

Duluth/North Shore Sanitary District Service Status Change Policy

This Policy of the Duluth North Shore Sanitary District (DNSSD) addresses the following: 1) when the status of service DNSSD provides to a parcel may change; 2) what types of service status exist and 3) the process for requesting a change in service status.

Status of services are:

1. Active
2. Inactive (Discontinuation of Service)
3. Abandon System

Definitions of the above are in the attached chart.

The Board, in its discretion will determine whether a change of service status is appropriate after considering the below.

Active to Inactive : Property Owner Request

Property owner will complete a "DNSSD CHANGE OF SERVICE REQUEST/PERMIT" and pay the required fees.

When the Permit request is submitted the property owner will be advised of the following:

1. They are responsible for all cost associated with the discontinuation of service and reactivation of service in the future if requested.
2. The yearly debt service fee will remain applicable.
3. No user fees will be charged after service is discontinued.
4. A property will not be changed to Inactive to accommodate seasonal use.
5. Unpaid costs and fees will be assessed against parcel with property taxes.
6. The assessment will remain on the property.
7. The DNSSD easement will remain on the property.
8. EDU will remain with property.
9. No actions to discontinue service will be taken until permission to begin work is given by the DNSSD Superintendent.
10. The grinder basin, control box and all equipment installed is owned by DNSSD.
11. The grinder basin will remain on the property.
12. The DNSSD Superintendent will determine what, if any, other equipment will remain on the property.
13. If service to the property is reactivated, the property owner will not be charged for the cost to purchase equipment that was removed from the property by DNSSD at the time service was discontinued.

Active to Inactive: Property Abandoned By Owner

The DNSSD Board may order service to be discontinued to a parcel (change status from Active to Inactive) after considering the following:

1. Property appears to be abandoned (over grown brush and falling down buildings).
2. No payments made by owner for utility services in past 2 (two) years.
3. No flow from station in past 1 (one) year.
4. Tax payment status.
5. Parcel tax forfeiture status or termination of city or government utilities.

The property owner on record will be notified in accordance with Minnesota law that DNSSD is discontinuing service to the property and changing status to Inactive.

Property owner on record will be advised by letter and posting of the following:

1. They are responsible for all cost associated with the discontinuation of service and reactivation of services in the future if requested.
2. The yearly debt service fee will remain applicable.
3. No user fees will be charged after service is discontinued.
4. That unpaid costs and fees will be assessed against parcel with property taxes.
5. The assessment will remain on the property.
6. The DNSSD easement will remain on the property.
7. EDU will remain with property.
8. The grinder basin, control box and all equipment installed is owned by DNSSD.
9. The grinder basin will remain on the property.
10. The DNSSD Superintendent will determine what, if any, other equipment will remain on the property.
11. If service to the property is reactivated, the property owner will not be charged for the cost to purchase equipment that was removed from the property by DNSSD at the time service was discontinued.

Active/Inactive to Abandon System: Property Owner Request

Property owner will complete a "DNSSD CHANGE OF SERVICE REQUEST/PERMIT" and pay the required fees, including the application fee of \$350.

When the Permit request is submitted the property owner will be advised of the following:

1. They are responsible for all costs associated with the abandonment of the system, including line disconnection and capping of the line, capping of the grinder basin, pumping of the grinder basin tank, removal of all sewage related equipment and documentation costs.

2. The property owner will not be required to remove the grinder basin unless necessary for operational purposes (as determined by the Board and Superintendent) or unless requested by the property owner. The property owner will pay all costs associated with any removal of the grinder basin.
3. If service is requested in the future, the property owner must comply with the procedures outlined in District ordinances and below under a request to change from Abandoned to Active.
4. The debt service fee will be charged for the year service was abandoned. The debt service fee will not be charged in future years unless service is reactivated.
5. No user fees will be charged after system is abandoned.
6. That unpaid costs and fees will be assessed against parcel with property taxes.
7. The assessment will remain on the property.
8. The DNSSD easement will remain with property.
9. The Board and Superintendent will determine whether the EDU will remain assigned to the property.
10. No actions to abandon service will be taken until permission to begin work is given by the DNSSD Superintendent.
11. Control box and all equipment in the grinder basin are owned by DNSSD and will be removed before grinder basin is crushed according to DNSSD procedures.

Inactive to Active: Property Owner Request

Property owner will complete a "DNSSD CHANGE OF SERVICE REQUEST/PERMIT" and pay the required fees.

When the Permit request is submitted the property owner will be advised of the following:

1. They are responsible for all costs associated with the reactivation of service.
2. The debt service fee will remain applicable.
3. User fees will be charged starting with the month water is introduced to the system.
4. No actions to reactivate service will be taken until permission to begin work is given by the DNSSD Superintendent.

Abandoned to Active: Property Owner Request

1. Owner of record will complete a DNSSD "Application for Sewer Connection Permit" and will pay all required application fees. No Connection Fee or "Residential HOOK-UP FEE" will be required. The property owner will pay all costs associated with the new connection, including a reactivation fee equal to the current year debt service fee which, in the sole discretion of the Board, may be in addition to the usual and customary debt service fee, the cost to purchase and install all necessary equipment, and any documentation and professional fees.

Adopted: November 16, 2010.

Amended: January 15, 2013.

Connection Status Definitions for Database

Status	Definition	EDU/CAF	Easement	Assessment	Debt Service User Fees
Abandoned	User not discharging and all District equipment removed except grinder basin, and: --No City water or well serving the property; or --No interior plumbing to accommodate sewage disposal; or --No building on the property (or building has been razed or moved offsite).	Charged unless removed by Board	Yes	Yes	None
Active	User discharging to System, and: --Sewage ejection system is fully functional and utilized; --City water or private well is servicing the property; --A serviced structure is on the property.	Charged	Yes	Yes	Both
At Issue	Any kind of question or temporary problem with parcel.				
Inactive	User not discharging to System, but grinder basin, piping and other equipment remain on property, and: --Sewage ejection system can be fully functional, but has been turned off and not in service; --Valves and pump control power	Charged	Yes	Yes	Debt Service Fee

	have been turned off by NTS; --City water or private well has been removed or turned off; --Sewage ejection equipment may be removed.				
NOSHO- No Equip	No Equipment	Not Charged	Yes	Yes	None
Pending	Connection request submitted awaiting connection	Charged at time of connection	Before connection	None, Included in Connection fee	1. Debt Service fee for year request was submitted 2. User fee when water is put to system
Property	1. Vacant 2. Uninhabitable Structure	None	None	None	None

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