



# Town of New Scotland, New York

Department Of Public Works  
2029 New Scotland Road  
Slingerlands, New York 12159

Phone: (518) 439-0938  
Fax: (518) 439-8554  
TDD: 1-800-662-1220

## APPLICATION FOR SANITARY SEWER SERVICE INSTALLATION KENSINGTON WOODS SEWER DISTRICT

The undersigned permittee agrees that all work performed thereunder will be made pursuant to law and in accordance with all of the attached conditions, regulations and insurance requirements required by the Town of New Scotland, Commissioner of Public Works.

Property Information	Contractor Information
Parcel ID: _____	Contact Name: _____
Owner Name: _____	Company Name: _____
Property Address: _____	Company Address: _____
_____	_____
City, State, Zip: _____	City, State, Zip: _____
Daytime Phone: (____) ____ - ____	Business Phone: (____) ____ - ____
Evening Phone: (____) ____ - ____	24-hour Phone: (____) ____ - ____ (In case of emergency)
Billing Address: _____ (if different) _____ _____	<b>A copy of liability insurance is required when working in public right-of-way and/or connecting to public utility. Refer to either New Scotland or NYSDOT Highway Work Permits for insurance requirements.</b>

Albany County Health Department Required Information	Service Lateral Details
<input type="checkbox"/> Single Family Home # of people in household _____ <input type="checkbox"/> Multi-Family Home # of people in Building _____ <input type="checkbox"/> Commercial Est. flow in gallons per day _____	Main is on <input type="checkbox"/> Same <input type="checkbox"/> Opposite side of road Main size: _____ - inch diameter Lateral size: _____ - inch diameter <input type="checkbox"/> Gravity Connection <input type="checkbox"/> Tank & Pump Connection <input type="checkbox"/> Grease Trap Required Make: _____ Size: _____ Gallons Model: _____
<b>Owner Agreement</b> In consideration of the granting of this permit, the undersigned agrees: 1. To accept and abide by all provisions of the ordinances, local laws or regulations of the Town of New Scotland, now in existence or that may be adopted in the future. A copy of the Sewer Ordinance may be obtained at the Highway Department. (Limit one per household) 2. To maintain the service at no expense to the Town. 3. To accept the responsibility for the satisfactory completion of work and hold harmless the Town of New Scotland, its agents and employees in the event of any loss or damage	Application shall also include the following: <ul style="list-style-type: none"> <li>Sketch of proposed pipe, Tanks, pumps, fittings between building and sewer main</li> <li>grease trap details (if required by ACDOH)</li> <li>"cut sheets" from grinder pump manufacturer (if applicable)</li> </ul> <p style="text-align: center;"><b>Do not start construction until</b></p>

that may be directly or indirectly be occasioned by said installation.

Signed by Owner: \_\_\_\_\_

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

**Permit Review Approval is issued.**

*(Portion below to be completed by Town Staff)*

Permit Review Approval	Installation Approval		
<input type="checkbox"/> Sketch / Details of Connection Approved  <input type="checkbox"/> Grinder Pump Supplemental Form (if applicable)  <input type="checkbox"/> Kensington Woods Sewer District Supplemental Form (if applicable)  <input type="checkbox"/> Fees Collected                      Amount:        \$ _____  <input type="checkbox"/> Insurance Paperwork Completed and Submitted  <input type="checkbox"/> Highway Work Permit (if applicable)	Inspection	Inspected By	Date
	<input type="checkbox"/> Connection to Main  <input type="checkbox"/> Lateral  <input type="checkbox"/> Connection to House  <input type="checkbox"/> Grease Trap (if req'd)  <input type="checkbox"/> Grinder Pump (if req'd)	_____  _____  _____  _____  _____	_____  _____  _____  _____  _____
Approved by: _____  Commissioner of Public Works                      Date	Approved by: _____  Commissioner of Public Works                      Date		



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### Check list for filling out Application for Sanitary Sewer Service Installation

- Fill in all required sections on the Application for Sanitary Sewer Service Installation.
- Provide sketches of proposed pipe, pumps fittings between building and sewer main.
- Provide "cut sheets" from Tank and pump manufacturer (if applicable)
- Provide details for grease trap if needed.
- Submit copy of liability insurance as required when working in a public right-of-way and/or connecting to a public utility.
- All applicants are required to pay a \$250.00 application fee as stated in the Town of New Scotland Sewer Ordinance.



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### Kensington Woods Sewer Service Supplemental Form

**This Supplemental Form only applies to sewer connections where a tank with pump will be installed.**

Parcel Identification Number: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

The undersigned permittee and their successor(s) agree:

1. To maintain Pump, lateral pipe, valves, fittings and other appurtenances at no cost to the Town of New Scotland;
2. The curb-box valve installed at the property line shall serve as the demarcation point between Town and Owner maintenance responsibilities;
3. Not to hold the Town of New Scotland liable for losses, damages or inconveniences as result of interruption of power;
4. Future replacement of installed pump shall be of similar discharge rate, pressure and other performance characteristics to the approved model;
5. New Scotland Officials may inspect any and all components contributing to the sanitary sewer including but not limited to grinder pump, grease trap, and internal plumbing for the purpose of ensuring the protection of the sanitary force main system.

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

Print Name: \_\_\_\_\_