

Memorandum

To: Whom It May Concern
From: Michael Little, Executive Director
Date: January 1, 2006
Subject: Manhole Adjustment Policy

The purpose of this memo is to advise you of the Sanitary District's policy concerning the adjustment of sanitary manholes to grade, so that they are readily available when maintenance of the sewer is required.

Manholes are a critical component of the sanitary sewer system in that they provide the only means of access to the sewer line for maintenance. The Sanitary District's policies require the developer to install the sanitary sewer system so that the covers on all manholes are at the finished grade of the surrounding ground. The Sanitary District will not approve connections to the new sewer system until all manholes meet this requirement. After the developer has met his responsibilities for proper installation of the sanitary system, it becomes the property owner's responsibility to prevent manhole covers from being buried or obstructed as improvements are made on the property. The Sanitary District's ordinances provide that the property owner is responsible for resetting the manhole cover, at his own expense, anytime the ground elevation is changed by the property owner. Any adjustments to the manhole must be made in accordance with the Sanitary District's construction policies, and must be inspected by a Sanitary District representative.

The Sanitary District will give the property owner ample opportunity to correct any manhole access problems created by him. However, if the property owner does not correct these problems, the Sanitary District will have the work done and will bill the property owner for all costs incurred.

The Sanitary District is available at any time to answer questions or assist property owners with any problems they may have. It is the Sanitary District's desire to work with developers, home builders and property owners to insure that the sanitary sewer system is built and maintained so it can provide reliable service at all times.

If you have any questions, or require assistance with this or any other Sanitary District policy, please feel free to contact Michael Little at (217) 367-3409 at your convenience.

I hereby certify that I have read and understand the Sanitary District's Manhole Adjustment Policy

(Signature)

(Printed Name)

(Date)



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