

**PRIVATE PROPERTY PROGRAM QUESTIONNAIRE**  
 Revised April 15, 2008

The Water Environment Federation® (WEF®), through its Collection System Committee (CSC), is interested in documenting information pertaining to successfully operating programs for work performed on the privately-owned portion of the wastewater lateral line; e.g., building service connection. We are collecting policy descriptions, enabling resolutions or ordinances, funding details, public education/information materials, standard design or construction details, etc., for programs that have proven to be successful. By participating in this questionnaire, you are agreeing that your information may be added to the Private Property Virtual Library (PPVL), an on-line database on WEF®'s website ([www.wef.org/PrivateProperty](http://www.wef.org/PrivateProperty)). The PPVL is intended to be a resource for other wastewater utilities seeking information or advice about private property programs.

While we are interested in "planned" programs, we want to first concentrate on programs demonstrated to be effectively implemented. Planned programs will be included in the PPVL after the program has been implemented and actual experience with the program is available. Program descriptions of private lateral programs that were previously implemented, but considered "failed" or only "partially successful," will be included as a "lessons learned" component of the PPVL if the reasons for the problems with the program are identified.

When starting the PPVL program, the initial questionnaire was designed to be an "interview-type" questionnaire. This second version of the PPVL Questionnaire has been revised and re-formatted to serve as a "mail-out" questionnaire. Upon completion of the questionnaire by participating utilities, a CSC representative may, if needed, conduct a follow-up telephone interview to confirm or clarify the information provided.

**1. General Information**

Utility Name & Address: CITY OF CANTON Collection Systems 2436 30<sup>th</sup> STREET NE, BUILDING C  
 Utility Name DEPARTMENT Street Address

EPA Region 5 2436 30<sup>th</sup> STREET NE, BUILDING C CANTON, OHIO 44705  
 (insert #) Mailing Address City, State and Zip Code

Contact Name & Details: DOUG HARRIS 330 489 3031  
 Contact Name Telephone Number

DOUG.HARRIS@CANTONSHIO.GOV WWW.CITYOFCANTON.COM  
 Contact Email Address Agency Website Address

Utility Characteristics: 80,800 Number of Customers (i.e., approximate population served)

28,354 Number of Taps (i.e., approximate number of connection points)

358 Total Miles of Public Sanitary Sewers (separated sewers and combined sewers)

0 Miles of Public Combined Sewers (sanitary only, not including storm sewers)  
 (Estimate % of system that is combined if total miles is unavailable or unknown)

Are basements (thus potential sump pump connections) typical in your area?  Yes \_\_\_ No  
 (Check one)

Utility Type?  Government \_\_\_ Special purpose district \_\_\_ Private utility \_\_\_ Other  
 (Check one)

**2. Lateral Definition**

Private Lateral Definition: \_\_\_\_\_ Building to ROW/Easement Line Only  
 (Check definition that applies.)

\_\_\_\_\_ (Note if (& how) utility treats laterals in easements differently than laterals in ROWs)

Building To Tap on Sewer Main Line

\_\_\_\_\_ Other (Specify details) \_\_\_\_\_

\_\_\_\_\_ (Note if (& how) utility treats residential building laterals differently than commercial building laterals – this may affect responses to subsequent questions)

Cleanouts:  
 (Check all that apply.)

<u>Required</u>	<u>Usually Exists</u>	
_____	<input checked="" type="checkbox"/>	At building
_____	_____	At ROW
_____	_____	At easement

When completing public sewer rehabilitation, does your utility include rehabilitation for the following elements?  
 (Check all that apply. If "Yes," define ownership.)

Lateral tie-in to public sewer (i.e., the sewer connection)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Public	<input checked="" type="checkbox"/> Private
Lower lateral (i.e., connection to the ROW)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Public	<input checked="" type="checkbox"/> Private
Upper lateral (i.e., ROW to the house)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Public	<input type="checkbox"/> Private

### 3. Private Property Program Description

Type of Private Property Program (check all that apply and describe program – try to be brief in program description, but add separate sheets/lines as needed). If your utility operates more than one private lateral program, it may be preferable to complete a separate questionnaire form (or Word file) for the remaining questions for each of those private lateral programs. (Note it is **not** necessary to complete each item under Question 3. For example, most utilities have some type of "New Connection Permitting" and "New Connection Enforcement Mechanisms." Only include those programs in this questionnaire if your utility has a particularly successful program that other utilities may want to emulate.)

N/A Private Lateral Maintenance (e.g., cleaning, root control, etc.):

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N/A Lateral Repair (e.g., point repairs, etc.):

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N/A Lateral Replacement:

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✓ I/I Control (Specify type; e.g., cleanout caps, sump pump disconnect, downspout/yard drain disconnect, backflow preventer installation, etc. If basements are typical in area, where are building owners directed to connect the foundation or tile drain lines that have to be disconnected?):

Downspout Disconnect Program

BACKWATER RESPONSE INITIATIVE (BACKFLOW PREVENTERS)

• Foundation / Tile Drains which are disconnected typically require sump pump which discharges to storm sewer / Ditch.

✓ Lateral Reconnects (Specify conditions; e.g., when utility relocates main, etc. Specify special situations; e.g., sewers under building(s) requiring building plumbing changes or extensive lateral relocation):

All lateral reconnections/modifications require a permit & engineering inspection. Lateral reconnection/repair permits are free.

N/A Lateral Inspections (Specify conditions; e.g., point of sale, special utility project, etc.):

✓ New Connection Permitting (e.g., special coordination with Building Codes, etc.). Be sure to specify type and amount of fees imposed:

Residential - \$500      Commercial - \$1,000

Typically identified in plan review process which is coordinated by the City of Canton Building Department.

✓ New Connection Enforcement Mechanisms:

INSPECTION BY ENGINEERING DEPARTMENT. INITIATED BY PERMITTING PROCESS.

4. Program Implementation (duplicate [copy and paste] Question 4 for each section completed in Question 3 above)

Implementation Date: 9-27-04 Why implemented? (e.g., consent order/decreed, reduce CSOs/SSOs, obtain capacity to alleviate sewer moratorium, more cost-effective than "old" program, etc.)

"To Reduce or Eliminate Illicit Connections"

Ongoing Program? [checked] Or End Date: Why Ended?

What Legal Authority was Required to Implement the Lateral Program? (Check all that apply. If possible, attach an electronic [pdf] copy for the PPVL. Scan hard copy if necessary.) Resolution [ ] Ordinance [checked] (947.23) State Enabling Legislation [ ] Other (Specify) [ ]

5. Program Funding (duplicate [copy and paste] Question 5 for each section completed in Question 3 above)

Who Pays: Utility [ ] Property Owner [checked] Other (Specify): (Check all that apply. "Other" could include grants, loans, low & moderate income programs, block development grants, etc.)

Funding Description:

Describe any special programs to assist customers who may have difficulty paying the required fees.

Eligible Customers: Low income [ ] Senior citizens [checked] Other (Specify): (Check all that apply.)

Special Funding Description: 0% Interest loan secured by a mortgage or lien against the real estate which is the subject of the improvements. See 947.21 (Attached).

4. Program Implementation (duplicate [copy and paste] Question 4 for each section completed in Question 3 above)

Implementation Date: 9-27-04 Why implemented? (e.g., consent order/decreed, reduce CSOs/SSOs, obtain capacity to alleviate sewer moratorium, more cost-effective than "old" program, etc.)

"To ASSIST HOMEOWNERS WITH CHRONIC BACKWATER FLOODING". I.C. - WIB

Ongoing Program? [checked] Or End Date: Why Ended?

What Legal Authority was Required to Implement the Lateral Program? Resolution [checked] Ordinance (947.22) State Enabling Legislation Other (Specify)

100% PAID OUT OF SEWER FUND

5. Program Funding (duplicate [copy and paste] Question 5 for each section completed in Question 3 above)

Who Pays: [checked] Utility Property Owner Other (Specify): (Check all that apply. "Other" could include grants, loans, low & moderate income programs, block development grants, etc.)

Funding Description: MUST SATISFY QUALIFYING CRITERIA INCLUDING:

- 1) Min. of 3 Documented WIB's w/in 5 YEARS (Note: MUST BE DUE TO PUBLIC SEWER)
2) PLUMBING MUST BE CORRECTLY CONNECTED TO PUBLIC SEWER
3) MAINLINE SEWER IS INSPECTED FOR DEFECTS THAT COULD BE CORRECTED
4) No Planned Public Improvements w/in 18 months of Request.

Describe any special programs to assist customers who may have difficulty paying the required fees.

Eligible Customers: Low income Senior citizens Other (Specify): (Check all that apply.)

Special Funding Description: N/A

6. Program Construction (duplicate [copy and paste] Question 6 for each section completed in Question 3 above)

Who Does the Work: \_\_\_\_\_ Utility Internal Forces \_\_\_\_\_ Utility Selects & Pays Contractor  
\_\_\_\_\_  Property Owner \_\_\_\_\_ Property Owner But Only From Utility List  
\_\_\_\_\_ Other (Specify:) \_\_\_\_\_

Construction Description: Downspout Disconnection  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Details: Are standard details/specifications used? \_\_\_\_\_ Yes No   
(If possible, attach electronic [pdf] copies for PPVL.)

Describe/List Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Public Education/Information Program

How is Lateral Program Publicized? \_\_\_\_\_ Door hangers \_\_\_\_\_ Bill stuffers  
(If possible, attach electronic [pdf] \_\_\_\_\_ Meetings \_\_\_\_\_ Brochures  
copies for the PPVL.)  
\_\_\_\_\_ Customer Specific (e.g., provide property owner with CCTV still shot of lateral interior, field mark/locate [flag or cone] problem, provide picture of field location in case flag or cone is removed, etc.)  
\_\_\_\_\_  Other. Specify Customer specific based on WIB complaints

Additional Description of Material(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Program Construction (duplicate [copy and paste] Question 6 for each section completed in Question 3 above)

Who Does the Work: \_\_\_\_\_ Utility Internal Forces  Utility Selects & Pays Contractor  
\_\_\_\_\_ Property Owner \_\_\_\_\_ Property Owner But Only From Utility List  
\_\_\_\_\_ Other (Specify:) \_\_\_\_\_

Construction Description: Installation of BACKFLOW PREVENTER ON PRIVATE LATERAL WITHIN BUILDING.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Details: Are standard details/specifications used?  Yes No \_\_\_\_\_  
(If possible, attach electronic [pdf] copies for PPVL.)

Describe/List Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Public Education/Information Program

How is Lateral Program Publicized? \_\_\_\_\_ Door hangers \_\_\_\_\_ Bill stuffers  
(If possible, attach electronic [pdf] copies for the PPVL.) \_\_\_\_\_ Meetings \_\_\_\_\_ Brochures  
\_\_\_\_\_ Customer Specific (e.g., provide property owner with CCTV still shot of lateral interior, field mark/locate [flag or cone] problem, provide picture of field location in case flag or cone is removed, etc.)  
 Other. Specify Customer specific based on WIB complaints.

Additional Description of Material(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Lessons Learned**

What Would You Do Differently? NEED UPDATED REVIEW OF IMPACT OF PROGRAM.

I.E. - Compare Before & After

**9. Performance Indicators**

What Performance Measures Are/Were Used? \_\_\_\_\_  
(e.g., plant flow reduction, CSO/SSC reduction, basement backup reduction, service call (roots, etc..) reduction, sewer moratorium lifted, etc..) Describe results of Lateral Program on those performance measures:

WIB Reduction & Service Call Reduction

**10. General Questions for Possible Future PPVL Inclusion**

If your utility is responsible for complying with NPDES MS4 requirements, is there an associated private property effort underway? (Check one.)  Yes  No  Planned

Do you have private pump stations connected to your system?  
(Check all that apply.)

Private Pump Stations (e.g., apartment complexes, industries, etc.)  Yes  No

Residential Connections (e.g., grinder pumps, low pressure systems, etc.)  Yes  No

Do you install backflow preventers after a Sanitary Sewer Overflow (SSO) or "basement backup" occurs?  
(Check all that apply.)

Required by our insurance company  Yes  No

Only if requested by the customer  Yes  No

Routinely installed as a utility "best management practice"  Yes  No

Do not install any backflow preventer N/A  Yes  No

How do you control I/I at the connection point between the public system and the private system? Describe.

**11. Follow-Up Electronic Submittal**

After completing this questionnaire, please email the completed Word file to Laurie Chase, PPVL Chair, at [laurie.chase@stantec.com](mailto:laurie.chase@stantec.com)

Please be sure to attach electronic files (pdf versions are preferred, but not required) for any materials that other utilities could use as an example or a starting point to implement their own program.