

**CITY OF MOLINE ACRES
RESIDENTIAL SEWER LATERAL REPAIR
APPLICATION INSTRUCTIONS**

1. Fill out the application titled 'Sewer Lateral Repair Application'. Also, read and sign both the 'Hold Harmless Release Agreement' and 'Sewer Lateral Repair and Program Policy'.
2. If the sewer lateral line crosses over into a neighbor's yard, they must also complete an application giving consent for access to their property.
3. Submit the 'Master Plumber/Drainlayer Certification' completed by the Master Plumber/Drainlayer who verified the need for the sewer lateral repair, with the application.
4. Obtain three bids from the list of Certified Master Plumbers/Drain layers provided in this package.
5. Return the completed application along with all supporting documentation to:

**City of Moline Acres
Department of Public Works, Sewer Lateral Repair Program
2449 Chambers Road
Moline Acres, MO 63136**

or email all documents to publicworks@molineacres.org
6. Questions regarding any of the above should be directed to Building Department at 868-2433 x700.

Once your application is received:

1. The Department of Public Works will review all bids and contact the homeowner, in writing, of acceptance of the lowest, most responsive bidder.
2. The homeowner will contact the contractor to schedule repairs. If the work is deemed an emergency, work may begin prior to written homeowner notification. The Department of Public Works will notify the homeowner by phone giving permission for emergency repairs to begin.
3. The licensed contractor will make contracted repairs.
4. After the repairs have been made, the contractor shall submit his invoice to the Department of Public Works.
5. Inspections will be performed by all agencies permitting work.
6. Upon approval of the final inspection of the repairs and the receipt of all required documentation, the City of Moline Acres will forward payment to the contractor.

City of Moline Acres

Case Repair No.# _____

Residential Sanitary Sewer Lateral Repair Program Hold Harmless Release Agreement

All named property owner(s) of record

Mr/Mrs/Ms: _____ shall release, protect, indemnify, and hold harmless the City of Moline Acres, Missouri from any loss, damage, liability, and expense for all injuries, including death to persons or damage to property directly or indirectly arising or growing out of performance of **(company name here)** _____ and the City of Moline Acres Department of Public Works entering their property located at _____ for the benefit of the resident(s). Resident(s) shall hold the City of Moline Acres, Missouri harmless from and shall answer and defend any action instituted against the City of Moline Acres, Missouri for any loss, damage of injury sustained by any person resulting from the performance of **(company name here)** _____ and the employees/agents for the City of Moline Acres Department of Public Works entering the property located at _____ to videotape the sewer lateral line for the benefit of the resident(s).

Legal owner(s) of Record:

_____	_____	_____	_____
Owner	Date	Co-Owner	Date
_____	_____	_____	_____
Print name		Print name	

OFFICE USE ONLY-DO NOT WRITE BELOW THIS AREA

CITY OF MOLINE ACRES
TRACKING FORM
RESIDENTIAL SANITARY SEWER LATERAL REPAIR PROGRAM
City Hall Department of Public Works 314-868-2433

OFFICE USE ONLY

Date of application submittal: ___/___/___ Case File No#: 2020-_____

Attach copies of 3 bids received: ___/___/___ (date)

Contractor issuing itemized bill: _____ (name)

Date of Final Payment Issued/Mailed: ___/___/___

Date file closed: ___/___/___ Initials: _____

Office Notes:

CITY OF MOLINE ACRES
SEWER LATERAL REPAIR PROGRAM POLICY

1. This sewer lateral program applies to single family residential buildings of up to 6 units only and is NOT available to residential buildings with more than 6 units or commercial and industrial (as determined by the use of the land) property.
2. A sewer lateral is defined as the portion of the sewage system, which carries household wastes to the Metropolitan Sewer District (MSD) and which lies between the structure foundation wall, or the exterior wall if construction is non-traditional, and the sewer main. The definition is the same whether the pipe is located in the front, side or rear yard. Damaged or blocked pipes located within the exterior walls of the unit are not covered under this insurance program policy.
3. A sewer lateral is considered defective when there is sufficient evidence, to the satisfaction of the City, to prove that the lateral cannot be cleared to allow the lateral to function properly. Evidence includes, but is not limited to a video inspection, MSD dye test, plumber's verification, sketches, etc. The City may require a homeowner to submit additional documentation as needed.
4. If a homeowner is experiencing a blockage of the sewer lateral, the owner must first contact a licensed plumber to have the line cabled. If cabling does not result in clearing the line, the owner should have a televised inspection performed showing the approximate location of the defect. After the television inspection is completed, the homeowner should contact the City of Moline Acres Public Works Department between the hours of 9am and 4:30pm Monday through Thursday to secure and application and instructions for participating in the insurance program. The homeowner shall return the completed application, a copy of the paid personal property tax receipt, and the television inspection along with the paid receipt for the video to the City Inspector for review and determination of eligibility.
5. Once the application is approved, the homeowner is responsible for obtaining three bids from the list of licensed plumbers/drainlayers registered with the St. Louis County Plumbing Department. **The owner must obtain at least three bids which are acceptable to the City of Moline Acres for the sewer lateral replacement/repair.** The City will only accept bids which have been obtained from companies registered with the St. Louis County Plumbing Department. The City will only accept bids which are, in its opinion, responsive to the specifications. **The City of Moline Acres reserves the right to deny any and all bids received from the homeowner.** The City, at any time, may obtain bids for any part of the corrective action for a defective sewer lateral from the list of plumbers/drainlayers registered with St. Louis County for the purpose of comparison and to determine current market conditions for any other City purposes.
6. Once bids are obtained, the homeowner must submit the bids to the City Inspector for review and approval. After written approval of the City's notice to proceed, the homeowner may schedule the work.

7. The sewer lateral program covers excavation, repair or replacement of the sewer lateral, backfilling, seeding and straw. The top six inches of backfill will be topsoil. **It will be the responsibility of the homeowner to water and maintain the ground cover to assure growth.** The homeowner shall be responsible for final site restoration such as landscaping and maintenance. Any additional work desired by the homeowner, unless approved by the City, will be done at the homeowner's expense. **No approval for additional work by the City shall be binding unless said approval is in writing.**

8. The sewer lateral program will cover the cost to replace sidewalk, driveway and street pavement removed to accomplish the repair. In the event that it becomes necessary to remove accessory structures such as fences, the contractor is required to restore such structures to their pre-existing condition. In the event obstacles such as yard sheds, garages, etc. are in the path of the sewer lateral or lie over the damaged portion of the lateral, the City reserves the right to reroute the sewer lateral to avoid the necessity of removing the structure. In the event rerouting is impractical, the City and the dwelling owner will meet to discuss a solution. **The City of Moline Acres will make the final decision regarding a solution.**

9. The City of Moline Acres has no obligation or responsibility for the performance of the contractor and no responsibility for any damages caused to the owner's property because of the sewer lateral defects. The contractor is responsible for obtaining all necessary permits.

10. The City shall make the final decisions regarding all aspects of this program, including whether or not to repair or replace a sewer lateral, eligibility of expenses, responsibility of bidders, hazardous conditions, etc.

11. All City bills, (i.e., refuse, property clean up, fines, etc.) and St. Louis County Real Estate taxes (which include the \$28 sewer lateral fee) must be paid prior to submitting an application to participate in the program and the property must be free of any code violations.

12. The City of Moline Acres may, periodically, amend these guidelines in the best interest of the City and homeowners, except as may be restricted by the state law or City ordinances.

<p>I HAVE READ AND FULLY UNDERSTAND ALL RULES AND REGULATIONS LISTED ABOVE AND AGREE TO FULLY COMPLY WITH ALL TERMS AND CONDITIONS SET FORTH BY THE CITY OF MOLINE ACRES SEWER LATERAL PROGRAM.</p>
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Owner Signature Date

Co-owner Signature Date

Print Name

Print Name

Address: _____ Phone No: () _____ - _____

**CITY OF MOLINE ACRES DEPARTMENT OF PUBLIC WORKS
SEWER LATERAL REPAIR APPLICATION**

Address of request for Repair: _____

Is the property: ___owner occupied ___tenant occupied ___adjoining property

Owner Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: () _____ - _____ Evening Phone: () _____ - _____

As owner/owner's agent of the property, I certify that I have the authority to and to consent to the performance of sewer lateral repair work on and about the property described in the application and will not interfere with the work to be performed by the contractor selected and shall reimburse the City of all expenses incurred by the City on the applicant's behalf in the event the applicant withdraws permission to proceed or otherwise interferes with performance of work authorized under this program. Repairs are subject to the City of Moline Acres Sewer Repair Program Rules and Regulations.

As owner/owner's agent for the property, I certify that neither I nor anyone on my behalf will make claim against or seek any relief from the City of Moline Acres arising out of or in connection with any work done or any action taken in connection with the Sewer Lateral Repair Program. I have read and signed the Hold Harmless Release Agreement as well as the Program Policy and am in full agreement with all terms and conditions therein.

As owner/owner's agent of the property, I understand that sewer lateral repair includes only the repair or replacement of a defective sewer lateral line, including associated digging and the replacement of dirt and seeding of affected areas. I fully recognize that noise, mud, dust and other inconveniences may be part of the work and that landscaping, bushes, walks, fences, driveways and other minor items in the way of the work could be damaged holding the City of Moline Acres harmless for such actions done by the contractor.

As owner/owner's agent of the property, I acknowledge that the City of Moline Acres is a third party beneficiary to any contract for sewer repair work.

Owner/Agent Signature

_____/_____/_____
Date

If signature is by agent, these forms must be accompanied by a notarized power of attorney.

FOR OFFICE USE ONLY

Date Received Application: ____/____/____

Case Repair #: _____

CITY OF MOLINE ACRES
QUALIFIED CONTRACTOR LIST
LICENSED MASTER PLUMBERS

Tope Plumbing
8822 Natural Bridge Rd
St. Louis, MO 63121
(314) 890-0900

St Louis Excavation
628 Brandon Ln
Brentwood, MO 63144
(314)695-3654

J. Smith Properties INC
6881 Thornton Rd
Pacific, MO 63069
(314)581-0001

Show-Me Services
2 Wampler Dr
Arnold, MO 63010
(636)287-9344

Rescue Rooter
10403 Baur Blvd, Suite E
Olivette, MO 63132
(314)770-1620

Roto Rooter
3041 Elm Point Ind. Dr.
St.Charles, MO 63301
(636)947-3302 ext./ 103

Beaver Plumbing Company
P.O Box 470115
St. Louis, MO 63147
(314)521-8028

Ed Bellem Plumbing
5830 Helen
St. Louis, MO 63120
(314)383-1436

Don Rush Contracting
5147 Auriesville Lane
Hazelwood, MO 63042
(314)291-0830

If you choose to use a plumber whose name does not appear on this list, that plumbing contractor must meet all requirements stated in section 5 of the Sewer Lateral Repair Program Policy.