

**TOWN OF GLASTONBURY
WATER POLLUTION CONTROL AUTHORITY (WPCA)**

**SUBDIVISION APPLICATION
PROCEDURE GUIDELINES**

LIVE SEWERS

ON-SITE DISPOSAL

<ol style="list-style-type: none">1. *Review preliminary plans with WPCA (informal discussion).2. *WPCA approves preliminary plans, advises applicant to finalize design.3. *WPCA schedules, advertises, and conducts Public Hearing for the construction of sanitary sewers together with notifying affected property owners submitted by Engineering Division other than Developer.4. *WPCA takes action on the Public Hearing. Action taken no sooner than 10 days and no later than 30 days following Public Hearing.5. Upon final approval of facility by Town Plan and Zoning Commission, applicant shall file plans with the Town Clerk and, if applicable, submit drafts and final documents (after review by Engineering Division) of sanitary sewer easements on WPCA standard easement form.6. Applicant shall submit copies of signed filed plans and, if applicable, architectural plans signed by the Community Development Department or other appropriate Town departments, to the Engineering Division for final evaluation of sewer assessment.7. Engineering Division prepares Developer's Permit Agreement.8. *WPCA approves Developer's Permit Agreement.	<ol style="list-style-type: none">1. *Review preliminary plans with WPCA (informal discussion).2. WPCA receives recommendations from the Director of Health for on-site disposal.3. WPCA receives recommendations from the Conservation Commission for on-site disposal.4. *Applicant requests waiver of capped sewers and/or design from WPCA. However, if applicable, the WPCA may request sanitary sewer easements.5. WPCA acts on applicant's request for waiver of capped sewers and design.6. Upon final approval of facility by Town Plan and Zoning Commission, applicant shall file plans with the Town Clerk and, if applicable, submit drafts and final documents (after review by Engineering Division) of sanitary sewer easements on WPCA standard easement form.
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(Continued)

LIVE SEWERS

<p>9. Applicant resolves payment per Developer's Permit Agreement and, if applicable, submits final sanitary sewer easements approved by Engineering Division.</p> <p>10. Applicant executes Developer's Permit Agreement.</p> <p>11. Preconstruction meeting held.</p> <p>12. Sewer construction begins.</p>	
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* Requires meeting of Water Pollution Control Authority.