



Sewer Connection Instructions

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

Neighborhoods of Heritage Lake

Mill Springs
Lincoln Hills
Victory Hill
Jefferson Valley
Gettysburg
Patriots Landing

The connection fee through June 30th, 2027 will be \$2,278.00, payable to Clear Creek Conservancy District. If you wish to mail a check, the P.O. Box can be found below, and the billing department 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 one of us to pick it up on site, or meet us 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. You can scan and email or even take a picture and email/text us the permit. We just need the information in the first two sections. We'll fill out a new "official" form using this info once the connection is complete; and at that time, 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 wwtp.clearcreek@gmail.com.

If schedule 40 PVC is used, backfill stone is only required at the sewer lateral 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 us a few days' notice before the connection so we can make arrangements for someone to be available for inspection. We are required to inspect the connection point where the lateral meets the easement, however, we like to take pictures and reference measurements of the entire open ditch so we can have this information on file to assist with any future troubleshooting. Depending on current lot information, we may need to run a push camera once your contractor has the lateral exposed, to verify there are 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 us on timing of the connection in advance. If your lot has a shared lateral with an empty neighboring property, we'll supply your contractor with a PVC pipe to mark the shared wye before it's backfilled.

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

Connection/Field Inquires

Treatment Plant (Leave VM): (765) 246-6752

Michael Young - Mobile: (317) 371-8373
myoung.clearcreek@gmail.com

Scott Peters - Mobile: (317) 714-6704
speters.clearcreek@gmail.com

Billing/Account Inquires

Deer Accounting

Administrative & Financial Manager

Phone: 765-246-6585

Email: billing.clearcreek@gmail.com

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 **\$2,278.00**



II. Sewer Contractor's Name _____

Sewer Contractor's Telephone () _____

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

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 _____

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 **\$37.50 per month**.
(effective 12/1/2025-11/30/2026).

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.

