



CITY OF CORCORAN

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Sewer and Water Connection Overview - Residential

The following is an overview of the requirements and process for connecting to City sewer and water.

If you have any questions regarding this process, please contact City of Corcoran, Mike Pritchard at 763-400-7033 or mpritchard@corcoranmn.gov.

Step 1: Submit City Permit Applications: Include **Site Plan and Supplement**

(City Permits: 1: Sewer and Water Hookup; 2: Plumbing. Submit at same time.)

1. **Water** Hook-up/Connection [City permit] **Fee:** \$100 (includes review and 1 inspection, if more than 1 inspection is required, a \$45 fee will be added for each inspection)

Sewer Hook-up/Connection [City permit] **Fee:** \$100 (includes review and 1 inspection, if more than 1 inspection is required, a \$45 fee will be added for each inspection)

Site Plan is required. Site plan must show property lines, structures, locations of existing septic and well, existing sewer/water connection stubs, proposed sewer and water connections and routes. (A marked-up aerial may be allowed.)

Sewer and Water Hook-up Supplement is required. The supplement can be found in this packet and must be completed and submitted with the application.

2. **Plumbing Permit** [City permit] **Fee:** \$51 (+ \$5 per Fixture)
 - a. Includes interior connection and/or alterations
 - i. Well(s) must be sealed per MDH requirements. (see below)
 - b. **Water Meter (to be issued by and paid to Maple Grove)** Fee: per Maple Grove

Step 2: Permit Application Review

The City and its contracted Building Inspector (Metro West Inspection Services) will review the permit materials. If there is missing information or clarification is needed, this may slow the review process.



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Step 3: The following items are not required at permit issuance but must be submitted to the City at or prior to the final inspection.

Well Sealing/Abandonment [Minnesota Department of Health – MDH]

1. Must supply copy of Well and Boring Sealing Record to City.
<https://www.health.state.mn.us/communities/environment/water/wells/index.html>
2. Contact: Minnesota Department of Health Well Management, 651-201-4600 or health.wells@state.mn.us

Septic Abandonment [County permit]

1. Must supply copy of compliance inspection to City at final Inspection.
<https://www.hennepin.us/business/licenses-permits/septic-systems>
2. Contact: Hennepin County Septic, 612-543-5200 or epi-envhlth@hennepin.us

Step 4: Construction/Installation and Inspections

The City and Contracted Building inspector (Metro West Inspection Services) will inspect the project. There will be a minimum of three inspections, however, some inspections may be completed at the same time (further inspections may be deemed necessary depending on proposed construction, routes, materials, etc.):

1. **Sewer Connection**
2. **Water Connection**
3. **Plumbing (Interior work: including well disconnect, meter install and alterations.)**



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City Sewer and Water Connection Submittal Checklist

_____ Completed online permit application Sewer and Water Supplement (attached)
(Sewer and Water Hook-up - exterior work)

_____ Proposed site plans showing location of sewer and water lines and connections, existing structures, wells, etc.

_____ Completed Plumbing Permit application (interior work)

_____ Completed Septic Permit application **submitted to Hennepin County**

*Provide copy of Hennepin County Compliance Report and Well Sealing Record at final inspection.

Septic Abandonment requires a Hennepin County Permit. A copy of the compliance report must be submitted to the City at or prior to final inspection.

Site plan must show location and depth of street connections, building connections, route(s), and type of installation. Site plan must also show structures, septic, and existing well.

All connections must be made by a licensed installer.

Fees:

Water Hook-up Permit	\$100 (+ \$45 per re-inspection)
Sewer Hook-up Permit	\$100 (+ \$45 per re-inspection)
Plumbing Permit	\$51.00 + (\$5.00 per fixture if altering)
City Water Connection Fee	\$1,219
City Sewer Connection Fee	\$1,219
SAC Fee	\$2,485
Septic Abandonment Permit	Hennepin County
Well Sealing	Minnesota Department of Health (MDH)
Water Meter	Maple Grove



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SEWER AND WATER HOOK-UP SUPPLEMENT

Owner's Name _____ Phone # _____

Site Address _____ PID: _____ - 119 - 23 - _____ - _____

S&W Contractor's Name _____ Phone # _____

Address _____ License: _____

Plumbing Contractor's Name _____ Phone # _____

Address _____ License: _____

1. Water Hook-up/Connection: Installation: Dual Trench? Separate Trench? Other? _____
 Material: _____ Size: _____ Length: _____
 Depth: _____ Pressure Test/Disinfection: _____

**Tracer Wire Required for Plastic Water Line*

2. Sewer Hook-up/Connection: Installation: Dual Trench? Separate Trench? Other? _____
 Material: _____ Size: _____ Length: _____
 Depth: _____ Pressure Test/Other Test: _____

**Tracer Wire Recommended.*

**Televising is recommend for drilled/bored sewer .*

***Sump cannot be connected to sanitary sewer.*

3. SAC Determination (Attach): Total number of SAC Units: _____

4. Plumbing Permit: Connection ONLY Other work: _____ (Include plans)

5. Septic Abandonment: Permit from Hennepin County

**Copy of Hennepin County compliance report to be submitted to City at final inspection.*

6. Will the well(s) be abandoned and sealed? Yes _____ No _____

A. If yes, Well Contractor: _____ License: _____

**Provide copy of Well and Boring Sealing Record to City*

B. If no, well supply must be separated/isolated from municipal supply. (i.e. no cross connections)

7. Water Meter Size required: _____

I, the undersigned, accept the terms and conditions of the permit, and agree to fully comply with the City of Corcoran as well as all federal, state, county, and local rules and regulations pertaining to this project.

Applicant's Signature _____ Date _____

A permit issued by the City shall not be construed as permission to proceed without approval from all appropriate agencies.



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APPLICATION FOR UTILITY SERVICES

Service Address: _____

Owner Renter Closing Date: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (Optional) _____ Cell Phone: (_____)

Email Address: (Optional) _____

In consideration of the City of Corcoran providing utility services of water, sewer, and storm water, the undersigned being the owner(s) and/or renter(s) of the real property listed above, affirms that all information on this application is true and correct. I/We will assume the full responsibility of all financial obligations at the above address. I/We have been informed that in the event of non-payment for any of the above-referenced utility services, the City of Corcoran may assess said unpaid charges, penalties, and fees against the real property so served pursuant to Corcoran Code of Ordinances, Chapter 51. The City of Corcoran shall assess said unpaid charges by certifying the amount to the Hennepin County Auditor for collection as a real property tax.

Please be aware if the prior owner of your property leaves an unpaid balance, this amount will be assessed to the property for collection with taxes. To avoid this, please contact your title company to verify the final balance will be paid. You may contact the City to verify payment has been made.

This application will remain in effect until I/we have notified the City in writing to discontinue service. I/We agree to comply with the City Ordinances that govern the use of these utilities.

I/We agree to permit the authorized agents of the City free access to premises for the purpose of inspection, repair, replacement or service to the water meter and its components as needed.

Please email the signed Application for Utility Services to utilitybilling@corcoranmn.gov, or print out and mail to: City of Corcoran, 8200 County Road 116, Corcoran, MN 55340.

Signature of Owner: _____ Date: _____

Printed Name(s): _____

Signature of Renter(s): _____ Date: _____

Printed Name(s): _____

HENNEPIN COUNTY

PUBLIC HEALTH

A septic permit must be obtained before beginning any activity requiring a permit under Hennepin County Ordinance No. 19 – Individual Sewage Treatment Systems Standards. **Please check the activity below, then submit application, fee and complete design to this office.** It is the duty of the applicant to notify the Health Authority at least 24 hours before the date/time the inspection is needed. [excludes weekends/holidays]
 Checks or money orders should be made payable to: **HENNEPIN COUNTY TREASURER.** **Permit expires one year after date of issuance.**

Owner Name: _____
 Site Address: _____ City / Zip: _____
 Parcel No.: _____ Resid/Business: _____

<input checked="" type="checkbox"/>	Activity	Permit Fee & Supporting Information
<input type="checkbox"/>	Type IV or V septic system requiring an operating permit	\$750 – site evaluation and design
<input type="checkbox"/>	Type I, or III (floodplain) septic system installed by owner	\$524 – site evaluation and design
<input type="checkbox"/>	Type I, or III (floodplain) septic system installed by licensed installer	\$421 – site evaluation and design
<input type="checkbox"/>	Type II holding tank installation, privy or a septic tank replacement	\$208 – site location
<input type="checkbox"/>	Septic system rejuvenation	\$103 – site location, activity report, outcome
<input type="checkbox"/>	Abandonment of a system/tank(s)	\$103 – pumping record and site location
<input type="checkbox"/>	Septic tank pumping filing fee	\$37 – activity log and site location
<input type="checkbox"/>	Operating permit renewal fee – Residential	\$99
<input type="checkbox"/>	Operating permit renewal fee – Business	\$201
<input type="checkbox"/>	Septic review for newly platted subdivision or lot split	\$192 – per lot
<input type="checkbox"/>	Design revision submitted AFTER permit approval	\$156 – requiring additional design review
<input type="checkbox"/>	Septic system inspection fee – per time	\$156

Total Fees: \$ _____

- Permit fees include design/plan review and construction inspections.
- A permit is required for abandoning an existing system that is not part of the installation of a new/replacement system. All systems must be pumped prior to abandonment.
- Conditional approvals of abandonment will be issued pending receipt of SSTS Abandonment Reporting Form required by state law to be submitted within 90 days of abandonment. [We request 1 or 2 photos of the abandonment in process as well]

Designer: _____
Name Address MPCA License No.

Installer: _____
Name Address MPCA License No.

Maintainer: _____
Name Address MPCA License No.

I certify that the information on the forms provided are accurate and complete. *Please print clearly where appropriate.*

Applicant Name: _____ Company: _____
 Email: _____ Phone: _____
 Applicant Signature: _____ Date: _____

Permit No.: _____ Receipt No.: _____ Approval Date: _____

Site Staked? _____ *Date Staked* _____ If the septic location cannot be determined during permit design review, a **Reinspection Fee of \$156.00** will be charged to the **Applicant.**

Installers—Please Note! Elevations at rough-up and rockbed inspection will be completed to ensure the required system separation identified in the design have been met.
 ❖ **ONCE APPROVED A COPY WILL BE RETURNED TO YOU WITH THE APPROVING INSPECTOR'S NOTES HERE.**





SSTS Abandonment Reporting Form

Subsurface Sewage Treatment Systems (SSTS) Program

Instructions

This form is offered to meet the abandonment requirements of Minn. R. 7080.2500 and Disclosure Requirements of Minn. Stat. § 115.55, subd. 6. Future water supply well placement can also be affected by an abandoned SSTS.

The use of this form is not mandatory; however the information on this form must be submitted to the local government unit (LGU) within 90 days after the abandonment. This form may be completed by a certified SSTS practitioner or by an individual who has direct knowledge of how the system was abandoned.

Property Information

Date of abandonment: _____ Reason for abandonment: _____

Property owner name(s): _____

Property owner's address: _____

City: _____ State: _____ Zip: _____

Site address (if different): _____

City: _____ State: _____ Zip: _____

Compliance Information

1. All solids and liquids removed from all tanks? Yes No

Disposal Site: _____

2. All electrical devices and devices containing mercury removed? Yes No

Disposal Site: _____

3. All underground sewage tanks crushed and filled with soil or rock material? Yes No **or**
 Removed and disposed off site? Yes No

Disposal Site: _____

4. Contaminated materials* removed and disposed off site? Yes No

Disposal Site: _____

5. All underground cavities** crushed and filled with soil or rock material? Yes No **or**:
 Removed and disposed off site? Yes No

Disposal Site: _____

6. Future discharge to system permanently denied? Yes No

Method(s) used: _____

*Contaminated materials = Distribution media, soil or sand within three feet of the system bottom, distribution pipes, geotextile fabric/rosin paper/straw, tanks, contaminated soil around leaking tanks, any soil that received sewage from a surface failure (7080.2500 subp.3).

**Underground cavities = Cesspools, leaching pits, drywells, seepage pits, vault privies, pit privies, pump chambers (7080.2500 subp. 1). Does not include chamber media, drop boxes, or distribution boxes.

Map

Include location of building sewer, septic tank(s), soil dispersal system, cesspools, seepage pits, and other pits. Also include a permanent reference point(s) and dimensions.

↑ North

Certification

I hereby certify the system was abandoned in accordance with Minn. R. 7080.2500 and any local requirements.

Name (please print): _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ License # if applicable): _____

Date: _____ Signature: _____