

## Request for Service

Connections – In order to establish a new sewer connection you must submit an application to the Fairlawn Tax and Bookkeeping Service. For existing connections you must complete an application with the Fairlawn Tax and Bookkeeping and pay the fees.

Line Extension – The process for line extension should follow the following outline.

- 1) Written correspondence should be submitted to the Authority outlining the proposed extension.
- 2) After a review of the request by the authority a response will be made to the applicant outlining the requirements for any extension.
- 3) Any extension shall be installed by the construction requirements established by the authority
- 4) All cost for the extension shall be the responsibility of the applicant.
- 5) Inspection of the work shall be the responsibility of the applicant.
  - a. The Authority reserves the right to approve the inspector.
  - b. Any inspector must be a registered Professional Engineer in the State of Virginia with proper liability and other insurance.
- 6) Anyone associated with the project including the applicant, contractor and inspector shall list the Authority as an additional insured on their insurance policy.
- 7) Prior to start of construction the applicant shall provide and record the necessary easements to give the Authority ownership of the project. The minimum easement width shall be 20 feet in width and the Authority may require a greater width where the depth would prohibit providing proper maintenance. The easement shall include requirements to prevent building within the easement, filling over the sewer line in excess of 8 feet, and removing cover over the sewer line to provide less than 4 feet of cover.