

## MSD PLANNING AND DEVELOPMENT

This guide was developed to provide all the contact information, applications and District policies needed to begin and complete a sewer extension project. Information is also included for policies concerning sewer service connections.

Every engineer, developer, and contractor should obtain the District's Sewer Extension Procedures Manual for guidance and reference. This manual outlines step-by-step the process for sewer line projects. These manuals can be obtained from MSD Planning and Development located at 2028 Riverside Drive in the WH Mull Building, or visit the MSD website at "[www.msdbc.org](http://www.msdbc.org)".

Starting the sewer approval process requires obtaining an **Allocation Approval**. This approval verifies the system has been checked making sure the receiving line has the capacity to transport your proposed discharge. This allocation approval process is required for **ALL** connections to the system, except for single family dwellings.

Projects involving sewer extensions proceed to the next step **Plan Review**. The plans will be reviewed to ensure District standards are met and conform to current state statutes. Please make sure the requested information on the checklist is complete. Complete requested information would expedite the plan review process. Please be advised, plans received incomplete will be returned for revisions or submittal of additional information and an additional review fee will be charged. Easement concerns are addressed as part of the plan review process. The Easement information requested on the checklist must be included on you submitted plans. This information is reviewed to ensure sewer lines are not constructed on private property, and to make sure the new sewer line can be properly maintained after construction is complete.

Once the plan review is completed and approved, a Non-Discharge permit will be issued. A pre construction meeting will start the construction process.

**Sewer service applications** can be made at our satellite office 30 Valley Street or at the Mull Building 2028 Riverside Drive.

**Sewer taps** are not automatically **installed** when your fees are accepted. You will need to contact MSD System Services to schedule the installation of your tap.

## **Contact information**

MSD main number	828-254-9646
Allocations	828-225-8272 Fax: 828-251-4788
Plan review	828-225-8289 828-225-8276 Fax: 828-225-8356
Sewer connections	828-250-5345
MSD System Services	828-255-0061
Engineering Services	828-225-8286