

PROCEDURE
For Sewer Connection
Seneca County Sewer District #2

1. Obtain the application for Sewer Units and Connection by writing to Seneca County Water/Sewer Districts, P.O. Box 177, Willard, New York 14588. Applications are also available at Sewer Plant No. 1 or at the Township of Romulus Municipal Building located on the corner of 2nd Street and Prospect in the Hamlet of Willard.
2. Complete the application and sign it in front of a Notary Public, attach all documentation requested in the application.
3. Prepare a check or money order in the amount of \$750.00 payable to the Seneca County Water/Sewer Districts.
4. Mail the completed application and fee to Seneca County Water/Sewer Districts, P.O. Box 177, Willard, New York 14588
5. The clerk will submit the application to the Sewer District Board for approval at the next regularly scheduled monthly meeting.
6. The clerk will notify the applicant when the permit is approved.
7. The clerk will provide a copy of the application to the Sewer District Commissioner or his designee, who will inspect the work by the owner or contractor.
8. Upon approval of the permit to connect to the sewer the Commissioner or Designee will sign the permit and then deposit this with the Board Clerk.
9. The clerk will advise the bookkeeper to commence billing procedures for Service on the date the hookup was approved.
10. The owner will be billed a user fee including operation and maintenance.

FOR OFFICE USE

SENECA COUNTY SEWER DISTRICT #2
Application for
Sewer Units and Connection

Owner of Record: _____

Mailing address: _____

Phone: (Day) _____ (Evening) _____

Property Address (if different from above): _____

Kitchen _____ Toilets _____ Other Plumbing Fixtures _____
(number of) (number of) (number of)

Tax Parcel Number _____

I represent and /or agree:

1. I am the legal resident of record of the parcel of real property referred to in this application. A copy of my recorded deed is submitted with this application.
2. The number of plumbing fixtures specified will not be increased and the location of the plumbing fixtures specified on the construction plans submitted with this application will not be changed without an amended application and an amended permit issued therefore.
3. In the event of any violation of the representations and agreements in this application or conditions in any permit issued pursuant thereto, the Seneca County Sewer District may issue an order requiring construction, occupancy and use of the parcel of real property to cease until there is compliance with said representations and agreements.

Owner's Signature

Seneca County Water/Sewer Districts
C/O Town of Romulus
P.O. Box 177
Willard, New York 14588
Phone: 607-869-9326
Fax: 607-869-5763
Email: Romulus@rochester.rr.com

APPROVAL NOTICE OF APPLICATION

At a meeting held on _____, The Administrative Board
Approved the application of _____ for
property located at _____ and
known as tax map number _____ for a sewer connection to Seneca
County Sewer District No. 2.

NOTE:

It is the applicant's responsibility to comply with the Sewer Use Ordinance and also to
contact the District Commissioner or his designated agent and coordinated the inspection
of the sewer connection with our contractor.

The Sewer Commissioner maybe contacted by calling: _____

Sincerely,

David Kaiser, Administrator
Seneca County Water/Sewer Districts
P.O. Box 177
Willard, New York 14588

**SENECA COUNTY SEWER DISTRICT
PERMIT TO CONNECT TO SEWER**

Date: _____

Owner of Record _____ Kitchen _____

Mailing Address _____ Toilets _____

_____ Zip Code _____ Other
Fixtures _____

Tax Parcel Number _____ Total Units _____

Property Location (if different from above mailing
address) _____ Service Charges _____

Sewer Contractor _____ Permit Fee _____

Commercial _____ Residential _____ Saddle Fee _____

Connection Fee _____

Total Charges _____

Application approved by: _____ Dated _____

Connection approved by: _____ Dated _____

Date of Inspections: _____ by _____
_____ by _____
_____ by _____

**SEWER SERVICE CHARGES BEGIN UPON CONNECTION BEING APPROVED
BY OUR INSPECTOR**

Seneca County Sewer District #2

By: _____ Dated: _____