



## Sewer Connection Instructions

Doug Clodfelter, Operations Manager, Plant Operator  
Michael Young, Collection System Operator

### Neighborhoods of Heritage Lake

Mill Springs  
Lincoln Hills  
Victory Hill  
Jefferson Valley  
Gettysburg  
Patriots Landing

The connection fee (from July 1<sup>st</sup>, 2023, through June 30<sup>th</sup>, 2024) is \$2,086.00, payable to Clear Creek Conservancy District. If you wish to mail this check, the P.O. Box can be found below, and Kathy Deer must receive this check before your connection can be made, so allow at least three business days for your check to arrive. If you'd prefer to avoid the mail, you can make arrangements with me to pick it up on site, or meet me at the sewer treatment plant on the southwest side of the lake by the dam. Currently, credit card payments for connection fees are not possible.

Please fill out sections 1 & 2 of the permit for our files. If we don't meet until the day of connection, you can scan and email or even take a picture and email/text me the permit. I just need the information in the first two sections. I'll fill out a new "official" form using this info once the connection is complete; and at that time, I'll send the completed permit to Putnam County Planning. They only accept sewer permits after the connection has been made for their Certificate of Occupancy release.

We also need a *Certificate of Insurance* on file with Clear Creek Conservancy District listed as the Certificate Holder from the excavator who will be tying in at the connection point in the easement. Usually, this is a matter of simply having your contractor contact their insurance agent. This certificate can be emailed to [clearcreek@tds.net](mailto:clearcreek@tds.net).

If schedule 40 PVC is used, backfill stone is only required at the sewer main connection point, and to support under any pipe that has been over dug, and it's recommended lateral ditches under driveways are filled with stone all the way to the surface. Clean-outs are required at the house, and every 100' where applicable. No Fernco type fittings are allowed.

Please give me a few days' notice before the connection so I can make arrangements for me or Doug Clodfelter to be available for inspection. We are required to inspect the connection point where the lateral meets the easement, however I like to take pictures and reference measurements of the entire open ditch if at all possible; so we can have this information on file to assist with any future troubleshooting. Depending on current lot information, I may need to run a push camera once your contractor has the lateral exposed, to verify there is no fiber optics or other breaches in the lateral. This will not take long, but this is another reason it's important the contractor coordinate with me on timing of the connection in advance. If your lot has a shared lateral with an empty neighboring property, I'll supply your contractor with a 4" pipe to mark the wye before it's backfilled.

Thank you, and feel free to call/text/email any questions or concerns you may have.

### Connection/Field Inquires

Michael D. Young  
Collection System Operator  
Clear Creek Conservancy District  
3949 N. Heritage Drive W.  
Fillmore, IN 46128  
Treatment Plant (Leave VM): (765) 246-6752  
Cell/Text: (317) 371-8373  
Email: [clearcreek@tds.net](mailto:clearcreek@tds.net)

### Billing/Account Inquires

Kathy Deer  
Administrative & Financial Manager  
Phone: 765-246-6585  
Email: [billing.clearcreek@tds.net](mailto:billing.clearcreek@tds.net)

If mailing connection check/permit:  
Clear Creek Conservancy District  
P.O. Box 286  
Greencastle, IN 46135

**Permit for Connection to Sanitary Sewer System**  
**Clear Creek Conservancy District**  
P.O. Box 286  
Greencastle, IN 46135

**I. Subdivision** \_\_\_\_\_ **Lot Number** \_\_\_\_\_

Builder's Name \_\_\_\_\_

Builder's Phone \_\_\_\_\_

**Sewer access fee billing information:**

Owner's Name \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Sewer Connect Fee: Enclosed is Ck No. \_\_\_\_\_ for **\$2,086.00**

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**II. Sewer Contractor's Name** \_\_\_\_\_

Sewer Contractor's Telephone ( ) \_\_\_\_\_

Approved by Conservancy District (Y/N) \_\_\_\_\_ Insurance on File (Y/N) \_\_\_\_\_

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To be completed by District:

**III. Sewer Connection Fee Paid: Y / N**

Inspected by \_\_\_\_\_ Inspected Date \_\_\_\_\_

Billing Dept Notified:	Date _____	Connected Date:	Date _____
Copy of Permit to Owner:	Date _____	Putnam Co. Planning Notified:	Date _____

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NOTES: Sewer connect fee must be paid and permit received by district at least  
three days' prior to hooking up.

Parts I. And II. To be completed by builder/homeowner and mailed to address above.

**NOTICE: The monthly sewer access fee starts the date connection is made.**

The owner listed above will be billed at a rate of **\$35.00 per month**  
**(effective 12/1/2022-11/30/2023).**

**Instructions for connecting to sanitary sewer:**

Fill out Parts I and II of this form and mail with sewer connect fee check to: Clear Creek Conservancy District, P.O. Box 286, Greencastle, IN 46135. Refer billing questions to 765-246-6585.

Once payment is made, homeowner or sewer contractor must call 317-371-8373 no less than three days in advance of hookup to schedule a time for inspection. All connections must be inspected by the district.

**Your sewer contractor must have provided a Certificate of Liability Insurance listing Clear Creek Conservancy District as an "additional insured" on file with the District.**