

HOW TO PLOT A PROPERTY SERVICE CONNECTION AND COMPLETE AN INLET SHEET FOR A LATERAL EXTENSION OR CAPITAL PROJECT

The property service connection (PSC) process starts with contractor or MSD inspector gathering and recording field data stating the location of the property service connections laid. This data is written on the "PROPERTY SERVICE CONNECTION INLET SHEET" form. (See attached form). The contractor will furnish the data for the lateral extension (LE) projects and the MSD inspector will monitor and gather data for capital projects.

The heading of the form should be completed. The information relates to the project and it is important to have contact names when questions arise.

The columns the contractor / MSD inspector will be responsible for are Tee Sewer Station or distance from MH, Sewer Station @ P/L or Dis. from MH@ P/L, size, side, depth @ end, length, tax block / lot no., house no., street name, adjusted MH Sta. closest to the connection, MH number, connection location distance and direction from MH, and remarks.

The developer's engineer or MSD's consultant will be responsible for plotting the connections and completing the form. They would fill out tax block / lot no. if applicable when no address is available; address, if it is available; street name; description of manhole; distance and direction from PL; location on lot; and remarks, if necessary.

The descriptions of these items are:

- Tee Sewer Station or distance from MH - This is the "T" lines on the form. This measurement can be given in stations or feet from the manhole in order to plot the PSC. The tee is the point where the PSC intersects with the sewer. When the connection is a tee, the connection will be a 90 degree angle from the sewer.
- Sewer Station @ P/L or Dis. from MH@ P/L - This is the "P/L" lines on the form. This calculation can be given in stations or feet from the manhole in order to plot the PSC. This station will be the same as the tee sewer station if the PSC is perpendicular to the sewer. When the PSC was laid using a wye, under most circumstances, the PSC will be at a 45 degree angle from the sewer. This PSC location is determined by connecting the tee sewer station point and the sewer station point with using the length of the PSC as being definitive that it is placed correctly. In order to determine the property line point, the sewer station or distance is measured along the sewer with a perpendicular line drawn from the sewer to the property line. This point will be connected to the point on the sewer (tee sewer station), thus creating the PSC.
- Size - The size of the PSC.
- Side - The side of the sewer the PSC falls on, either right or left, looking upstream.
- Depth @ end - This is the depth of the PSC where MSD's responsibility stops. The depth is to be shown in feet and decimals of a foot to the nearest tenth, such as 7.5' rather than 7'6".
- Length - This length is to be the length of PSC laid that MSD will maintain. MSD's responsibility stops at the right-of-way line, property line or easement line. If the contractor laid additional pipe, this should be noted in the remarks column as "MSD maintains 30'" and "contractor laid 45'". Customer Service will give the 30' and 45' lengths the first time the plumber calls in; however, after the initial call from then on the length will be the 30' that MSD maintains. MSD crews cannot maintain the PSC on private property.

- Tax block / lot no. - This is only necessary if no address is given. On LE projects, most addresses have not been assigned; therefore, this column can be used for the lot number in the subdivision.
- House no. - For capital projects it is mandatory that either this column or the tax block / lot no. be completed. On LE projects, house numbers may not have been assigned and must be left blank. If you have a corner lot with 2 addresses, show the second address in the remarks column.
- Street names - If a street name is available, it must be filled in and can be dittoed on the form.
- Adjusted MH Sta. closest to the connection - The contractor will write the station of the manhole in this section. If it has been adjusted or moved from the original plans, this should be noted.
- M.H. Number - The number that was stamped on by the contractor.
- Description of location of MH - It is required to describe the location of the MH in order for a plumber to easily locate it. It is necessary to state the position on the lot. You are required to give both the even and odd addresses when describing the location of the MH., intersecting streets, or whatever means necessary to assist the plumber. Some examples are: front / 4135 & 4136 Brown St.; side / at the intersection Black and Brown Streets; rear / in easement 5120 Blue St.; or end of cul-de-sac.
- Connection Location Distance & Direction From MH - This is the “M.H.” lines on the form. This is the distance from the manhole to the PSC with an east - west - north - south direction. The distance from the manhole can only be used when the connection is a perpendicular (tee) connection. This distance is best when field derived rather than measured on the plan. In the wye situation, please note a wye in this column, thereby stating that no location from manhole is to be given.
- Distance and direction from PL - This is the “P/L” lines on the right side of the form. The location of the point where the PSC is hitting the property line, easement line, or right-of-way is measured along the property line to the corner of the property line with a direction. An example is 25’ N or S PL. You will always be north of south / south of north or east of west / west of east. It is not recommended to use southeast or northwest but rather north, east, south, west. It is necessary to fill out the property line dimensions for cul-de-sac connections. Using a length and a direction from the MH is not sufficient for the plumber to find this location. At the present time, all connections require the property line measurements.
- Location on Lot - By using initials as shown at the bottom of inlet sheet, you can add the PSC location in relation to the lot / property. This will describe if the PSC is a f - front, s - side, r - rear, and e - in easement.
- Remarks - is to be used for any additional information such as but not limited to “MSD maintains 30’”, “contractor laid 45’”, capacity charge due, etc..