



# PRIVATE SEWER LATERAL REPLACEMENT ASSISTANCE PROGRAM APPLICATION AND SERVICE ORDER

- The Maintenance Department will check the sewer lateral and confirm qualification for the Sewer Lateral Replacement Program, if qualifications are not met you will be notified.
- If you qualify, you will receive a call once your price quote detail sheet is ready to be picked up from City Hall.
- Once you receive your price quote detail sheet you will then contact three (3) prequalified contractors who are approved to work within the public right of way and receive a bid from each of them. A list of prequalified contractors will be provided to you. Additional contractors may become prequalified with the City by completing a prequalification form and paying an application fee at the City Engineering Division.
- You will return the completed bids to the City Engineering Division.
- Once all three (3) bids are received by the City Engineering Division they will be evaluated and one will be approved for the replacement program.
- The contractor who was selected will then meet with a representative of the City Engineering Division to discuss the project, reimbursement process, and obtain all permits required.
- Once work is completed payment arrangements can be made with the City Engineering Division and the contractor to provide the “proof of contractor payment” form. These arrangements can take place at City Hall. Proof of contractor payment must be received by the Engineering Division within 30 days of final inspection

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## Applicant Information

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**Property Owner:**

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**Address:**

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**Phone:**

**Email:**

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**Site Address:**

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**Signature of Applicant:**

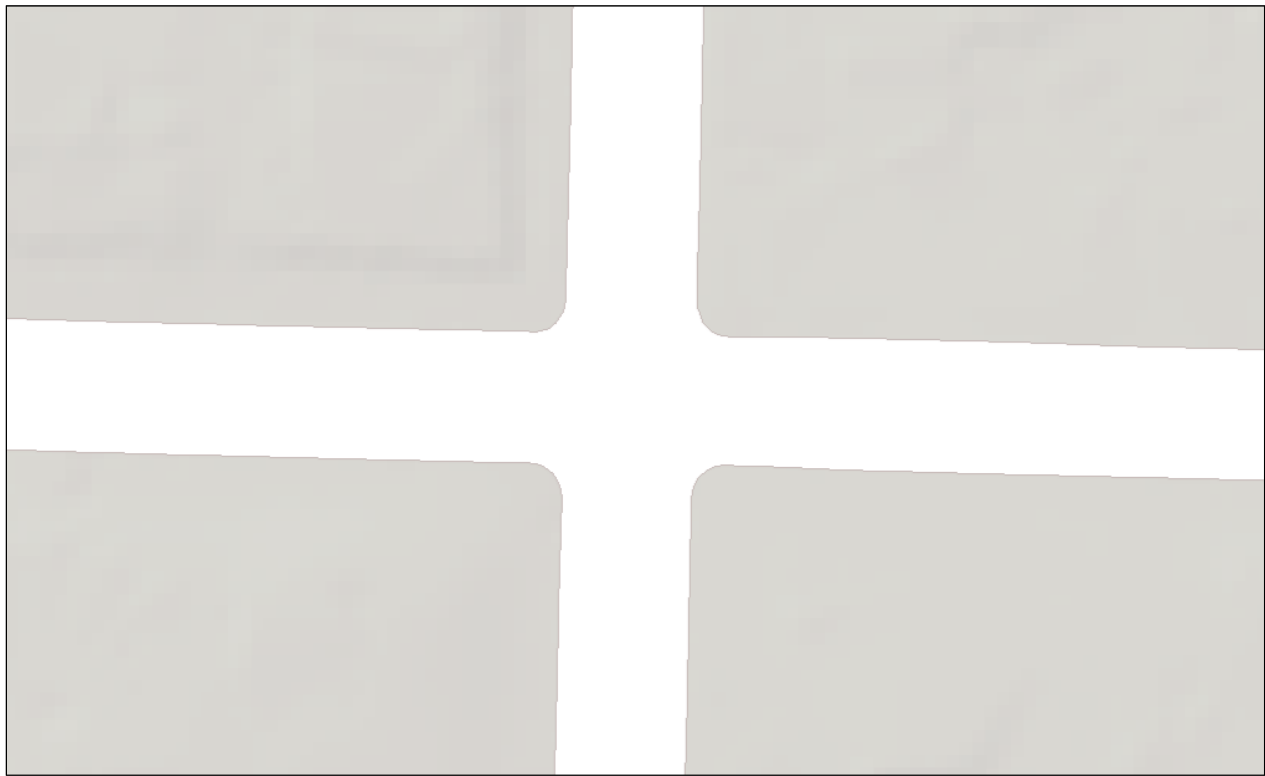
**Date:**

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THE CITY THAT FRIENDLINESS BUILT

**Office Use Only**

|                                      |                          |      |                          |
|--------------------------------------|--------------------------|------|--------------------------|
| Lateral                              | <input type="checkbox"/> | Main | <input type="checkbox"/> |
| Line Size:                           |                          |      |                          |
| Line Depth:                          |                          |      |                          |
| Line Type:                           |                          |      |                          |
| Description of work to be completed: |                          |      |                          |



Report By: \_\_\_\_\_

Date: \_\_\_\_\_

|                              |              |
|------------------------------|--------------|
| <b>Received By:</b>          | <b>Date:</b> |
| <b>Engineering Approval:</b> | <b>Date:</b> |