

# SEWER CONNECTION INSTRUCTIONS

## Clear Creek Conservancy District

The procedure for connecting to the sewer system and the associated fee is as follows:

1. Call to Conservancy Office at 765-246-6752 to leave message requesting the names and numbers of local contractors who are approved and have insurance on file to do the work. All contractors must have a "Certificate of Insurance" on file with Clear Creek. Usually, this is a matter of simply having your contractor contact their insurance agent. The certificate must name Clear Creek as an additional insured and can be emailed to [clearcreek@tds.net](mailto:clearcreek@tds.net). You may verify if a sewer connection fee has ever been paid for a certain lot since in a few instances the sewer connection fee was prepaid by lot owners.
2. The district provides lateral connections to the sewer system. Homeowners are responsible for connections from the lateral to the house. If schedule 40 PVC is used, backfill stone is only required at the connection point. Clean-outs are required and backflow prevention devices are recommended.
3. Send the connection fee of \$1,806.00 (effective 7/1/20 to 6/30/21) and permit form to P.O. Box 286, Greencastle, Indiana 46135 or make arrangements to meet with Michael Young (317) 371-8373. Michael will schedule all locates and inspections.
4. Ask your contractor to call the Conservancy office to make an appointment for inspection of the connection. **You must allow 3 days' prior notice to Clear Creek to schedule inspection.** ALL CONNECTIONS MUST BE INSPECTED.
5. The monthly sewer access fee starts the date connection is made.

Clear Creek Conservancy District  
P.O. Box 286  
Greencastle, IN 46135  
765-246-6752  
[clearcreek@tds.net](mailto:clearcreek@tds.net)

12/2/2020