

Water Pollution Control Authority (WPCA)  
City of Shelton  
54 Hill St.  
Shelton, CT. 06484  
(203) 924-1555, Ext. 1511

## Application to Connect – Process & Procedure

Applies to: Form: WP-0401

The Water Pollution Control Authority, City of Shelton, requires an “APPLICATION FOR APPROVAL from the WPCA to Connect to the City of Shelton’s Sewerage Collection System” [Form: WP-0401] (*hereafter: “Application to Connect”*) for both public and private projects within the city. Under normal conditions, the applicant must receive Final Approval from the WPCA before proceeding to Planning & Zoning (see exception – item #2 below). Form WP-0401 can be obtained from the Sewer Administrator on the 3<sup>rd</sup> floor, Room #305 in Shelton City Hall. Use ORIGINAL only.

### Application Process:

1. “Application to Connect” – Using Form WP-0401, the applicant should complete all required questions which pertain to the applicant’s project. **All questions MUST BE filled in completely and accurately if they apply.** If the applicant is unsure if the question applies or the applicant is unclear of a specific question, please refer to the Sewer Administrator for assistance.
2. All Form WP-0401 applications involving zone changes, including but not limited to: PDD’s, PRD’s, and CRD’s, are asked to first visit the Planning and Zoning Department for guidance on how best to proceed. P&Z’s Staff will check-off the “OK” box and initial line 09 of the application if recommending to proceed with the WPCA first.
3. Submit Form WP-0401 and all associated drawings, specifications, and engineering data (as specified on the application) to the Sewer Administrator for review. Once it is determined that ALL information is filled out properly and completely, **the Sewer Administrator will sign the application and placed it on the meeting agenda** for the next WPCA meeting. All applications must be submitted prior to the monthly meeting – preferably at least one (1) week in advance. The WPCA will not accept walk-in applications at the monthly meeting, as they are not on the agenda.
4. **It is the responsibility of the applicant to attend** the monthly meeting at which applicant’s application will be reviewed, or alternately, to have a representative present. Barring special circumstances, the WPCA will table applications if the applicant or the applicant’s representative is not present. Nor will the application automatically be moved to next month’s agenda without the applicant contacting the Sewer Administrator.

5. At the designated monthly meeting, **the WPCA will “Accept for Review” and begin the discussion of the applicant’s “Application to Connect”**. The Commissioners may ask questions and further details of the applicant (or applicant’s representative), the Sewer Administrator, the WPCA’s consulting engineer(s), and others present. Upon conclusion of this phase of the review and depending on the scope and complexities of the project, **the WPCA may refer the application** to its consulting engineer(s) for their review and recommendations.
6. If a review by the WPCA’s consulting engineer(s) is deemed necessary, the scope of work can vary considerably depending on the application. **An appropriate fee for the project review** will be determined by the consulting engineering firm within one (1) week of the WPCA’s meeting and communicated to the applicant. **It is the applicant’s responsibility to cover this fee in total** by forwarding a check to the Sewer Administrator. Obtain a “Receipt of Payment” for your records. The consulting engineers can only begin their work after full payment is received.
7. The consulting engineering firm will review and study all pertinent information and occasionally may request additional data from the applicant. For most reviews, approximately 2-3 weeks will be enough to complete the work. **The Sewer Administrator will notify the applicant when the engineering firm has completed its recommendations.** Once received at the Sewer Administrator’s office, the application will automatically be placed on next month’s WPCA meeting agenda for review and WPCA disposition.
8. If the application receives Final Approval from the WPCA, Form WP-0401 (with the “WPCA Final Approval” block signed or initialed) will be given to the applicant within one (1) week. This form should then be presented to the Planning and Zoning department for the next step. Generally, proceeding to P&Z without the final WPCA approval could lead to delays.
9. If it applies, the full amount of the **“Benefit Connection Charge”** [see line 22 of Form WP-0401] is due and payable and must be submitted to the Sewer Administrator prior to final signature by the Sewer Administrator of the “The Certificate of Occupancy” from the Building Department.

I have read the attached **“Application to Connect – Process & Procedure”** and understand its content.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

NOTE: Submit a signed copy of this form to the Sewer Administrator for the records.

See the City of Shelton Web Site for WPCA Meeting Dates @ [www.cityofshelton.org](http://www.cityofshelton.org)

**APPLICATION FOR APPROVAL**

**FROM THE WPCA TO CONNECT  
TO THE CITY OF SHELTON'S  
SEWERAGE COLLECTION SYSTEM**

Application No.: ..... 07- \_\_\_\_\_

Project Name: \_\_\_\_\_

Date Accepted by WPCA for Review: \_\_\_\_\_

Date Applic. Approved/Denied by WPCA: \_\_\_\_\_

Ln # Form: WP-0401

01- Name of Applicant: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
02- Name of Firm: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
03- Firm's Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
04- City & State: \_\_\_\_\_ Fax Number: \_\_\_\_\_

05- Construction Subdivision: \_\_\_\_\_ Number of Units: \_\_\_\_\_  
Type: Multi-Family: 1 BR ( ) + 2 BR ( ) + 3 or more BR ( ) => Number of Units: \_\_\_\_\_  
Retail: \_\_\_\_\_ Square Feet: \_\_\_\_\_  
Commercial: \_\_\_\_\_ Square Feet: \_\_\_\_\_  
Industrial: \_\_\_\_\_ Square Feet: \_\_\_\_\_

06- Street Address of Connection: \_\_\_\_\_

07- List Existing Underlying Zoning District Code(s): \_\_\_\_\_

08- Will a zone change request from P&Z be involved with this project: Yes:  No:

09- P&Z Staff has seen this zone change request and advises WPCA proceed with application: P&Z's OK

10- Proposed Start Date of Project: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

11- Estimated Sewerage Flow: Average Flow: \_\_\_\_\_ Gallons/Day (attach engineering data)  
Peak Hour Flow: \_\_\_\_\_ Gallons/Day

12- Main Trunk Line: Size of Pipe: \_\_\_\_\_

13- Lateral Line: Size of Pipe: \_\_\_\_\_ (from main to property line - 6" required)

14- Type of Pipe: \_\_\_\_\_

15- Type of Flow: Gravity Line:  Forced Line:

16- Has developer's permit agreement been executed: \_\_\_\_\_ (please attach form)

17- Is this system to be maintained by the City of Shelton after completion: Yes:  No:

18- Are easements required through lands off paved areas: Yes:  No:

19- What conditions will easements be in at project completion: (please explain) \_\_\_\_\_

20- Has additional sewer shed area been considered beyond this project: Yes:  No:   
(please explain) \_\_\_\_\_

21- Is there an assessment associated with this project: Yes:  No:   
If not, see "Benefit Connection Charge" as listed.

**----- Benefit Connection Charge -----**

22- **Residential** No. of Units \_\_\_\_\_ x \$2,100 = \$ \_\_\_\_\_ **Retail/Commercial/Industrial** (filled by Sewer Admin.) Fee: \_\_\_\_\_

23- **Required Drawings for Review:** Four (4) copies of site, elevations, and profiles - 24"x36". Show nearest street intersection, property lines & lot #. Include all equipment specifications, cut sheets and engineering data to support design.

24- **As-Built Drawings:** Provide "As-Built" drawings to Sewer Administrator at project completion.

25- **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reminder to Applicant: Applicant or Applicant's representative must be present during review by WPCA.

26- **Application Acceptance by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sewer Administrator (City of Shelton) - (confirm application is properly and fully completed)**

Use ORIGINAL form only - FAXed copies not acceptable.

**OFFICE USE ONLY:**

Available Plant Capacity (as of this application): ➔ \_\_\_\_\_ Gallons/Day  
Estimated Capacity Required: ➔ \_\_\_\_\_ Gallons/Day  
Remaining Capacity Available: ➔ \_\_\_\_\_ Gallons/Day

Revision F  
05-09-2007

Form: WP-0401

WPCA Final Approval: \_\_\_\_\_