

APPLICATION INSTRUCTIONS

The following information must be provided in order to properly file your application:

The property owner of record shall file this application. If the application is filed by someone other than the property owner, a letter signed by the property owner designating such person(s) shall accompany the application or documentation provided that establishes the basis that another person is authorized to act on the behalf of the property owner. [Note: A person selling property on a contract is the legal property owner and shall be listed as the property owner.]

Category	Instruction
1. DATE OF APPLICATION:	Place the current date that the application is filed.
2. SCRSD DATE OF RECEIPT:	Leave Blank – Office Use Only.
3. PROPERTY OWNER DATA: Last Name/First Name/Middle Telephone No.: Cell phone:	State the Property Owner/Co-Owner Last, First Name, Middle Initial. State the Property Owner/Co-Owner’s Home Numbers. State the Property Owner/Co-Owner’s Cell Numbers
4. SERVICE ADDRESS:	State the address for the location that sewer service is provided
6. BILLING ADDRESS:	State the address information of where the billing and related information is to be sent.
7. OWNER ADDRESS:	State the Land Owners Permanent address information, if different from above.
8. OCCUPANCY TYPE:	State the true type of use that describes the property (mark one only). Multiple uses may require a separate application for each occupancy.
9. LEGAL DESCRIPTION:	State the legal description as shown on the Auditor’s Record. This may be found on your tax statement or by calling the County Auditor.
10. PARCEL NO.:	State the Auditors map parcel number as shown on the Auditors Record. The map number is an eighteen digit number found below the legal description (i.e. 00-00-00-000-000.000-000).
11. CONNECTION CREDIT:	Answer Yes or No. Credits apply only to agreements that previously exist with the SCRSD. Identify the Source of the Credit and supply documentation establishing the right to use or maintain such credits.
12. FEES:	<u>Deposit/Inspection/Connection fees, if applicable, are due prior to the issuance of construction permits.</u> Deposit: As-Built deposit required for Commercial, Industrial, & Developments as determined by the SCRSD. Connection Fee: All new services require a connection fee. Credits may apply as shown in Part 11 above. Inspection Fee: All new services require an inspection fee (\$50 min). Commercial/Industrial and Subdivision are direct to owner at costs.

13. OFFICE USE ONLY-FEES: Leave Blank - For Office Use Only.
14. SIGNATURE: The property owner/co-owner shall sign and date to application.

ALL CHECKS FOR FEES AND DEPOSITS SHALL BE MADE TO THE ORDER OF THE:

South Central Regional Sewer District

ALL OF THE SECTIONS REFERENCED ABOVE NEED TO BE COMPLETED AS DESCRIBED TO COMPLETE THE APPLICATION. SHOULD THERE BE ANY QUESTION, PLEASE CONTACT THE:

SCRSD - South Central Regional Sewer District

P.O. Box 362
Bloomington, IN 47402-0362
(812) 334-8871

SCRSD – SUMMARY OF SELECTED ARTICLES

APPLICATION REQUIREMENTS: All Applications and any changes to an account must be filed by the property owner or his authorized representative. The Property Owner is responsible for all information and changes to an account. (See “TRANSFER OR CHANGES TO ACCOUNTS” below).

DEPOSIT STATUS: A deposit is not required unless the account is or becomes delinquent with the SCRSD. An account is considered in delinquent with the District if it is in arrears for ninety (90) days or longer. The deposit is refundable if the account is current when closed.

PAYMENTS: Payments must be posted at the District’s Depository on or before the 25th day of each month. Payments posted after this date are considered delinquent and will incur a 10% penalty. ALL PAYMENTS MUST BE ACCOMPANIED BY THE BILLING STUB OR ACCOUNT NUMBER otherwise the payment will not be accepted and returned. The posting date at the Depository is the legal date of receipt. Problems associated with delivery by the U.S. Mail should be directed to the local Postmaster serving your area. Payments may be made by U.S. Mail, electronic banking, or in person at any United Commerce Bank.

SCRSD Lake Monroe Division	SCRSD Briarwood Division	SCRSD Stinesville Division	SCRSD Van Buren Division
The Pointe Area, Harrodsburg	P.O. Box 117 Dept. 17	P.O. Box 177 Dept 18	P.O. Box 177 Dept 16
P.O. Box 117 Dept. 14	Evansville, IN 47701	Evansville, IN 47701	Evansville, IN 47701
Evansville, IN 47701			

BILLING/METER READING PERIODS: The sewerage bill is based on the water usage as reported by the local water company. The water company typically reads the meters on or near the 12th day of each month. This usage for the period is billed on the 1st day of the following month. [i.e. Meter Reading on June 12 for the period of May 13 to June 12, to be billed on July 1 with payment due by July 25.]

TRANSFER OR CHANGES TO ACCOUNTS: Changes in the assignment of an account are made until the 12th day of each month with the final bill for the account sent on the first business day of the following month. At this time the DISTRICT DOES NOT PRORATE BILLS, the party of record at the start of 12th day of each month will be billed for the entire period. Any interim adjustments of the bills or prorating of bills remains the responsibility of the parties involved in the transaction.

MINIMUM BILLING: The minimum billing rate is defined by ordinance and will vary. The rates are established by studies and are a direct relationship of the costs incurred by the District. The District must maintain rates that provide sufficient revenues to cover on-going costs and an adequate reserve to cover contingencies. No profits are generated by the District. The District does not maintain inactive service locations. All accounts must pay a minimum bill according to District Ordinance.

WATER LINE BREAKS AND LEAKAGE: Adjustments to accounts may be made if a break or leak meets the following requirements:

1. The water did not enter the sewer directly or indirectly; and,
2. The customer provides a statement to that effect; and,
3. The customer provides a repair bill or statement from an acceptable third party such as an association or maintenance group that a break or leak occurred; and
4. Provide the dates the event occurred.
5. The District may inspect the source of the problem and matters related to the claim.

SECONDARY WATER USAGE: Secondary meters may be available for the measurement of water usage that does not enter the sewerage works either directly or indirectly. Contact the District’s manager for an application.

DISTRICT MANAGER: Questions or problems should be directed to:
 SCRSD UTILITY MANAGER (812) 334-8871 (Office)
 P.O. BOX 362 (812) 349-0180 (Emergency Only)
 BLOOMINGTON, IN 47402

(OFFICE HOURS: MONDAY THRU FRIDAY, 8:00 AM TO 5:00 PM)

INFORMATION TO BE PROVIDED WITH APPLICATIONS

In order to present a request for connection to the South Central Regional Sewer District sanitary sewer, please provide the following information and file the necessary applications.

1. State what type of use is intended for the property.
2. General site location map (1"=2000')
3. Provide site mapping at a scale of not less than 1" = 100' of the proposed development.
4. At a minimum the plan should contain the following information:
 - a. North arrow and scale.
 - b. Date of all revisions.
 - c. Location of all existing utilities, structures, roads, and other pertinent information in relationship to the proposed site.
 - d. Proposed location of sewage structures, facilities, lines, and the point of connection to the system.
5. General description of the proposed development.
6. General description of any possible phasing of the development.
7. Identification of anticipated future improvements.
8. Estimate of the anticipated wastewater flow to be generated including supporting data.
9. Proposed schedule of construction activities and projected completion dates.

APPENDIX “A”
Applicable Fees, Charges, and Deposits

Permits

a.	Sewer Main Construction Permit	\$ 50.00 first EDU* \$ 10.00 each EDU thereafter (Max. \$ 3,000.00)
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Connection Fees

a.	Lake Monroe Division	
i.	Commercial	\$ 3,000.00 (min.)**
ii.	Residential	
	(a) 1500 sq. ft. or more	\$ 2,800.00
	(b) less than 1499 sq. ft.	\$ 2,500.00
iii.	Apartment or hotel room	\$ 2,500.00
iv.	Recreational Vehicle	\$ 800.00
b.	Stinesville Division	
i.	Commercial	\$ 3,000.00 (min.)**
ii.	Residential	
	(a) 1500 sq. ft. or more	\$ 2,800.00
	(b) 950 to 1499 sq. ft.	\$ 2,500.00
iii.	Apartment or hotel room	\$ 2,500.00
iv.	Recreational Vehicle	\$ 800.00
c.	Briarwood Division	
i.	Connection Fee	\$ 3,000.00 (min)**
ii.	Residential	
	(a) 1500 sq. ft. or more	\$ 2,800.00
	(b) Less than 1499 sq. ft.	\$ 2,500.00
iii.	Apartment or hotel room	\$ 2,500.00
iv.	Recreational Vehicle	\$ 800.00
d.	Van Buren/Bryn Mawr *** (See Below)	
i.	Commercial	\$ 3,000.00 (min.)**
ii.	Residential	\$ 2,000.00
e.	North Park Division	
i.	Commercial	\$ 3,000.00 (min.)**
iii.	Residential	
	(a) 1500 sq. ft. or more	\$ 2,800.00
	(b) less than 1499 sq. ft.	\$ 2,500.00
iii.	Apartment or hotel room	\$ 2,500.00
iv.	Recreational Vehicle	\$ 800.00

Deposits

a.	As-Built Plans and Documents	\$ 1,000.00 + 100.00 per EDU
b.	Secondary Meter	\$ 75.00

***EDU – Equivalent Dwelling Unit**

****Note: Commercial and Industrial fee based on projected usage.**

*****Van Buren Division is charged the current City of Bloomington Connection Charge as part of the connection fee. The Bryn Mawr connection fee to the City of Bloomington has been paid.**

APPENDIX "B"
Monthly Charges

Monthly Charges

Lake Monroe:

- a. 0 to 5,000 gal. \$ 37.20 (minimum charge) per 1000 gals.
- b. over 5,000 gal. \$ 5.45 per 1000 gals.
- c. Unmetered (other) \$ Established by SCRSD

Stinesville Division:

- a. 0 to 2,000 gal. \$27.24 (Minimum charge)
- b. More than 2000 gal. \$ 10.75 per 1,000 gal.
- c. Unmetered usage (residential) \$ 38.00 per month
- d. Unmetered (other) \$ Established by SCRSD

Briarwood Division:

- a. Unmetered Usage \$ 52.80 per Month

Van Buren Division/Bryn Mawr:

- a. 0 to 2,000 gal. \$62.00 (Minimum charge)
- b. More than 2,000 gal. \$ 7.76 per 1,000 gal.

North Park Division:

- a. 0 to 2,000 gal. \$63.80 (Minimum charge)
- b. More than 2,000 gal. \$ 10.45 per 1,000 gal.

Plus

- c. Meter Charge
 - 5/8" & 3/4" meter \$ 8.36
 - 1" meter \$ 18.23
 - 1 1/2" meter \$ 39.19
 - 2" meter \$ 67.03
 - 3" meter \$150.16
 - 4" meter \$262.30
 - 6" meter \$591.47