Availability and Capacity Analysis Guidelines

SANITARY SEWER

Litchfield Water Pollution Control Authority

**PURPOSE**

The Litchfield Water Pollution Control Authority (“LWPCA”) requires that an Availability and Capacity (AC) Analysis be completed prior to connecting or modifying a sewer connection through LWPCA’s Utility Service Department. An owner and/or developer may be required by their lender or another entity to obtain a letter from LWPCA stating whether there is, or is not, wastewater collection available (adjacent) to the proposed development/redevelopment/change-in-use at the site and if such services are of sufficient capacity for the planned development. The intent of the availability and capacity analysis process is to research the capability of the existing LWPCA wastewater collection and treatment system (including any pumping stations and downstream Water Pollution Control Facility) to meet the discharge rates and volumes for the proposed residential dwellings of three or more units or commercial/industrial buildings. Residential properties of 1-2 units are exempt from the AC process.

**AVAILABILITY AND CAPACITY (AC) PROCESS SUMMARY**

1. A *formal written request (hard copy)* for an availability and capacity analysis is made to the Litchfield Public Works, 101 Russell St, Litchfield, Connecticut 06759. or wpca@townoflitchfield.org, This request must include:
	* Location of the proposed development, including a street address and a location map.
	* Payment of the current Administrative Review Fee (See published rate at https://www.townoflitchfield.org/entities/sewer-department) by check made payable to LWPCA or through available online payment system. *Please do not submit checks separately from the hard copy request and without reference to the invoice or project/development name.*
	* Detailed technical information as described below in the “Required Detailed Information” section.
2. LWPCA staff will review the submitted information to determine if the LWPCA’s current infrastructure can accommodate the planned wastewater flow rates. LWPCA staff may request additional information as applicable to the particular development and design.
3. The LWPCA will provide a written response if there is, or is not, sufficient availability and capacity for the planned development to convey and treat wastewater from the referenced project, as detailed by the owner and/or developer.
4. Litchfield Public Works analysis does not focus on the technical adequacy of the design; such a review is conducted during the Developer’s Permit-Agreement process or connection permitting process by the Litchfield Public Works Department, as applicable.
5. Due to the age of the LWPCA infrastructure in some areas, additional investigation of the condition of the sanitary sewer mains may be required prior to finalizing the AC. The location or condition of the sewer main may necessitate installation to an alternate nearby LWPCA main. This additional investigation may include CCTV for sewers and structural analysis of manhole and sewers. Investigations and/or analysis requiring expense by the LWPCA will be paid by the owner/developer prior to proceeding with such activity.
6. Following the review of the required information, LWPCA will provide to the owner/requester with an AC letter (via email and regular mail) of LWPCA’s determination on availability and capacity of the LWPCA system(s), with copies to the other appropriate municipal departments (i.e. Planning and Zoning, Development Services, etc.).
7. Once the AC approval is obtained, the Owner/Developer may then proceed to the Litchfield Public Works Department to apply for a sewer connection permit.

**REQUIRED DETAILED INFORMATION**

# Sanitary Sewer Service

# *The below requirements shall be adhered to by the Engineer when submitting the AC review request:*

1. Drawings – provide 24 x 36-inch sheets of:
	1. Existing survey (including lot lines/owner names/addresses)
	2. Utility Plan (no contours)
	3. Grading Plan (with contours)
2. Estimated water usage and wastewater flow rates calculated per *DPH design flow guidelines*, with average volume per day (gpd) and peak flow (gpm). **Flow shall not be calculated using fixture counts (CT Plumbing Code maximums)**.
3. The type of dwelling units planned for the development (single-family, townhome, multi-unit, etc.), or type of commercial or industrial facility (office, retail, restaurant, hotel, manufacturing, etc.), including lot size and proposed lawn coverage, if irrigation is planned.
4. For residential developments, the number of one-bedroom, two-bedroom, three-bedroom, etc. units planned for the development so that the volume of use per day (gpd) may be calculated per State of Connecticut Department of Public Health (DPH) guidelines. The Engineer is required to provide calculations for LWPCA review.
5. For commercial and industrial facilities, the size (square feet per use) and type of the proposed commercial or industrial facilities; specifically, the number of restrooms planned (office and retail), the number of seats (restaurant), the number of rooms (hotel), the number of beds (medical facility), the number of employees, etc.
6. Other water uses and sources of wastewater within the planned development, such as community buildings (kitchen facilities, rest rooms and/or locker rooms, etc.), swimming pool; HVAC equipment cleaning/blow down or fill cycles; intermittent but high instantaneous high flow processes (tank fill, tank draining, or other); or other facilities.
7. Condensation, roof drains/leaders, footing and/or underdrains (subsoil drainage/groundwater) and stormwaters shall not flow to the sanitary sewer main.
	1. If development is required to discharge flue condensate or any groundwater to the sanitary sewer, the developer shall have the discharge reviewed and approved by CT DEEP. The LWPCA will review the discharge and metering of flows with applicable fees/rates for this discharge.