigation**

- A. If an Owner is experiencing a problem with their sewer service, the Owner must first contact the Metropolitan St. Louis Sewer District (MSD). MSD must investigate the problem to determine if the source of the problem is located in the sewer main which MSD maintains.
- B. If MSD determines that the problem being experience by the Owner is not caused by the sewer main, the Owner must contact a licensed plumbing company or a licensed drainlayer to have the lateral sewer service line cabled. (Sometimes the problem is not with the line itself, but may have become clogged by materials in the line.) As a common home maintenance expense, the cost of this cabling is not reimbursable by the Program.
- C. If the problem is not resolved by cabling of the line, the Owner must contact a video camera service company, licenses plumbing company or a licensed drainlayer to perform a video investigation of the lateral sewer service line and mark the location of all line failures on the ground surface of the property.

## **Section III - Application by Property Owner**

- A. The Owner must submit an application for participating in the program. The application packet can be found on the City of Valley Park's website, [www.valleyparkmo.org](http://www.valleyparkmo.org), or can be obtained at City of Valley Park's Municipal building, located at 320 Benton, between the hours of 8:00 AM and 4:30 PM, Monday through Friday.
- B. A completed application form is to be submitted to the Department of Public Works by the property owner with:
  - 1) MSD report documenting that the source of the reported problem is not located in the sewer main
  - 2) Written documentation from a licensed plumbing company or licensed drainlayer that the line could not be opened
  - 3) Videotape of video investigation demonstrating failure within the lateral sewer service line and photographs of the ground markings, both which serve to locate the line failures.
  - 4) Paid real estate tax receipt.

All information, which must be submitted to the Department of Public Works, shall be generated and dated no more than 30 days prior to the date, which the application is submitted. Applications may be submitted after January 1, 2007.

#### **Section IV - City Review**

- A. The Department of Public Works reviews MSD report, plumbing company or drainlayer report, videotape and photographs and paid real estate tax receipt, and determines eligibility to participate in the City's program.

#### **Section V - Repair & Reimbursement Procedure**

- A. If it is determined from the application that the lateral sewer service line is defective; the Owner shall solicit bids for the necessary repair work from at least three (3) contractors, who shall be Master Drainlayers, licensed by St. Louis County.
- B. From the bids received, the Owner may hire the contractor, which they determine to be the best contractor to perform the work. However, as outlined in paragraph H below, the Program will pay for an amount up to the \$3,500.00 limit. The selected contractor shall obtain the necessary permits from the City of Valley Park and St. Louis County, and shall perform the work in accordance with all applicable City and County codes.
- C. If the Owner requests a change in the scope of the bid or a change in the bid amount, such changes will only be paid for by the Program if approved by the Department of Public Works.
- D. The Contractor selected by the Owner shall be responsible for locating all underground utilities prior to commencing work.
- E. The corrective work, which is subject to reimbursement under the Program, is limited to the excavation and repair of the damaged portion of the lateral sewer service line and backfilling in a workmanlike manner. Additional work, such as that which is excluded by Sections VF & VG, not covered by the program and shall be done at the Owner's expense.
- F. The costs associated with repairing sidewalks, driveways, street pavement, and lawn and landscaped areas located within public or private right-of-way or private properties shall not be covered by the program. The costs associated with the relocation and repair of utility services shall not be covered by the program.

- G. In the event that primary structures or accessory structures such as, sheds, garages, porches, decks, swimming pools, etc. or fences, patios, landscaping and retaining walls, are in the path of the lateral sewer service line and lie over the damaged portion of the line, the Owner will be responsible for moving, and/or relocating any of these items, and will also be responsible for any and all costs associated with moving, and/or relocation of these items. If the Department of Public Works determines that the items may not be moved, a new lateral sewer service line segment shall be installed in an alternate location, which is subject to the Department of Public Works review and approval. The Owner shall be solely responsible for all costs associated with the installation in an alternate location.
- H. Within 60 days of the completion of the corrective work, the Owner shall notify the Department of Public Works that the work is complete and shall file the following with the Department:
- 1) Copy of all three bids received
  - 2) The itemized bill from the Contractor and accompanying letter from the contractor stating that the bill has been paid in full for all work performed on the property, including those portions of the work which are not included in the Program
  - 3) Final lien waivers from the Contractor
  - 4) A written statement from the Owner that the work has been completed to the Owner's satisfaction.
- I. Payments will be issued, as adequate funds are available as determined by the Department of Public Works. Payments will be issued by the City in order that it receives information submitted in accordance with Paragraph H of this Section. The City will make a payment to the Owner up to \$3,500.00 of the corrective work as stipulated in Section V.
- J. When the Department of Public Works determines that an emergency or special circumstance exists, such as the Owner being incapable of soliciting bids, the bidding requirements may be waived by the Department of Public Works. In these special situations, the Department of Public Works shall obtain a bid from a Contractor, and if the bid is in order, shall have the Contractor perform the work on behalf of the Owner.
- K. When the Department of Public Works determines that an alternative method of repair (e.g. trench less) would be best suited to fix the identified problem, the Department of Public Works will require the Owner to solicit bids from contractors who perform this specialized type of work. The Department of Public

Works will supply the Owner with a special set of bid specifications for this alternative method of repair.

## **Section VI - Eligible Reimbursement Costs**

The following costs are authorized for reimbursement under the Program, subject to the provisions of Section V:

- A. The cost of video investigation of the sanitary lateral sewer service line to determine the location and cause of the blockage or leak. This cost component is not to exceed \$250.00 and is to be included in the program payment limitations described in Section I, V and VIII.
- B. The cost of excavation, backfill, and repair or replacement of the defective portion of the lateral sewer service line. This program does not cover excavation and repair of a defective lateral sewer service line, which is located under a building or structure.
- C. Site restoration is limited to re-establishment of a reasonable grade using materials on-site.
- D. Administrative costs incurred by the City including but not limited to bidding and contract management costs performed by the City under this policy. Such costs shall include recovery of the proportional amount of salary and benefits costs incurred in administration of this program. Such costs shall be reimbursed to the General Fund of the City as miscellaneous income.

## **Section VII - Non-Eligible Costs**

The following costs are not authorized for reimbursement under the program:

- A. The cost of interior clean-up or other damage to the interior of the home or personal property caused by sanitary sewer back-ups resulting from the failure or malfunction of the sanitary sewer lateral.
- B. The cost of lost wages or income to the home occupant due to absence from work necessary to work with the City or contractors to complete the repairs necessary under the program.
- C. The initial cost of cabling the sanitary sewer lateral or other similar methods to attempt to clear the blockage prior to repair.
- D. The cost of repair, replacement, relocation, or damage to mailboxes, underground sprinkler systems, underground dog fences, utility services, trees, shrubs, landscaping, retaining walls, fences, patios, porches, decks, accessory structures, or any damage caused by the performance of the contractor.
- E. All costs, if it is determined that the need for such repair or replacement of the sanitary sewer lateral is determined to be the result of a natural disaster,

negligence or damage during the course of other excavation or construction on the site.

### **Section VIII - Program's Fund**

- A. No individual repair shall be charged against the fund in an amount in excess of Three Thousand Five Hundred Dollars and No Cents (\$3,500.00). Any costs in excess of this amount shall be the responsibility of the Owner.
- B. The City shall invest the money collected for this Fund until needed. Any interest earned shall be added to the Fund. The money in this Fund is dedicated to and shall be used only for sewer lateral repairs, including all administrative costs incurred by the City.
- C. The Public Services Department may periodically amend these guidelines in the best interests of the City and its homeowners, except as state law may restrict them.