

**CITY OF FLORENCE
SANITARY SEWER RULES AND REGULATIONS**



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INTRODUCTION

The City of Florence (*hereinafter referred to as "the City"*) owns and maintains a public sanitary sewer collection system within the City. The City also transmits sewage from some areas outside the City through the system. The sewage from the City and surrounding areas, (outside the City), flow to the Sanitation District No. 1 (*hereinafter referred to as SD 1*) system. SD 1 provides treatment for the City at SD 1 facilities. SD 1 is the City treatment authority.

Please review the following explanation:

- Sanitary sewer facilities within the City including gravity lines, lift stations, force mains, sewer laterals under pavement and other sanitary appurtenances owned and maintained by the City.
- Wastewater treatment facilities serving the City are owned and maintained by SD 1. The City of Walton also owns and maintains treatment facilities but does not interconnect to the City.
- Applications for sanitary sewer extensions within City boundaries are made through the City. The applicant must also obtain a letter of approval for future treatment from SD 1 (the treatment authority), as part of the application process. Connection fees for City customers are paid to the City of Florence at the City connection fee rate. Inspections are performed by City Representatives.
- Applications for sanitary sewer extensions outside of the boundaries of the City are made to SD 1, 1045 Eaton Drive, Ft. Wright, KY, 41017 (if within SD 1 territory), or City of Walton, P.O. Box 95, 40 North Main Street, Walton, KY 41094-0095 (if within City of Walton territory), or other utility if applicable.
- Applications for sanitary sewer extensions outside of the boundaries of the City but connecting to the City system, (flows through the City), are made to SD 1. Connection fees for these SD 1 customers are paid to SD 1 at SD 1 fee rate. Inspections are performed by SD 1 staff. Flowage Fees are paid to City at the City's rate structure.

Note: A letter must be obtained from the City relating to City sewer system capacity to transmit the flows to the treatment authority. In the event that City system cannot handle the additional flow, (due to line size, pumping capacity or other), the applicant could be refused connection or assessed monies for upsizing the city system.

The City contracts with SD1 to provide sanitary sewer service to City customers and SD1 customers (with flows through the City). The City shares monitoring information with our partner (SD 1) and requires similar high standards within the "City of Florence Sanitary Sewer Rules and Regulations". Therefore, the rules and regulations within this document closely align with "SD 1 Rules and Regulations" latest edition.

Important Note: While the City Sanitary Sewer rules and regulations are similar to SD 1 (4/15/04) document, there are differences. The City does not update their regulations at the same time as SD 1.

The public mandate for national clean waters resulted in the passage by Congress of the Federal Water Pollution Control Act Amendments of 1972 (PL 92-500). The Act set into motion a federal mandate to improve the sewer systems and wastewater treatment plants of the nation's municipalities. The 1972 Act was further amended by the Clean Water Act of 1977 which gave the Environmental Protection Agency the authority to set effluent standards on an industry basis and established the requirement for a permit (KPDES) to discharge any pollutant into navigable waters. The Clean Water Act resulted in publication of the General Pretreatment Regulations in 1981 (40 CFR, Part 403).

Among the goals of these Rules and Regulations are:

- A. Prevention of the introduction of pollutants into the municipal wastewater system, which will interfere with the operation of the system including interference with its use or disposal of municipal sludge.
- B. Prevention of the introduction of pollutants into the municipal wastewater system, which will pass through the system, inadequately treated, into receiving waters or the atmosphere or otherwise be incompatible with the system.
- C. Improved opportunity to recycle and reclaim wastewaters and sludge from the system.
- D. Equitable distribution of the cost of the municipal wastewater system.
- E. Provide for the safety of the treatment plant employees.
- F. Ensure that the City complies with its KPDES or non-discharge permit conditions, sludge permit conditions, including use and disposal requirements and any other federal or state environmental laws to which the municipal wastewater system is subject.

In order to implement the above requirements, these Rules and Regulations provide the City and SD 1 with the legal authority to control the sewer system and monitor the wastewaters discharged to the public wastewater treatment system under its management.

This control, along with other controls affected by these Rules and Regulations here presented, is necessary not only to conform to federal and state Environmental Protection Agency laws and regulations, but also to provide for the consistent, reliable, and efficient functioning of the City's and the SD 1's wastewater collection and treatment systems.

Any inquiries concerning the enclosed Rules and Regulations should be addressed to the City of Florence Public Services Department, 8100 Ewing Boulevard, Florence, KY 41042 (859-647-5416). Any deviation from these regulations will require special permission from the City of Florence Public Services Department.

ARTICLE 1

DEFINITIONS/ABBREVIATIONS

Unless the context specifically indicates otherwise, the meaning of terms in these Rules and Regulations shall be as follows:

Section 101 – Definitions

"Act" - See "Clean Water Act".

"Act of God" shall mean an unusual or unforeseeable manifestation of the forces of nature that could not be prevented.

"Analytical Testing" shall mean all methods of sample collection, preservation and analysis as prescribed in 40 CFR 136, "Test Procedures for the Analysis of Pollutants."

"Approval Authority" shall mean the Director in a NPDES state with an approved state pretreatment program and the administrator of the E.P.A. in a non-NPDES state or NPDES state without an approved state pretreatment program.

"Assessment Projects" shall mean new sewer line extensions funded by assessment of costs to property owners served by the future line.

"Auxiliary Meter" shall mean:

- A. A meter or meters used on a primary water supply other than a municipal water supply, i.e., wells, private water company, etc., and/or
- B. A meter or meters used to supplement the meter or meters measuring a municipal water supply and considered necessary in the determination of the sewage service charge and/or surcharge.

"Authorized Representative" shall mean:

- A. A user who is:
 - 1. A principal executive officer of at least the level of vice-president, if the industrial user is a corporation
 - 2. A general partner or proprietor if the user is a partnership or proprietorship, respectively
 - 3. A duly authorized representative of the individual designated above if such representative is responsible for the overall operation of the facilities from which the indirect discharge originates.
- B. Any person designated by the City to act on its behalf.

"Baseline Monitoring Report" shall mean a report submitted by categorical industrial users within 180 days after the effective date of a categorical standard which indicates the compliance status of the user with the applicable categorical standard [40 CFR 403.12(b)].

"Beneficial Uses" shall mean uses of the waters of the state that may be protected against quality degradation, including but not limited to, domestic, municipal, agricultural and industrial water supply, power generation, recreation, aesthetic enjoyment, navigation and the preservation and enhancement of fish, wildlife and other aquatic resources or reserves, and other uses, both tangible or intangible as specified by federal or state laws.

"Biochemical Oxygen Demand - BOD" shall mean oxygen utilized in the biochemical oxidation of organic matter in five (5) days at 20 degrees Celsius, expressed in milligrams per liter. The values shall be as determined by the methods of analytical testing, except that when the BOD value is to be used in determining wastewater treatment system charges, and the BOD test does not produce an accurate measure of the oxygen demand actually exerted by the waste when undergoing treatment, then for use in determining said charges the BOD shall be calculated by whichever of the following formulas give the more accurate measure of oxygen demand actually exerted.

$BOD = (F_1) (COD)$ (Section 111)

or

$BOD = (F_2) (TVR)$

Wherein F_1 and F_2 are constants to be determined for each wastewater treatment plant and TVR is the total volatile residue in milligrams per liter as determined by the methods of analytical testing.

"Building Drain" shall mean that part of the lowest horizontal piping of a drainage system, which receives the discharge from soil, waste and other drainage pipes inside the walls of a building and conveys it to the building sewer. The building drain shall extend to three (3) feet outside the building wall.

- A. **"Building Drain - Sanitary"** - A building drain which conveys sewage only.
- B. **"Building Drain - Storm"** - A building drain which conveys storm water or other drainage, but no sewage.

"Building Sewer" shall mean the extension from the building drain to the public sewer or other places of disposal.

- A. **"Building Sewer - Sanitary"** - A building sewer which conveys sewage only.
- B. **"Building Sewer - Storm"** - A building sewer which conveys storm water or other drainage, but no sewage.

"CFR" shall mean Code of Federal Regulation.

"Categorical Industrial User" shall mean an industrial user subject to categorical pretreatment standards, which have been promulgated by the Environmental Protection Agency.

"Chemical Oxygen Demand - COD" shall mean the oxygen equivalent of that portion of the organic matter that is susceptible to oxidation by a strong chemical oxidant. The values shall be as determined by the methods of analytical testing.

"City" - shall mean the City of Florence or a City Representative.

"Clean Water Act" shall mean the Federal Water Pollution Control Act, enacted by Public Law PL 92-500 and any amendments thereto; as well as any guidelines, limitations and standards promulgated by the Environmental Protection Agency pursuant to the Act.

"Contamination" shall mean an impairment of the quality of the waters of the state by waste to a degree, which creates a hazard to the public health, e.g., through poisoning or through the spread of disease. Contamination shall include any equivalent effect resulting from the disposal of wastewater, whether or not waters of the state are affected.

"Cooling Water" shall mean the cleaned wastewaters discharged from any system of heat transfer such as condensation, air conditioning, cooling or refrigeration.

"Council" shall mean the City Council of the City of Florence, Kentucky.

"Daily Maximum" shall mean the maximum allowable value for any single observation in a given day.

"District" shall mean SD 1 or Sanitation District.

"E.P.A." shall mean the United States Environmental Protection Agency.

"Easement" shall mean an acquired legal right for the specific use of land owned by others.

"Effluent" shall mean the liquid overflow of any facility designed to treat, convey or retain wastewater.

"Equipment" shall mean all movable, non-fixed items necessary to the wastewater treatment process.

"Federal Act" - See "Clean Water Act".

"Fee Schedule" shall mean the latest ordinance fixing rates charged by the City for services rendered as approved or amended by the City.

"Garbage" shall mean the animal and vegetable waste resulting from the handling, preparation, cooking, and serving of foods.

"Holding Tank Waste" shall mean any sanitary waste from holding tanks or chambers such as are used in connection with boats, chemical toilets, campers, trailers or other isolated facilities from which sanitary waste emanate. This definition includes sanitary wastes from septic tanks.

"Industrial Wastes" shall mean the wastes admissible to the wastewater treatment system from industrial manufacturing processes, trade or business or from the development, recovery or processing of natural resources, as distinct from sanitary sewage.

"Interference" shall mean inhibition or disruption of the City's sewer system, treatment processes or operations, which contributes to a violation of any requirement of the wastewater treatment system NPDES Permit. The term includes prevention of sewage sludge use or disposal by the City in accordance with Section 405 of the Act, or any criteria guidelines or regulations developed pursuant to the Solid Waste Disposal Act (SWDA), the Clean Air Act, the Toxic Substance Control Act or more stringent state criteria (including those contained in any state sludge management plan prepared pursuant to Title IV of SWDA) applicable to the method of disposal or use employed by the City.

"KRS 83A" refers to Chapter 83A of the Kentucky Revised Statutes, the act of legislature of the Commonwealth of Kentucky, under which the city government is organized and established and its powers and duties under state law defined.

"Maintenance" shall mean keeping the wastewater treatment works in a state of repair and shall include expenditures necessary during the service life of the treatment works to maintain in the capacity (capability) for which said works were designed and constructed.

"May" shall mean permissive (see "shall").

"Medical Waste" shall mean isolation wastes, infectious agents, human blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

"mg/L" shall mean milligrams per liter.

"Natural Outlet" shall mean any outlet into a waterway, pond, ditch, lake or other body of surface or groundwater.

"New Source" shall mean any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, and subject to the other provisions as found at 40 CFR 403.3(k).

"Normal Strength Sewage" shall mean sewage having daily average concentration values of not more than the following in the pollutant categories indicated:

Biochemical Oxygen Demand	240 mg/L
Suspended Solids	300 mg/L
Total Phosphorus as P	20.0 mg/L
Total Kjeldahl Nitrogen as N.....	30.0 mg/L
Biodegradable oils and greases in less than floating amounts.	

"NPDES Permit" shall mean National Pollutant Discharge Elimination System Permit.

"Nuisance" shall mean anything which is injurious to health, or is indecent or offensive to the senses, or is an obstruction to the free use of property so as to interfere with human comfort or enjoyment of life or property, whether affecting individual interests per se or affecting at the same time an entire community or neighborhood of any considerable number of persons, although the extent of the annoyance, interference or damage may not be inflicted equally upon the persons therein.

"Pass Through" shall mean a discharge, which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the POTW's NPDES Permit (including an increase in the magnitude or duration of a violation).

"Persons, Establishment or Owner" shall mean any individual, firm, company, association, society, corporation or group other than a public corporation.

"pH" shall mean the logarithm to the base of 10 of the reciprocal of the concentration of hydrogen ion in grams per liter of solution.

"Phosphorus" shall mean total phosphorus content in wastewater as determined by the methods of analytical testing.

"Pollutant" shall mean any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical, wrecked or discharged equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water, including medical wastes, chemical wastes, biological materials, radioactive materials, heat, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, CBOD, COD, toxicity, or odor).

"Pollution" shall mean an alteration of the quality of the water of the state by waste to a degree, which affects such waters for beneficial uses or facilities which serve such beneficial uses. Pollution may include contamination.

"Pretreatment" shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties on wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into a POTW. The reduction or alteration can be obtained by physical, chemical or biological processes or process change(s), or other means, except as prohibited by 40 CFR 403.6(d).

"Pretreatment Program" shall mean a program administered by a POTW that meets the criteria established by the Federal Pretreatment Regulations, specifically 40 CFR 403.8 and 403.9, and which has been approved by a regional administrator or state director in accordance with 40 CFR 403.11.

"Pretreatment Standard" or "National Pretreatment Standard" shall mean any regulation containing pollutant discharge limits promulgated by the E.P.A. in accordance with Section 307 (b) of the Act, which applies to industrial users.

"Process Wastewater" shall mean any water, which during manufacturing or processing, comes into direct contact with or results from the production of or use of any raw material, intermediate product, finished product, by-product, or waste product.

"Production-based Standard" shall mean a discharge limitation expressed in terms of allowable pollutant mass discharge rate per unit of production and is applied directly to an industrial user's manufacturing process.

"Public Authority" shall mean any government entity having jurisdiction.

"Publicly Owned Treatment Works (POTW)" shall mean a treatment works as defined by Section 212 of the Act, (33 U.S.C. 1292) which is owned by the City or SD 1. This definition includes any sewers that convey wastewater to the POTW treatment plant, but does not include pipes, sewers, or other conveyances not connected to a facility providing treatment. For the purpose of these Rules And Regulations, "POTW" shall also include any sewers that convey wastewaters to the POTW from persons outside the City who are, by contract or agreement with the City and SD 1 , users of the City's and SD 1's POTW.

"Public Corporation" shall mean any city, county, school district, water district and any other governmental agency or political subdivision clothed with the power of levying taxes or issuing bonds payable from special funds.

"Public Sewer" shall mean a sewer, which is controlled, owned, operated and maintained by a public authority.

"Regional Administrator" shall mean the appropriate E.P.A. Regional Administrator or their designated representative.

"Sanitary Sewage" shall mean sewage containing water-carried wastes contributed from premises by reason of human occupancy and free from storm, surface water and industrial wastes.

"Sanitary Sewer" shall mean a sewer, which carries sanitary sewage and industrial wastes and to which storm, surface and ground waters are not intentionally admitted.

"Sewage" shall mean a combination of the liquid and water-carried waste discharged from premises.

"Sewer" shall mean any pipe or conduit for conveying wastewater or drainage water.

"Sewer Service Charge" shall mean the charge, based upon the amount of water supplied to the user, that they must pay for the uses of and the services rendered by the sewage works and facilities of SD 1. The sewage from the City flows to the Sanitation District No. 1 for treatment at SD 1 facilities. SD 1 is the City treatment authority.

"Sewer Systems" shall mean all facilities for collecting, pumping and transporting Wastewater to the treatment facilities.

"Shall" is mandatory – (see "may").

"Significant Industrial User" shall mean:

- A. All industrial users subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; and
- B. Any other industrial user that; discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, non-contact cooling and boiler blow-down wastewater); contributes a process waste stream which makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or is designated as such by the City as defined in 40 CFR 403.12(a) on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement [in accordance with 40 CFR 403.8(f)(6)].

"Slug Loading" shall mean the discharge of any pollutant, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the wastewater treatment system.

"Special Meter" shall mean the term applied to an approved meter designed for measurement of water and used specifically for the sole purpose of measuring the amount of water which does not enter the sewage system and for which a user expects to receive a reduction in their sewage service charge.

"Standard Methods" shall mean the publication: Standard Methods for the Examination of Water and Wastewater, latest edition, American Public Health Association, American Water Works Association, Water Environment Federation.

"State" shall mean Commonwealth of Kentucky.

"Storm Sewer" or "Storm Drain" shall mean a sewer which carries storm waters, surface runoff, street wash waters and drainage, but which excludes sanitary sewage and industrial wastes, other than unpolluted cooling water.

"Storm Water" shall mean any flow occurring during or following any form of natural precipitation and resulting there from.

"Surcharge" shall mean the charge, which the user must pay in addition to the sewer service charge if the sewage which is discharged into the sewage system exceeds the specifications for the normal strength sewage.

"Total Kjeldahl Nitrogen" shall mean the sum of free-ammonia and organic nitrogen compounds, which are converted to ammonium sulfate $(\text{NH}_4)_2\text{SO}_4$, under test conditions. The value shall be as determined by the methods of analytical testing.

"Total Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, sewage or other liquids and which are removable by laboratory filtering, expressed in milligrams per liter. The value shall be as determined by the methods of analytical testing.

"Toxic Organic Management Plan" shall mean a written plan submitted by industrial users as an alternative to TTO monitoring, which specifies the toxic organic compounds used, the method of disposal used and procedures for assuring that toxic organics do not routinely spill or leak into wastewater discharged to the POTW.

"User" shall mean any person that discharges, causes or permits the discharge of wastewater into a public sewer.

"User Classification" shall mean the identification of a user as to the type of premises from which wastewater is discharged. Such classification shall be assigned by the City and shall include residential, industrial, public and commercial users.

"Residential User" shall mean any contributor to the City's and SD 1's wastewater treatment works whose lot, parcel, or real estate, or building is used for domestic dwelling purposes only.

"Industrial User" shall mean any user, which discharges industrial wastes.

"Public User" shall mean and include any public or parochial school, college or university, churches, public parks, public or governmental buildings, charitable institutions and other similar users of an eleemosynary nature.

"Commercial User" shall mean any and all users of the wastewater treatment system not otherwise classified.

"Waste" shall mean sewage and any and all other waste substances (liquid, solid, gaseous, or radioactive) associated with human habitation, or of human or animal origin, or from any production, manufacturing, or processing operation of whatever nature, including such wastes placed within containers of whatever nature prior to, and for purposes of, disposal.

"Wastewater" shall mean a combination of the liquid and water-carried wastes from premises.

"Wastewater Constituents and Characteristics" shall mean the individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate, and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.

"Wastewater Discharge Permit" shall mean a permit issued to industrial users, which authorizes discharges to the public sewer.

"Wastewater Treatment Plant" shall mean any arrangement of devices and structures used for treating sewage.

"Wastewater Treatment System" shall mean all of the connected treatment works necessary to meet the requirements of Title III of the federal act and involved in:

- A. The transport of wastewaters from premises to a plant or facility wherein treatment of the wastewater is accomplished;
- B. The treatment of the wastewaters to remove pollutants;
- C. The ultimate disposal, including recycling or reuse of the treated wastewater and residues resulting from the treatment process.

"Wastewater Treatment System (WTS) Service Charge" - Refer to "Sewer Service Charge."

"Wastewater Treatment System (WTS) Surcharge" - Refer to "Surcharge."

"Waterway" or "Watercourse" shall mean a channel in which waters of the state flow either continuously or intermittently.

"Waters of the State" shall mean all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

Section 102 – Abbreviations

BOD	Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
C ⁰	Celsius
CCF	Capacity Connection Fee
CFR	Code of Federal Regulations
CN, A	Cyanide, Amenable
CN, T	Cyanide, Total
COD	Chemical Oxygen Demand
ERP	Enforcement Response Plan
EPA	United States Environmental Protection Agency
F ⁰	Fahrenheit
GPM	Gallons Per Minute
KDOW	Kentucky Division of Water
KPDES	Kentucky Pollutant Discharge Elimination System

KRS	Kentucky Revised Statutes
LEL	Lower Explosive Limit
MGD	Million Gallons per Day
mg/L	Milligrams per Liter
N	Nitrogen
NOV	Notice of Violation
NEMA	National Electrical Manufacturers Association
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
P	Phosphorus
pH	Negative Log of Hydrogen Ion Concentration
POTW	Publicly Owned Treatment Works
PVC	Polyvinyl Chloride
SD 1	Sanitation District # 1
SNC	Significant Noncompliance
SPCC	Spill Prevention Control and Countermeasure Plan
SU	Standard Units
SWDA	Solid Waste Disposal Act, 42 U.S.C. 6901, et. seq.
TKN	Total Kjeldahl Nitrogen
TOMP	Toxic Organic Management Plan
TRC	Technical Review Criteria
TSS	Total Suspended Solids
TTO	Total Toxic Organics
TVR	Total Volatile Residue
USC	United States Code
USGS	United States Geological Survey
WTS	Wastewater Treatment System

ARTICLE 2

USE OF PUBLIC SEWERS REQUIRED

Section 201 – General Provisions

The owner(s) of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes, situated within the City and abutting on any street, alley, sewer easement or right-of-way in which there is located a public sanitary, is hereby required, at their expense, to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of these Rules and Regulations within ninety (90) days after date of official notice to do so. The deadline to connect such facilities as a result of an assessment project shall be within thirty (30) days after the sewer is in operation and/or accepted by the governmental agency having jurisdiction over the sewer.

ARTICLE 3

USE OF THE WASTEWATER CONVEYANCE SYSTEM RESIDENTIAL, COMMERCIAL, INDUSTRIAL

Section 301 - General

- A. Storm water and all other unpolluted drainage shall be discharged into such sewers as are specifically designed and designated as storm sewers or to a natural outlet.
- B. Any person owning or having possession, charge or management of any lot or parcel of real estate in which there exists public or private wastewater treatment works and on which a fill or partial fill is to be made, shall, before making such fill, apply to the City of Florence Public Services Department and appropriate state agencies for a permit authorizing the same to be made. The application shall state the location of the tract and the nature and dimensions of the fill proposed. If the City Representative is satisfied that the proposed fill will not obstruct, damage, or interfere with any lawfully existing public or private wastewater treatment works under their management, permission authorizing the fill may be granted.
- C. In the event it becomes necessary to adjust, relocate or otherwise modify any existing public or private wastewater conveyance system works as a result of placing the fill, the applicant authorized to make the fill shall, at their expense, make such adjustments, relocations or modifications, as required by the Public Services Department Representative, before or during the filing operation. The applicant is responsible for obtaining any review required by the State Division of Water.
- D. The applicant shall post a bond, in an amount to be determined by the Public Services Department, covering the replacement cost of the existing or modified wastewater treatment works and guaranteeing that the aforementioned fill will not damage the wastewater treatment works either as existing or modified. The bond shall be in force for a period of one (1) year after the fill is completed.
- E. The City will not accept responsibility for restitutions or other monetary payments unless such related property damage results from negligent actions of the City. Sewer backups or overflows resulting from acts of God which cause property damage will not be the responsibility of the City.
- F. No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, deface, cover or tamper with any wastewater conveyance system which is a part of the wastewater conveyance system under the City's management. Any person violating this provision shall be subject to immediate prosecution or other remedy under Kentucky law.

Section 302 - Prohibited Discharges

- A. No person shall discharge or cause to be discharged, either directly or indirectly surface water, groundwater, roof runoff, subsoil drains or subsurface drainage into the sanitary sewer system.
- B. Any such connections made either before or after the effective date of these Rules and Regulations shall be considered illegal and shall be subject to immediate removal by the owner of the premises so connected in compliance with City ordinance.
- C. No person shall discharge or cause to be discharged to any natural outlet or storm sewer any sanitary sewage or other polluted waters. Effluent from privately owned individual household disposal devices shall not be discharged to storm sewers.*

*Enforcement of this regulation is the responsibility of the Northern Kentucky Health Board. Its appearance here is for informational purposes only.

- D. No person constructing a sanitary sewer or sanitary building sewer, shall leave same open, unsealed or incomplete in such fashion as to permit storm or subsurface water to enter such sewers.
- E. In the separate sanitary sewer system, no person shall discharge any substances directly into a manhole or other opening in the wastewater treatment system other than through an approved building sewer, unless otherwise approved by the City in writing.

ARTICLE 4

SEWER SERVICE CHARGE ALL USERS

Section 401 - Sewer Service Charge

A. General

1. The sewer service charge for normal strength sewage is based on the water discharged to the sewer system as measured by the public water supply meter or meters, and/or by any supplementary meter, meters or other means as hereinafter provided. The basic sewer service charge shall be determined upon the metered flow and at rates as provided by the City's fee schedule approved by ordinance of the Council.
2. When the sewer is available, it will be presumed that the sewage from the premises is discharged either directly or indirectly into the sewer and the property shall be billed for sewage service. This shall apply to all premises within the jurisdictional boundary of the City.
3. Where new sanitary sewers are constructed, all premises shall be connected to the new sewer in accordance with regulations herein set out and shall be subject to the sewer service charge as soon as connections are made to the new sewer.
4. Any customer who is found to be connected to the sanitary sewer system but has not been billed shall be billed back one (1) year from time the connection is discovered.

B. Payment for Services

1. The sanitary sewer service charge and surcharge, if any, are billed and collected by the City.
2. Payment of the sewer service charge and surcharge must be made to the City.
3. In case of failure of any user to pay for services rendered, the City may compel payment and may enjoin further use until the payment is made, or it may institute an action in any court having jurisdiction for the recovery of charges for services rendered, or the City may, by a notice in writing, notify the municipality or the person, firm, commission, or corporation which furnishes water to the user's premises, to shut off the water service to said user's premises, until such time as all delinquent charges, plus a reasonable charge for turning off and on the water service against such user, are paid in full as per City ordinance.

Section 402 - Reduced Sewer Service Charge

- A. Requests for reduction in the sewer service charge (as determined and described hereinbefore and after) will be allowed for water not entering the sewer system if measured with a special meter and approved in accordance with the procedures described hereinafter. All meters shall be installed in accordance with the standards, rules and regulations of the City.
- B. Reduction in the sewer service charge may be allowed when water that is not measured by a special meter does not enter the sewer system. A letter must be submitted clearly indicating the reason for the water not reaching the system. The City may send a representative to verify the information submitted.
- C. Requested reductions or credits to a user's sewer service charge, other than refunds for special meters, will not be less than a minimum bill per current approved rates, for the applicable billing period. Residual credit will be carried to the next billing period. No refund checks will be issued for less than five dollars (\$5.00) unless approval of the City is received.

Section 403 - Auxiliary and Special Meters

Follow appropriate water supply agency regulations.

ARTICLE 5

**WASTEWATER DISCHARGES
INDUSTRIAL/COMMERCIAL/RESIDENTIAL USERS**

PLEASE REVIEW

Sanitation District # 1

RULES & REGULATIONS

(CURRENT APPROVED COPY)

ARTICLE 6

BUILDING SEWERS: CONNECTIONS AND PERMITS

Section 601 - Connections and Permits

A. General

1. A separate and independent building sewer shall be provided for every building that is to be occupied unless otherwise approved by the City. The minimum size shall be four (4) inches for a single-family unit.
2. Only persons certified through SD 1 as sewer tappers will be allowed to connect building sewers to the sanitary sewer system. Tappers must be certified by SD 1.
3. Building sewer connections to a manhole are prohibited unless otherwise approved in writing by the City. The maximum number of building sewers that shall be connected to a manhole is two 4" laterals or one 6" lateral unless otherwise approved in writing by the City.
4. The building sewer shall be constructed of materials meeting the standards of the City and requirements of the Kentucky State Plumbing Law and Code, Rules and Regulations. It shall be laid at minimum grade of one-fourth (1/4) inch per lineal foot from the building to the public sewer.
5. Building sewers shall be constructed as part of the improvement to the right-of-way line of the premises served.
 - a. The building sewer shall be connected into the public sewer at the curb or property line, if a service connection sewer is available at this location. Where no curb or property line located service connection sewer is available; the owner of the building sewer shall extend the building sewer to the public sewer and connect to the nearest wye or tee available on the public sewer. If no wye or tee exists on the public sewer within the immediate vicinity of the frontage of the lot or tract of land that the building sewer is to serve, the owner of the building sewer shall have a wye, tee, or saddle installed on the public sewer in accordance with requirements hereinafter set forth by the City. The building sewer shall be owned and maintained by the owner of the property served by such building sewer from the point of connection to the public sewer to the building served.
 - b. "Building sewers (laterals) are private and not maintained by the City. The owner is responsible for constructing building sewers to City and SD 1 standards. The building sewer shall be laid to uniform grade and in straight alignment and at a depth to afford protection from frost. Changes in direction shall be made only with properly curved pipe and fittings".

- c. Whenever the public sewer is deep enough to serve basements, all sanitary fixtures should be connected to the public sewer by gravity. This connection should include all laundry facilities and the basement floor drain. Backwater traps are recommended for the basement floor drain when connections are made in this manner.
- d. In those instances where the public sewer is not of sufficient depth to serve the basement fixtures, the owner will be permitted to install a high level connection and pump laundry waste and the waste from the basement floor drain to the sanitary sewer by means of a sump pump.
- e. The removal of an existing sump pump shall be at the option of the owner. However, if it is to remain in service to pump sanitary sewage into the building sewer (including laundry waste and the basement floor drain), all foundation drains or other groundwater or storm water connections thereto shall be permanently disconnected there from and handled in some other manner. If it is to remain in place to pump groundwater or storm water, all sanitary connections shall be broken and sealed and the discharge from the sump pump shall be piped to a proper storm drain, natural outlet or drainage field. An abandoned drainage field or drainage well may be used for disposal of groundwater or storm water.
- f. Connections to existing public sewers where wyes or tees are not available shall be made by one of the following methods:
 - (1) Install a wye, tee, or saddle according to details shown on City Standard Detail.
 - (2) Install a wye, tee, or saddle using a Wheeler-Pilot hole cutter (tapping machine) or equivalent machine and a saddle expressly made to fit into the hole formed by the machine. The saddle shall be sealed to the sewer with an epoxy material formulated for bonding to the sewer material and the saddle. The saddle material may be a corrosion resistant material or polyester. The strength of the installed and bonded saddle shall exceed the strength of a factory-installed tee.
 - (3) Install a standard wye or tee pipe section by cutting out the sewer pipe, maintaining squared ends; inserting the standard wye or tee pipe section and sealing each joint with a rubber collar adapter. Each joint space between the existing pipe and the inserted section shall not exceed one (1) inch. The collar adapter shall be compressed to the pipe by means of two (2) stainless steel screw-takeup bands.
- g. The details and construction of all connections shall be inspected

and approved by the City or their authorized representative and by the plumbing inspector.

6. In the development of residential subdivisions with sanitary sewers, all lots shall be served by connections to the sanitary sewer system either by gravity or by means of a pump or ejector. No individual disposal devices will be permitted. In all buildings in which any building drain is too low to permit gravity flow to the sanitary sewer system, any sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
7. The owner of the premises served by a sewer shall be responsible for all maintenance, operation, cleaning, repair and reconstruction of the building sewer from the building to the point of connection with the public sewer unless the building sewer is located under a public roadway. If the building sewer is damaged under the paved roadway, the City will repair the failure up to the edge of pavement – then owner is responsible.
8. The person to whom a connection permit is issued will be held responsible for the proper installation of the building sewer in accordance with these Rules and Regulations, subject, however, to the condition that they or it holds the City harmless from any loss or damage.
9. The owner or their agent shall make application for a building sewer connection permit on a form to be obtained from the City, provided however, that no building sewer connection permit shall be issued until the applicant has provided sufficient evidence of having obtained the building construction permit for the building for which the building sewer connection permit is sought. The application for the building sewer connection permit shall be accompanied by the payment of all applicable sewer capacity connection fees (CCFs) in effect as of the date of the application as determined by the City's fee schedule. The application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the City. A separate building sewer connection permit must be obtained for each building sewer connection. No authorized person or public corporation shall uncover, make any connections with or opening into, use, alter or disturb any City sewer or appurtenances thereof without first obtaining an approved encroachment permit from the City at least three (3) working days before commencing work.
10. Flowage Fee – Any structure whose sewage flows through the City's Collection System, if located outside the City boundaries, will be subjected to a flowage fee as outlined in the current fee schedule, payable to the City.

B. Prohibited

1. No person shall install or cause to be installed, any sewer service connection, building sewer or make any service connection to any public sewer within the City without a plumbing permit secured from the State Plumbing Program Director, Kentucky Department for Natural

Resources and Environmental Protection and the construction shall conform to the requirements of the Kentucky State Plumbing Law and Code, Rules and Regulations. The construction shall also conform to the Rules and Regulations of the City as specified herein and to any other public corporation having jurisdiction and control of the public sewer to which the connection is being made or will be made. Where the connection is being made to a City sewer, a written permit must also be secured from the City.

2. No person or public corporation shall make direct connection of roof downspouts, exterior or interior foundation drains, area drains or other sources of surface runoff or groundwater directly to a public sanitary sewer.

ARTICLE 7

INDIVIDUAL PRIVATE SEWAGE DISPOSAL

Section 701 - Private Disposal *

- A. Where a public sanitary sewer is not available to a premise, the building sewer shall be connected to an individual private sewage disposal system complying with the requirements of the appropriate public authority.
- B. The owner shall, at their own expense, operate and maintain the individual private sewage disposal facility to the satisfaction of the appropriate public authority.
- C. It shall be unlawful for any individual private residential sewage disposal facility to be connected to any public sanitary, storm or combined sewer.
- D. At such time as a public sanitary sewer becomes available for use by property served by an individual private sewage disposal system, a direct connection shall be made to the public wastewater collection system by and at the expense of the owner. Any septic tanks, cesspools or similar individual private sewage disposal facility shall be abandoned to the satisfaction of the appropriate public authority.

*Enforcement of these Rules and Regulations is the responsibility of the several boards of health and their appearance here is for informational purposes only.

ARTICLE 8

POWERS AND AUTHORITY

Section 801 - Powers and Authority

- A. The City and other duly authorized City Representatives bearing proper credentials and identification shall have, at reasonable times, access to and copy any records or information pertaining to any effluent which is being monitored in accordance with the provisions of these Rules and Regulations.

- B. The City and other duly authorized City Representatives bearing proper credentials and identification shall be permitted to enter upon all properties for the purpose of effluent record inspection and/or transcribing, surveying, inspection, observation, measurement, sampling and testing of all wastewater treatment works under the management of the City, in accordance with the provisions of these Rules and Regulations.

- C. The City and other duly authorized City Representatives shall have the authority to serve notices of violations of these Rules and Regulations. The City shall be responsible for the enforcement of these Rules and Regulations and shall have authority to issue orders and impose penalties as authorized therein, assess and require payment for consequential damages, to establish limits for the discharge of toxic or objectionable substances and shall have any other powers or authority necessary and proper for the enforcement and the achievement of the goals of these Rules and Regulations.

ARTICLE 9

ENFORCEMENT

Section 901 - Enforcement

A. **General**

1. If any person or public corporation is found to be violating any provision of these Rules and Regulations, the City may:
 - a. Enforce these regulations by mandamus or otherwise;
 - b. Remove any improper construction or close any connections made improperly or in violation of these regulations;
 - c. Revoke any permit issued pursuant to these regulations;
2. The installation of any facility by any person or public corporation contrary to the provisions of these regulations shall constitute a nuisance and shall be abated by injunction upon proper application of anyone aggrieved including the City, the state board of health, or the county board of health.
3. Any person or public corporation found to be operating in violation of these regulations shall be compelled by injunction to cease and desist upon proper application by anyone aggrieved, including the City, the state board of health, or the county board of health.
4. Any person or public corporation willfully failing to comply with these Rules and Regulations shall be liable for damages caused by such failure and for the cost or renewing any construction damaged or destroyed.

B. **Enforcement Action**

Discharges of wastewater in violation of these Rules and Regulations in any manner or in violation of any order issued by the City as authorized by these Rules and Regulations is hereby declared a public nuisance. Such nuisance shall be corrected or abated as ordered by the City.

The City will determine the appropriate enforcement action to be taken in each case, based on its consideration of factors relative to the violation, including, but not limited to, the type of violation, the intensity of the violation, whether the violation was intentional or unintentional, and the history of violations for a given establishment.

1. **Administrative Enforcement** - Remedies consist of the following, but are not necessarily invoked in the order presented:

- a. **Notice of Violation (NOV)** - An official written communication from the City, mailed first class to a noncompliant user stating that the City has found the user in violation of the federal, state, and/or the City's Rules and Regulations. The NOV requires the user to evaluate and explain the cause of the violation, states actions to be taken to achieve compliance, and required steps to be taken to insure the violation will not reoccur. The NOV requires the user to return to compliance and may state conditions or requirements for achieving compliance. The NOV may also state deadlines for a response demonstrating compliance has been achieved. The NOV may be the foundation for further enforcement action.

- b. **Administrative Orders** - Enforcement documents issued by the City which directs a noncompliant establishment to undertake or to cease specific activities. They may be the first formal response to significant noncompliance and may be used as a vehicle for administrative fines.
 - (1) **Cease and Desist Orders** - Directs a noncompliant user to cease illegal or unauthorized discharges immediately or directs the termination of the discharge found to be in violation of these Rules and Regulations, or pretreatment standards, or the provisions of a wastewater discharge permit. The cease and desist order will be used in situations where the discharge could cause interference or pass through, or otherwise create an emergency situation. The City may issue an order of cease and desist directing that those persons not complying therewith shall:
 - (a) Comply forthwith
 - (b) Comply in accordance with a time schedule set forth by the City
 - (c) Take appropriate remedial or preventative action in the event of a threatened violation

 - (2) **Consent Orders** - A negotiated settlement between the City and a user found to be in noncompliance with applicable pretreatment requirements or the City's Rules and Regulations. The consent order differs from the other forms of administrative orders in that the signatures of both the City and user representative are required. The consent order may also contain a compliance schedule, General Reporting Requirement, Compliance Schedule) for meeting progress milestones dates and possibly fines or remedial actions.

- (3) **Show Cause Orders** - An order to direct the user to appear before the City, explain its noncompliance, and show cause why more severe enforcement actions against the user should not be taken. Show cause may be used in circumstances where previous enforcement actions have failed to resolve the noncompliance. This could lead to further enforcement actions.
- (4) **Supplemental Responses** - Additional enforcement responses available to the City are cleaning and repair, cost recovery, public notice, increased monitoring and reporting, short term permits, and permit termination. These responses are often used in conjunction with other responses.
- (a) **Cleaning and/or Repair Cost Recovery** - When a discharge of wastes by any user causes an obstruction of, or damage to, or any other impairment to a wastewater treatment works, a charge shall be levied by the City against said user for the cost of the work required to clean and/or repair the wastewater treatment works affected by said discharge. The City shall add such charge to the user's usual sewer service charges, surcharges and fees. These charges may be also used in the judicial remedy cost recovery procedure.
- (b) **Public Notice/Significant Noncompliance (SNC)** - The City will utilize the authority to publish on at least an annual basis, in the largest daily newspaper published in the municipality in which the City is located, a list of significant industrial users which, at any time during the previous twelve (12) months, were in significant non-compliance (SNC) with applicable pretreatment requirements. This public notification is required by the federal pretreatment regulations [40 CFR 403.8(f)(2)(vii)]. For the purpose of this provision, an industrial user is in significant noncompliance if its violation meets one or more of the following criteria:
- 1- **Chronic Violations of Wastewater Discharge Limits** - Those in which sixty-six percent (66%) or more of all the measurements taken during a six (6) month period exceed (by any magnitude) the daily maximum limit or the average limit for the same pollutant parameter.

- 2- **Technical Review Criteria (TRC) Violations** - Those in which thirty-three percent (33%) or more of all of the measurements for each pollutant parameter taken during a six (6) month period equal or exceed the product of the daily maximum limit or the average limit multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease and 1.2 for all other pollutants except pH).
- 3- Any other violation of a pretreatment effluent limit (daily maximum or longer-term average) that the City determines has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of the City personnel or the general public).
- 4- Any discharge of a pollutant that has caused imminent endangerment to human health, welfare or to the environment or has resulted in the City's exercise of its emergency authority under 40 CFR 403.8(f)(1)(vi)(B) to halt or prevent such a discharge.
- 5- Failure to meet, within ninety (90) days after the schedule date, a compliance schedule milestone contained in a local control mechanism or enforcement order for starting construction, completing construction, or attaining final compliance.
- 6- Failure to provide, within thirty (30) days after the due date, required reports such as baseline monitoring reports, ninety (90) day compliance reports, periodic self-monitoring reports; and reports of compliance with compliance schedules.
- 7- Failure to accurately report noncompliance.
- 8- Any other violation or group of violations which the City determines will adversely affect the operation or implementation of the local pretreatment program.

C. **Increased Monitoring and Reporting** - Increasing the frequency of industrial user self-monitoring and reporting to the City.

- D. **Shortened Permit Terms** - The City may revoke and reissue to shorten the permit's duration where a user is experiencing compliance problems with applicable federal and state regulations and/or the City's Rules and Regulations.
- E. **Permit Revocation** - The City may revoke a permit of a user for violations of applicable federal and state regulations and/or the City's Rules and Regulations or for the following:
1. Falsifying or not accurately reporting information or analytical wastewater data to the City.
 2. Not reporting significant changes in operation or changes in wastewater constituents and characteristics.
 3. Not providing reasonable access to user or City premises for purpose of inspection and monitoring and reasonable access to pertinent user records.
 4. Noncompliance with each and every term of the wastewater discharge permit.

The procedure for revoking a permit requires the City to send a written notice fifteen (15) days in advance of the date of a hearing by the City. The user shall have the opportunity to present evidence at the hearing. The City will notify the user in writing of the decision within fifteen (15) days after the hearing.

- F. **Right to Appeal** - If the findings, order or decision of the City made in pursuance of the provisions of these Rules and Regulations are not acceptable to any user, such user shall have the right to appeal as follows.
1. Two (2) professional engineers shall be chosen, one by the user and the other by the City, neither of whom shall be a regular employee of either principal. Such persons shall act as referees. As soon as such referees are chosen, the City shall file with them a certified copy of the complaint and the decision of the City and it shall be the duty of such referees to investigate the complaint and to agree either to affirm or reject the findings of the City and file a report with the City within a reasonable time, setting down their decision. If the referees so chosen are unable to agree, they shall choose a third professional engineer and the decision or recommendation of the majority shall be reported to the City. The decision or ruling of the Board shall be final and shall be reported to the user and to the City.
 2. The fees and expenses of the referee appointed by the user shall be paid by the user and the fees and expenses of the referee appointed by the City shall be paid by the City. The fees and expenses of the third referee shall be equally divided between the user and the City.

- G. **Judicial Enforcement Remedies** - The implementation of the judicial process to secure court ordered action to correct violations and to secure penalties for violations. Judicial administrative remedies will be sought (1)

when notices of violation or administrative orders have proven ineffective in returning the violating user to compliance; (2) when emergency situations require injunctive relief to halt or prevent discharges which threaten human health or the environment or interfere with the treatment system or; (3) to impose civil penalties and recover losses incurred due to noncompliance. All judicial administrative remedies will be sought at the discretion of the City.

1. **Injunctive Relief** - The City, through counsel, may petition for a court order of injunction to restrain or compel the activity of a noncompliant user. Injunctive relief can be used where an administrative order does not achieve compliance, or where immediate action is required to prevent a danger to human health, the treatment works or the environment. Injunctions can be temporary in nature, permanent or both.
2. **Cost Recovery** - The judicial process can be used by the City to recover the cost associated with noncompliant acts of a user. These costs may be due to actual physical damage to the treatment works or collection system, personal injury to City personnel, damage to the environment, or other related costs such as increased testing/monitoring.
3. **Civil Penalties**
 - a. Any person who violates any provision of these Rules and Regulations or any permit condition or who violates any cease and desist order, prohibition, effluent limitation, or pretreatment or toxicity standard, may be liable for a court ordered civil penalty not to exceed one thousand dollars (\$1,000.00) per violation for individuals and five thousand dollars (\$5,000.00) per violation for corporations. Each day in which a violation occurs shall be considered a separate violation. In addition to the above, the City may recover attorney fees, related court costs, and other expenses associated with the enforcement action.
 - b. Any such penalty imposed shall not be construed as liquidated damages and shall accrue in addition to any liability for any consequential damages resulting from the violation for which the penalty is imposed.
4. **Termination of Wastewater Treatment Service** - The City and/or SD 1 may revoke any wastewater discharge permit or terminate or cause to be terminated wastewater treatment system service to any premise if a violation of any provision of these Rules and Regulations (or SD 1 Rules applicable to treatment) is found to exist or if a discharge of wastewater causes or threatens to cause a condition of contamination, pollution, or nuisance as defined in City and/or SD 1 regulations." This authority to terminate sanitary sewer service includes termination of water services to eliminate flushing of prohibited and harmless waste or other discharges into the City's public sanitary sewer system.

H. **Criminal Prosecution**

1. **Falsifying Information or Data** - Any person who knowingly makes any false statements, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to these Rules and Regulations or wastewater treatment discharge permit, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under these Rules and Regulations, shall, upon conviction, be punished by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment for not more than six (6) months, or by both.
2. **Violations** - Any person who willfully or negligently violates any provision of these Rules and Regulations or any orders or permits issued hereunder shall, upon conviction, be guilty of a misdemeanor, punishable by a fine not to exceed one thousand dollars (\$250.00) per violation per day or imprisonment for not more than one (1) year or both.

ARTICLE 10

COMPLIANCE WITH OTHER STATUTES, EXISTING CODES, REGULATIONS AND STANDARDS

Section 1001 - Other Statutes, Codes, Regulations and Standards

- A. Present and prospective users of the sewage works of the City are herewith advised and warned of other existing regulations, codes, ordinances and laws governing the requirements for use and control of sewage systems and the requirements of their compliance.
- B. Users and plumbers employed by the user are required to comply with the State Plumbing Law and Code, Rules and Regulations issued by the Division of Plumbing, Department for Natural Resources and Environmental Protection.
- C. Every person and public corporation desiring to install or enter into a contract for the installation of a public, semi-public or industrial sewage system, or to make additions or alterations in such treatment or pretreatment plant or to alter or extend any such sewer shall comply with all design and construction standards and specifications of the City, all rules and regulations of the county board of health in which the facility exists or is to be constructed and comply with all codes, rules and regulations of the Kentucky Department for Natural Resources and Environmental Protection. No such installations, additions or alterations shall begin until the plans and specifications, therefore, have been submitted to and approved by the City and/or their authorized representatives.
- D. Kentucky law prohibits the installation of sanitation improvements without City approval. The significance of this legislation dictates that it be reproduced verbatim herein.

220.260 (2026g-26) Other persons not to install sanitation improvements without approval; violation is nuisance.

"No person or public corporation shall install within the City any laterals, trunk lines, interceptors for the collection or discharge of sewage or other liquid wastes, treatment or disposal works, until the plans therefore have been submitted to and approved by the Kentucky Division of Water and the state board of health. Any installation contrary to the provisions of this section shall constitute a nuisance and shall be abated by injunction upon proper application by anyone aggrieved, including the City, the state board of health and county board of health."

ARTICLE 11

SUBMITTAL PROCEDURES

Section 1101 – General

Customers planning to extend or tie new establishments or developments into the City system must first determine if the proposed system will connect to sewers owned and maintained by the City; or the system will connect to sewers owned and maintained by SD 1.

All applications shall follow the methodology outlined in the introduction in this document.

Section 1102 - Florence Wastewater Policy Statement

Customers planning to extend or tie new residential, commercial, industrial or other establishments into existing wastewater collection system infrastructure shall participate in a verification process to determine system capacity prior to receiving approval for the project. Specifically, the customer must:

- Verify the wastewater production of the specific proposed facility of development, based on both average and peak discharge rates, for the initial construction condition and the build-out of the proposed development. Target dates for the initial construction and build-out must be identified.
- Verify the existing wastewater system infrastructure, including pipes (gravity and force mains), manholes, and pump stations, have the capacity to convey the initial projected average and peak wastewater flows, as well as the projected build-out capacity.

Should the proposed facilities wastewater quantities exceed the rated capacity of the existing wastewater collection and conveyance system, the customer should have a plan developed to expand the existing infrastructure. The customer may be required in addition to existing system infrastructure improvements or as an alternative solution the installation of a dosing lift station (or equalization storage tank facility). These additional improvements shall be developed as part of the overall project.

Plans would be submitted to Florence Public Service department staff for review, and would require backup calculations and a map showing sewer point extension or tie-in, along with impacted existing wastewater collection and conveyance components. Plans would (upon local approval) be forwarded to appropriate agencies for approval.

Section 1103 – Submittal Process

A. Concept Review

The applicant shall provide a concept plan showing the proposed sewer

extension including type of establishment(s), estimated flow, and annual phasing schedule or tie-ins.

The City will review the concept plan and inform the applicant of any obvious revisions to the system and additional documentation necessary for detailed review.

The concept review is not a detailed review of plans and is not a guarantee of approval.

B. Detailed Review

The following items must be submitted to the Public Services Department for detailed review.

1. A completed Kentucky Division of Water Form S-1 "Construction Permit Application for Sewer Line Extension". This form can be obtained from the following web link:
http://www.water.ky.gov/homepage_repository/fc_fac_rev.htm
2. At least six (6) sets of detailed plans and specifications. Three (3) sets being retained by the City and at least three (3) additional sets forwarded to Division of Water.
3. A copy of a USGS 7.5 minute topographical map with the locations of the proposed sewer lines shown.
4. A check or money order made payable to "Kentucky State Treasurer" in the applicable amount outlined in the Instructions, Section IV of the KDOW Form S-1.
5. Any additional information that may be applicable to the project as outlined in Section III, Item E of the KDOW Form S-1.
6. Any additional documentation or proposed improvements necessary as per "Florence Wastewater Policy Statement"

The above listed items may be mailed or dropped off at the following address:

Florence Government Center
Public Services Department
Engineering & Inspection Services Division
8100 Ewing Boulevard
Florence, Kentucky 41042

Upon receiving the above mentioned items the City will review, process, and attach a letter from the owner of the sewer system (Florence) as specified in Section III, Item E-5. of the KDOW Form S-1.

The complete application packet will then be forwarded to the Division of Water, Facilities Construction Branch within ten (10) business days, assuming all items are in order.

As the City is not the owner of the WWTP, a separate letter must be obtained from the WWTP owner, SD 1. Please contact SD 1 for the necessary procedures in obtaining this letter.

Sanitation District No. 1
1045 Eaton Drive
Ft. Wright, KY 41017
859/578-7450

ARTICLE 12

GREASE CONTROL PROGRAM

SECTION 1201 GENERAL

All restaurants and other commercial users with food service facilities within the City are required to install and maintain a grease trap. All restaurants and other commercial users with food service facilities within the City are required to install and maintain a grease trap to prevent blockages or other flow restrictions within the City's sanitary sewer system.

SECTION 1202 RESTAURANTS AND OTHER COMMERCIAL USERS

- A. The City may periodically inspect a grease trap to determine if the trap is of adequate size and working properly.
- B. All grease traps must be serviced yearly and a record kept on file and available at the premise for inspections.
- C. The City reserves the right to require cleaning or additional pretreatment if the trap is of inadequate size or not working properly.
- D. The City requires that any new restaurant construction within its boundaries submit a detailed drawing of the grease trap.