

WEST BLOOMFIELD TOWNSHIP Grinder Pump Installation Procedures

1. **Owner (property owner)** – secure informational material and permit application from West Bloomfield Township
2. **Owner** – completes permit application form(s), pays non-refundable application fee, design escrow, and submits a copy of a survey for:
 - Preparation of engineered Grinder Pump Site Plan
 - Grinder Pump Sanitary Sewer Easement Agreement
 - Existing Homes: Property Information-Preparatory Meeting – Owner must submit a mortgage survey and existing lead information at time of payment
 - New Homes: Property Information-Preparatory Meeting – Owner must submit plot plan in AutoCadd format as well as pdf copy
3. **Township** - notifies Engineering Consultant of the proposed grinder pump connection
4. **Engineering Consultant**– contacts Owner to schedule on-site meeting to determine survey needs and to gather information. **Consultant to notify Township of meeting date**
5. **Engineering Consultant** – prepares engineered Grinder Pump Site Plan and forwards to Owner for approval
6. **Owner** – solicits and selects Contractor. Forwards engineered site plan to Contractor to obtain their approval and returns completed documents to the Township
7. **Engineering Consultant** – schedules on-site meeting with Owner, Contractor and Water & Sewer Department
8. **Engineering Consultant** – updates engineered site plan and forward to Owner for approval
9. **Owner** – forwards updated engineered site plan to Contractor to obtain their approval and returns completed documents to the Township
10. **Township** – upon receipt of approved engineered site plan, Township prepares Easement
11. **Township** – sends letter and documents to Owner requesting their payment to proceed with installation
12. **Owner** – signs easement document and engineered grinder pump site plan, pays all fees associated with the grinder pump purchase, installation inspection and all connection charges as specified in the fee schedule.
13. **Contractor** – submits insurance to the Development Services Department:
 - Automobile liability insurance
 - Explosion, collapse and underground insurance
 - Worker's Compensation
 - Contractor's General Liability
 - Pollution Control Policy
 - Insurance must name West Bloomfield Township and Engineering Consultant as additional insured
 - Project name must be included on document
14. **Contractor** – shall apply for and submit copies to Development Services Department:
 - Plumbing Permit (Community Development)
 - Sewer Tap & Water Service Line Permit (Community Development)
 - Electrical Permit (Community Development)
 - Road Commission for Oakland County (RCOC) ROW Permit
 - Soil Erosion Control Permit (Development Services) (No fees required)
 - Engineering Residential Sewer Tap Permit (Development Services)
15. **Township** – provides the Owner with grinder pump operation procedures, which is also signed by the Owner and the Township retains originals. Copy of easement, engineered grinder pump site plan and receipts go to Community Development. Original grinder pump site plan goes to the Engineering Consultant. All copies with original easement go to the Township and a copy of all documents goes to file.

16. **Township** – Engineering Consultant signs engineered grinder pump site plan and provides copies to the Water & Sewer Department
17. **Township** – Water & Sewer Department orders Grinder Pump Station. Water and Sewer notifies Development Services upon delivery
18. **Township** – upon receipt of permits, documents and payment, Township will schedule a pre-construction meeting
19. **Contractor** – contacts/meets with Owner to schedule installation and provides all parties with installation schedule
20. **Contractor** – notifies Engineering Consultant 48 hours prior to installation to arrange for inspection
21. **Contractor** – installs Grinder Pump System
22. **Contractor** – performs preliminary test on operation of pump station and components. If all items test properly, notifies Township and Engineering Consultant for start-up and placing system into service
23. **Contractor** – provides certification of system and warranty cards to Water & Sewer Department
24. **Contractor** – records as-built locations for all installed items on Grinder Pump Site Plan and provides to Development Services and Water & Sewer Department
25. **Township** – Water & Sewer Department tests unit
26. **Township** – provides Owner with operation procedures and post-installation informational letter
27. **Contractor** – provides Water & Sewer Department with operations and maintenance manual