



TIPPECANOE AND CHAPMAN REGIONAL SEWER DISTRICT
GRINDER STATION LOCATION GUIDELINES
AS AMENDED – June 14, 2021

The following guidelines (“**Guidelines**”) will be used by the Tippecanoe and Chapman Regional Sewer District, its contractors, engineers and attorneys (collectively the “**District**”) when determining the location of grinder stations during its upcoming septic elimination project (the “**Project**”). The District shall use its best efforts to follow the Guidelines when installing and locating grinder stations. However, situations on the ground; topography; location of improvements; and several other factors may cause the District to depart from these Guidelines. THE DISTRICT RESERVES THE RIGHT TO DEVIATE FROM THESE GUIDELINES AS DETERMINED NECESSARY BY THE DISTRICT. IN ADDITION, ALL INFORMATION, REPRESENTATIONS AND GUIDELINES MAY BE CHANGED BY THE DISTRICT, AT ANY TIME, WITHOUT PRIOR NOTICE OR EXPLANATION.

Guidelines

1. Grinder stations will be located on or adjacent to the side property lines wherever compatible with existing structures and improvements.
2. Grinder stations will be shared with an adjacent property owner whenever compatible with existing structures and improvements and subject to the criteria outlined in paragraph 3 below.
3. Grinder stations will be located as close to the road right-of-way and pressure sewer main line as reasonably possible, while still allowing the property owner’s structure to connect to the grinder station using a gravity lateral, provided however:
 - a. This will require that the District’s Engineer (“**Engineer**”) has information on existing the property owner’s sewer lateral inverts and on the property owner’s existing septic system to make the determination for the grinder station location;
 - b. The grinder station location located using the standard depth for a grinder station (total depth of station is approximately 8’, with a lateral connection provided at approximately 4’ to 4.5’ +/- down from top of unit). If septic or sewer lateral location/invert information for a given property cannot be discovered by the Engineer or is not provided by the property owner, a standard depth grinder station will be located as close to the right of way as possible and as is compatible with existing structures and improvements;

- c. Except in extraordinary circumstances, as determined in the sole discretion of the Engineer, the grinder station shall be placed no farther than 100 feet from the road right-of-way line. If, at the 100 foot mark, the property owner's lateral cannot connect by gravity flow, the property owner, at the property owner's cost, will be required to either reroute internal plumbing to allow connection by gravity flow or install a sewage ejector pump and pressure sewer line to connect to the proposed grinder station.
4. A property owner's input into grinder station locations will be considered, however the final location will be determined by the Engineer using the criteria stated herein.
5. The District will consider certain factors to lessen the impact on a property owner's lateral connections to grinder stations, such as avoiding the need a property owner's lateral to cross under a concrete, asphalt or other hard surface driveway or parking area (unless no other locations are feasible that fall within the guidelines herein).
6. The Engineer will use its best efforts to maintain a file for each property documenting the following:
 - a. Property owner name/address;
 - b. Topographic survey of affected parcel;
 - c. Location of on-site septic systems and water wells as discovered by the Engineer;
 - d. Location of other critical underground infrastructure as provided by the property owner;
 - e. Calculation sheet showing grade calculations to establish the grinder station location;
 - f. Proposed location of the grinder station;
 - g. Summary of communications with property owner regarding on site physical features and discussions on grinder station locations; and
7. Control panels for grinder stations will be located immediately adjacent to the grinder station on a pressure treated wood pedestal.
 - a. The property owner will not be required to provide electric service to the grinder station. Instead, the District will install the electric service required for the grinder station from the local utility's system/grid.
 - b. The District will be responsible for the cost associated with electrical service to the grinder station.
8. Prior to grinder station installation, a property owner may appeal the grinder station location as proposed by the Engineer, by submitting a request for a variance, in writing, as described in the procedures below. For the initial project, the deadline for the property owner to file an Application (as defined below) is March 31, 2022.

Variance Procedures

The District may grant a variance from these Guidelines upon written request. A variance may be requested by completing the application attached as "Exhibit A" ("**Application**") and mailing the Application to the District at Tippecanoe and Chapman Regional Sewer District P.O. Box 572 North Webster, Indiana 46555. Applications for variances must be submitted to and approved by the District's Engineering Committee ("**Committee**").

Upon receipt and review of an Application, the Committee may request that the applicant submit additional information (e.g. site plan, survey, topographical features, existing easements and improvements, photographs, utility locations, the reason and need for the

variance, and such other information deemed relevant by the Committee). If the requested information is not received, the Committee may summarily deny the Application.

Once the Committee has determined that an Application is complete, the Committee shall hold public discussion and offer the applicant the opportunity to speak. Thereafter, the Committee shall make a determination in writing to the applicant either granting, denying, modifying the Application in the Committee's sole discretion ("**Notice of Determination**"). Any such determination may include conditions of approval as deemed necessary or appropriate by the Committee.

Appeals

If the applicant is dissatisfied with the determination of the Committee stated in the Notice of Determination, the applicant may appeal that determination to the entire Board of Trustees of the District (the "**Board**") within thirty (30) days after the date stated in the Notice of Determination by providing written notice to the Board at Tippecanoe and Chapman Regional Sewer District P.O. Box 572 North Webster, Indiana 46555. In order to provide such notice, the applicant shall write a letter to the Board explaining the issues with the determination and shall attach the Application. The Board may decline to hear the appeal or hear and determine the appeal, and its determination shall be final determination of the District. Any determination of the Board will be set forth in the minutes of the District and no notice of the District's determination must be provided directly to the applicant.

The determination by Committee or the Board to grant, deny, or approve with conditions any Application may be made considering any and all facts and circumstances deemed relevant by the District, its employees, advisors, or consultants. Nothing contained herein shall be deemed to create any vested rights or interest in any applicant or customer of the District.

Exhibit A
Application for Variance

Section I: Applicant

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Telephone #: _____

Email: _____

Section II: Property Owner Contact Information (if other than Applicant)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Telephone #: _____

Email: _____

Section III: Property in Question

Parcel No. _____ Address: _____

City: _____ State: _____ Zip: _____

Section IV: Request

Please provide an explanation of the reason for the requested variance and why compliance with the Guidelines will cause unnecessary hardship, extraordinary expenses, unnecessary delay, or other reasons the applicant claims as the basis for the requested variance (please include parcel numbers):

If applicable, please provide the proposed alternative option(s):

Please attach any drawings, surveys or other documentation relevant to your application.

The Committee may request additional information. Do you agree to promptly provide any such requested information regarding the requested variance:

Yes: _____ No: _____

The determination by the District whether to grant, deny, or approve with conditions this Application may be made considering any and all facts and circumstances deemed relevant by the District, its employees, advisors, or consultants.

Sign: _____

Print: _____

Date: _____

Please mail to:

Tippecanoe and Chapman Regional Sewer District
P.O. Box 572
North Webster, Indiana 46555

For District Use

Notice of Determination

_____ Approved

_____ Denied

_____ Approved with the following conditions: _____

Tippecanoe and Chapman Regional Sewer District Engineering Committee

Date: _____