



City of Black Jack

12500 Old Jamestown Road, Black Jack MO 63033

**SEWER LATERAL REFUND APPLICATION**

SEPTIC HOMEOWNERS ONLY

The City Council has authorized the refund of the \$28 fee to those property owners that do not qualify for the program. In order to obtain the refund, the property owner must complete a refund form and submit a copy of their most recent real estate tax bill.

Date: \_\_\_\_\_ Tax Refund Year: 2010

Refund Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Property Locator Number: \_\_\_\_\_

(This number is located on the top left corner of your real estate tax receipt)

Please Note: A copy of your paid tax receipt must accompany this refund request form. If you do not have a receipt, a duplicate copy of your Real Estate Tax receipt can be obtained from the St. Louis County Department of Revenue by sending a check or

money order in the amount of \$1.00 to: Duplicate Receipt, Collector of Revenue, 41 South Central Avenue, St Louis MO 63105 or you can call (314) 615-5000.

The refund application with a copy of your real estate tax receipt should be mailed to the City of Black Jack, 12500 Old Jamestown Road, Black Jack, MO 63033. It will take approximately three weeks to process the refund.

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FOR OFFICE USE ONLY

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To be completed by Finance & Administration

Amount Refunded: \_\_\_\_\_ Check Number \_\_\_\_\_

Receipt Attached: \_\_\_\_\_ Master List Check: \_\_\_\_\_

Authorization: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

## SEWER LATERAL REPAIR PROGRAM

### POLICY AND PROCEDURES

#### SEWER LATERAL REPAIR PROGRAM POLICY

1. This sewer lateral repair program applies to residential property having six or less dwelling units. The program will commence on January 1, 2003 and shall not apply to defects existing in sewer laterals prior to January 1, 2003. Claims under this program may only be made for failures and defects that occur subsequent to January 1, 2003.

2. A sewer lateral is defined as that portion of the sewage system which carries household wastes to the Metropolitan Sewer District and which lies between the structure foundation wall, or exterior wall if construction is non-traditional, and the sewer main. The definition is the same whether the pipe is located in the front, side or rear yard. Damaged or blocked pipes located within the exterior walls of the dwelling unit are not covered under this repair program.

3. A sewer lateral is considered defective when there is sufficient evidence, to the satisfaction of the City, to prove that the lateral is damaged. Such evidence may include, but is not limited to, a TV inspection, MSD dye test, plumber's verification and sketches. The City may require the property owner to submit additional documentation, as needed. The costs incurred for such cabling, TV inspections, MSD dye tests, plumber's verifications and sketches and any additional required evidence will not be paid for by the City under this repair program and shall be the responsibility of the property owner.

4. If a property owner is experiencing a blockage of the sewer lateral, the property owner must first contact a plumber or drain-layer licensed by St. Louis County to have the line cabled. If cabling does not result in clearing the line, the property owner must then have a televised inspection performed and a sketch prepared showing the approximate location of the defect. After the television inspection and sketch is completed, the property owner should contact the City of Black Jack between the hours of 7:30 AM and 6:00 PM, Monday – Thursday to obtain an application and instructions for participating in the program. If the property owner wants to make a claim under this repair program, the property owner shall deliver to the City of Black Jack a completed application, a copy of the paid cabling bill, the sewer lateral television inspection video, sketch and any other information requested by the Department of Public Works.

5. The City shall review the application and other information provided by the property owner to determine the eligibility for this repair program. If eligible, the City's Public Works Department shall provide the property owner the specifications for the repair/replacement of the sewer lateral. The owner must then obtain at least three (3) bids from drain layers licensed by St. Louis County, which bids shall be consistent with the City's specifications for the sewer lateral replacement/repair. The City reserves the right to reject any and all bids received from the property owner which have not been obtained from a drain layer licensed by St. Louis County and/or which are not responsive to the City's specifications. The sewer lateral repair/replacement project shall be awarded to the lowest responsible bidder. The City may, at any time, in its sole discretion, obtain bids for the repair/replacement work from a drain layer licensed by St. Louis County for the purpose of comparison and to determine current market conditions or for any other City purposes.

6. Once the property owner's application is approved and a bid accepted, the property owner shall schedule and shall be responsible for coordinating all repairs/replacements of the sewer lateral line using the drain layer whose bid was accepted. The property owner shall pay all of the costs of the repair/replacement not covered by this repair program.

7. Subject to the limitations set forth in Section 9 below, this repair program covers excavation, repair or replacement of the sewer lateral, backfilling, seeding and strawing. The top six inches of the backfill will be topsoil. Any additional work desired by the property owner will be done at the property owner's expense.

8. Subject to the limitations set forth in Section 9 below, this repair program will cover the cost to replace sidewalk, driveway and street pavement removed to accomplish the repair. The cost of replacing all other improvements removed to accomplish the repair shall be the sole responsibility of the property owner.

9. Upon completion of the repair/replacement work, the property owner shall notify the Department of Public Works in writing that the work is completed. The property owner shall file with the Public Works Department a written statement that the work has been completed and an itemized bill from the contractor. The City shall then pay 75% of those costs covered by this repair program, directly to the contractor, but in no event shall the City, under this repair program, pay more than Three Thousand Dollars (\$3,000) for any single repair/replacement project. The overall cost for the corrective work shall not exceed the amount of the lowest approved bid.

10.The City will make the final decisions regarding all aspects of this repair program, including whether or not to repair or replace a sewer lateral, eligibility of expenses, responsibility of bidders, hazardous conditions, etc.

11.The City has no obligation or responsibility for the performance of the contractor and no responsibility for any damages caused to the property owner's property resulting from sewer lateral defects or the activities of the contractor on the property. The contractor is responsible for obtaining all necessary permits.

12.If the City becomes aware of a leaking sewer lateral (such as a sinkhole, etc.), then the City will initiate appropriate steps to identify the cause thereof. In most instances, the City will arrange for the Metropolitan Sewer District to perform a dye test to determine the problem and need for replacement. If the sewer lateral needs replacing, the owner will be contacted.

13.All City bills for services and taxes (i.e., refuse, property clean up, ambulance, etc.) and St. Louis County Real Estate taxes (which includes the \$28 sewer lateral fee) then due and program must be paid prior to the owner of such property submitting an application to participate in this repair program.

14.The homeowner is responsible for contacting their insurance company to determine if any or the entire sewer lateral repair is covered by their homeowner's insurance or similar policy. The homeowner is required to notify the City of any payment received from the insurance company which covers any part of the sewer lateral repair. All such insurance payments will be deducted from the City's portion of the approved repair cost.

15.The City may periodically amend these guidelines, except as may be restricted by state law or City ordinance.

Amended 8/20/08 Resolution #080803

CITY OF BLACK JACK

Sewer Lateral Repair Program Checklist, Step 1

Applicant(s): \_\_\_\_\_ Address:  
\_\_\_\_\_

Subdivision: \_\_\_\_\_ Phone:  
\_\_\_\_\_

Complete the checklist and application. Your request will not be processed until the checklist is completed.

Step #1: Have Attempts Been Made to Open the Sewer Lateral Line? \_\_\_ Yes \_\_\_ No.

Contact a licensed plumber to have the line opened and located. Call the City's Housing Department for names of licensed plumbers/drainlayers. If the line cannot be cleared to allow the lateral to function properly go to step #2. Keep the receipts for the work completed on your lateral. If your lateral has collapsed and/or you have a cave-in, contact the Housing Department immediately at 314-355-0400-113.

Step #2: Do You Have a Video Inspection of the Sewer Lateral? \_\_\_ Yes \_\_\_ No

Contact a licensed drainlayer/plumber and have a video camera inspection performed. The videotape should cover all accessible areas and must clearly show evidence of a break. Bring videotape with this application packet.

Step #3: Do You Have a Sketch of the Sewer Lateral Break Location? \_\_\_ Yes \_\_\_ No.

A licensed drainlayer/plumber must prepare a sketch showing the approximate location of the blockage or sewer lateral break. The sketch should also include the location of the home and adjoining street(s). The sketch should be on 8 1/2 by 11 paper. Go to step #4.

Step #4: Are All of County Taxes paid, is property free of code violations? \_\_\_\_  
Yes \_\_\_\_ No

All of your City bills (i.e. refuse, alarm charges, court fees, etc) and St. Louis County Real Estate taxes (which include your \$28 sewer lateral fee) must be paid to participate in the repair program. The City will verify that all bills have been paid. Go to step #5.

Step #5: Have you contacted your homeowner's insurance, provide the City of Black Jack with a written response? \_\_\_\_ Yes \_\_\_\_ No Contact your homeowner's insurance company for documentation of whether insurance company pays for any of the repair (i.e. pipe, excavation, backfilling, seeding, etc.) Provide proof with this application packet.

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Property Owner Signature(s)

Date Joint Property Owner Signature(s) Date

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Director of Public Works

Date

Note: All bids/videotape and other documents submitted to the City of Black Jack will become property of the City of Black Jack.

Case File Number \_\_\_\_\_ - \_\_\_\_\_

CITY OF BLACK JACK  
APPLICATION FORM FOR  
RESIDENTIAL SANITARY SEWER LATERAL  
REPAIR PROGRAM, Step 2

City Hall - Plumbing Inspections Office 314-355-0400

Date of Application Submittal \_\_\_\_\_

Property Owner  
Name(s) \_\_\_\_\_

Address of  
Property \_\_\_\_\_

Subdivision  
\_\_\_\_\_

Phone Numbers of Property Owners: Day \_\_\_\_\_ Evening  
\_\_\_\_\_

Attached a paid receipt of St Louis County Real Estate Tax.  
\_\_\_\_\_

Name/Phone Number of Plumbing Contractor that attempted to clean the  
line: \_\_\_\_\_ ( )  
\_\_\_\_\_

Name/Phone Number of Plumbing Contractor (if different from above) that performed  
dye testing or televising/camera of line: \_\_\_\_\_ ( )  
\_\_\_\_\_

Attach a copy of certification from your selected plumbing contractor that an attempt  
was made to cable the line but that procedure failed to solve the problem. Indicate date,  
time and precise location of where on the service line the procedure took place.



Attach a copy of the release authorizing contractors to work on property site, recognizing that noise, mud, dust, and other inconveniences may be part of the work and that landscaping, bushes, walks, fences, driveways and other minor items in the way of the work could be damaged and holding the City of Black Jack harmless for such actions done by the contractor.

Note: The property owner must complete final site restoration (such as landscaping).

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Property Owner Signature(s) Date Joint Property Owner Signature(s) Date

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Director of Public Works Date

CITY OF BLACK JACK

Case Repair Number \_\_\_\_\_ - \_\_\_\_\_

Residential Sanitary Sewer Lateral Repair Program

Hold Harmless Release Agreement, Step 3

All named property owner(s) of record Mr/Mrs/Ms.

\_\_\_\_\_ shall release, protect, indemnify, and hold harmless the City of Black Jack, Missouri from any loss, damage, liability, and expense for all injuries, including death to persons or damage to property directly or indirectly arising or growing out of performance of \_\_\_\_\_ (Plumbing Co.) and the City of Black Jack Housing Department entering their property at (address

here) \_\_\_\_\_ for the benefit of the resident(s). Resident(s) shall hold the City of Black Jack harmless from and shall answer and defend any action instituted against the City of Black Jack for any loss, damage, or injury sustained by any person resulting from the performance of (company here) \_\_\_\_\_ and the employees/agents of the City of Black Jack Housing Department entering the property at \_\_\_\_\_ to videotape the sewer lateral line for the benefit of the resident(s).

Legal owner(s) of Record:

Print: \_\_\_\_\_  
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Signature: \_\_\_\_\_

Co-owner(s)

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_

Telephone #: Day (314) \_\_\_\_\_ Evening (314) \_\_\_\_\_

OFFICE USE ONLY- DO NOT WRITE BELOW THIS AREA