

**APPENDIX #1**

**CITY OF CARLINVILLE**

**APPLICATION FOR WATER SYSTEM SERVICE CONNECTION**  
**(Section 38-3-2)**

The undersigned, representing himself as owner of the property located at \_\_\_\_\_, hereby makes application for connection to the Water System of the City for said property, and in consideration of the furnishing of said service covenants and agrees as follows:

1. I agree to abide by all rules and regulations as specified in and by the ordinances of the City now in effect or enacted and passed from time to time providing for the regulation of service furnished by the City, it is further acknowledged and agreed that the undersigned, his heirs, executors, administrators, successors and assigns shall pay all charges for connection fees and water usage which shall become due as the result of the connecting of the water mains and the furnishing of water service to the above property, and that all such charges and fees for water service rendered to the property, together with penalties, if any, and the costs of collection are to be considered and become a charge against the property, the lien so created to be enforced in accordance with the ordinances of the City.
2. All bills for the aforesaid charges are payable on or before the due date following the receipt of said bill and if not paid, are subject to a **fifteen percent (15%)** penalty.
3. Each and all of the agreements and covenants herein contained shall run with the real estate above described whose present owner is signatory to this application.
4. I understand that after making this application, I am to await installation permit and instructions therewith.
5. SERVICE CONNECTION FEE: \$ \_\_\_\_\_ is enclosed herewith, payable to the City.
6. Permission is hereby granted to the City and its authorized representatives at any reasonable time to enter the premises of the applicant and any portion thereof for the purposes of inspecting all connections appurtenant to the Water System.

**CONNECTION MUST BE INSPECTED BEFORE BACKFILLING:**

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

(STREET NUMBER AND NAME OF STREET)

\_\_\_\_\_

(CITY, STATE AND ZIP CODE)

\_\_\_\_\_

(TELEPHONE NUMBER) (DATE)

Do not fill in the spaces to the right if the information is the same as the applicant above.

MAIL BILLS TO:

( \_\_\_\_\_ )  
 ( \_\_\_\_\_ )  
 (NAME)  
 ( \_\_\_\_\_ )  
 (STREET NUMBER AND NAME OF STREET)  
 ( \_\_\_\_\_ )  
 (CITY, STATE AND ZIP CODE)

**APPENDIX #2**

**CITY OF CARLINVILLE**

**UTILITY MAIN EXTENSION CONTRACT**  
**(Section 38-3-61)**

**AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
by and between the Utility System of the **City of Carlinville, Illinois**, hereinafter called the  
"Utility Department" and \_\_\_\_\_, hereinafter called  
the "Depositor".

**FIRST:** That the Utility Department contracts and agrees to have installed by  
contract in accordance with its rules, utility mains as shown on the plat  
thereof, and the specifications are attached hereto and made a part  
hereof.

**SECOND:** Bids having been taken and the lowest responsible bid having been in the  
amount of \$ \_\_\_\_\_, the Depositor agrees to deposit  
and does deposit herewith the cost thereof.

- (A) The lowest responsible bid \$ \_\_\_\_\_.
- (B) Engineering and Inspection Charge \$ \_\_\_\_\_.
- (C) TOTAL: \$ \_\_\_\_\_.

**THIRD:** Final costs to be adjusted up or down according to completed job cost.

**FOURTH:** The ownership of the utility mains laid herein shall be at all times in the  
Utility Department, its successors and assigns.

**FIFTH:** This Agreement shall be valid and binding on the Utility Department only  
when signed by the Mayor and Clerk.

**SIXTH:** This Agreement shall be binding upon the heirs, executors, administrators,  
successors or assigns of the respective parties.

**EXECUTED** in duplicate by the parties hereto on the date first above written.

**UTILITY DEPARTMENT  
CITY OF CARLINVILLE**

**BY:** \_\_\_\_\_  
**PUBLIC WORKS DIRECTOR**

**ATTEST:**  
\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**DEPOSITOR**

**WITNESSES:**  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX #3**

**CITY OF CARLINVILLE**

**PRIVATE WASTE DISPOSAL APPLICATION**  
**(SEPTIC TANK ETC.)**  
**(Section 38-4-11)**

The undersigned, being the \_\_\_\_\_ of the property  
(owner, owner's agent)  
located at \_\_\_\_\_ does hereby request a permit to install  
(Number) (Street)  
sanitary sewage disposal facilities to serve the \_\_\_\_\_ at the location.  
(residence, commercial building, etc.)

1. The proposed facilities include: \_\_\_\_\_ to be constructed in complete accordance with the plans and specifications attached hereunto as **Exhibit "A"**.
2. The area of the property is [\_\_\_\_\_] square feet or [\_\_\_\_\_] square meters.
3. The name and address of the person or firm who will perform the work is \_\_\_\_\_
4. The maximum number of persons to be served by the proposed facilities is \_\_\_\_\_
5. The location and nature of all sources of private or public water supply within **two hundred (200) feet [60.96 meters]** of any boundary of said property are shown on the plat attached hereunto as **Exhibit "B"**.

**IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, THE UNDERSIGNED AGREES:**

1. To furnish any additional information relating to the proposed work that shall be requested by the City.
2. To accept and abide by all provisions of the **Revised Code** and of all other pertinent codes or ordinances that may be adopted in the future.
3. To operate and maintain the wastewater disposal facilities covered by this application in a sanitary manner at all times, in compliance with all requirements of the City and at no expense to the City.
4. To notify the City **at least twenty-four (24) hours** to commencement of the work proposed, and again **at least twenty-four (24) hours** prior to the covering of any underground portions of the installation.

DATE: \_\_\_\_\_, 20\_\_\_\_ SIGNED: \_\_\_\_\_  
(APPLICANT)

\_\_\_\_\_  
(ADDRESS OF APPLICANT)

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**(CERTIFICATION BY CLERK)**

\$ \_\_\_\_\_ (Inspection Fee Paid) DATE: \_\_\_\_\_, 20\_\_\_\_

\$ \_\_\_\_\_ (Connection Fee Paid) SIGNED: \_\_\_\_\_  
(CLERK)

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**(APPLICATION APPROVED AND PERMIT ISSUED)**

DATE: \_\_\_\_\_, 20\_\_\_\_ SIGNED: \_\_\_\_\_  
(PUBLIC WORKS DIRECTOR OR SUPERINTENDENT)

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**APPENDIX #4**

**CITY OF CARLINVILLE**

**RESIDENTIAL OR COMMERCIAL BUILDING SEWER APPLICATION**  
**(Section 38-4-23)**

The undersigned, being the \_\_\_\_\_ of the  
(owner, owner's agent)  
property located at \_\_\_\_\_ does hereby request a permit to install and  
(Number) (Street)  
connect a building sewer to serve the \_\_\_\_\_ at said location.  
(residence, commercial building, etc.)

1. The following indicated fixtures will be connected to the proposed building sewer:

| <b><u>NUMBER</u></b> | <b><u>FIXTURE</u></b> | <b><u>NUMBER</u></b> | <b><u>FIXTURE</u></b> |
|----------------------|-----------------------|----------------------|-----------------------|
| _____                | Kitchen Sinks         | _____                | Water Closets         |
| _____                | Lavatories            | _____                | Bathtubs              |
| _____                | Laundry Tubs          | _____                | Showers               |
| _____                | Urinals               | _____                | Garbage Grinders      |

Specify Other Fixtures: \_\_\_\_\_

- 2. The maximum number of persons who will use the above fixtures is \_\_\_\_\_.
- 3. The name and address of the person or firm who will perform the proposed work is \_\_\_\_\_
- 4. Plans and specifications for the proposed building sewer are attached hereunto as **Exhibit "A"**.

**IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, THE UNDERSIGNED AGREES:**

- 1. To accept and abide by all provisions of the **Revised Code**, and of all other pertinent ordinances and codes that may be adopted in the future.
- 2. To maintain the building sewer at no expense to the City.
- 3. To notify the City when the building sewer is ready for inspection and connection to the public sewer, but before any portion of the work is covered.

DATE: \_\_\_\_\_, 20\_\_\_\_ SIGNED: \_\_\_\_\_  
(APPLICANT)

\_\_\_\_\_  
(ADDRESS OF APPLICANT)

**(CERTIFICATION BY CLERK)**

\$ \_\_\_\_\_ (Inspection Fee Paid) DATE: \_\_\_\_\_, 20\_\_\_\_  
\$ \_\_\_\_\_ (Connection Fee Paid) SIGNED: \_\_\_\_\_  
(CLERK)

**(APPLICATION APPROVED AND PERMIT ISSUED)**

DATE: \_\_\_\_\_, 20\_\_\_\_ SIGNED: \_\_\_\_\_  
(PUBLIC WORKS DIRECTOR OR SUPERINTENDENT)

**APPENDIX #4**

**CITY OF CARLINVILLE**

**INDUSTRIAL SEWER CONNECTION APPLICATION**  
**(Section 38-4-23)**

The undersigned, being the \_\_\_\_\_ of the  
\_\_\_\_\_ (owner, owner's agent)  
property located at \_\_\_\_\_ does hereby request a permit to \_\_\_\_\_  
\_\_\_\_\_ (Number) \_\_\_\_\_ (Street) \_\_\_\_\_ (install, use)  
an industrial sewer connection serving the \_\_\_\_\_. which company is engaged in  
\_\_\_\_\_ at said location.

1. A plan of the property showing accurately all sewers and drains now existing is attached hereunto as **Exhibit "A"**.
2. Plans and specifications covering any work proposed to be performed under this permit is attached hereunto as **Exhibit "B"**.
3. A complete schedule of all process waters and industrial wastes produced or expected to be produced at said property, including a description of the character of each waste, the daily volume and maximum rates of discharge and representative analyses is attached hereunto as **Exhibit "C"**.
4. The name and address of the person or firm who will perform the work covered by this permit is \_\_\_\_\_

**IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, THE UNDERSIGNED AGREES:**

1. To furnish any additional information relating to the installation or use of the industrial sewer for which this permit is sought as may be requested by the City.
2. To accept and abide by all provisions of the **Revised Code**, and of all other pertinent ordinances or codes that may be adopted in the future.
3. To operate and maintain a control manhole and any waste pretreatment facilities, as may be required as a condition of the acceptance into the public sewer of the industrial wastes involved in an efficient manner at all times, and at no expense to the City.
4. To cooperate at all times with the City and its representative(s) in their inspecting, sampling, and study of the industrial wastes, and any facilities provided for pretreatment.
5. To notify the City immediately in the event of any accident, negligence, or other occurrence that occasions discharge to the public sewers of any wastes or process waters not covered by this permit.

DATE: \_\_\_\_\_, 20\_\_\_\_ SIGNED: \_\_\_\_\_  
(APPLICANT)

\_\_\_\_\_  
(ADDRESS OF APPLICANT)

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**(CERTIFICATION BY CLERK)**

\$ \_\_\_\_\_ (Inspection Fee Paid) DATE: \_\_\_\_\_, 20\_\_\_\_

\$ \_\_\_\_\_ (Connection Fee Paid) SIGNED: \_\_\_\_\_  
(CLERK)

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**(APPLICATION APPROVED AND PERMIT ISSUED)**

DATE: \_\_\_\_\_, 20\_\_\_\_ SIGNED: \_\_\_\_\_  
(PUBLIC WORKS DIRECTOR OR SUPERINTENDENT)

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**APPENDIX #4**

**CITY OF CARLINVILLE**

**APPLICATION FOR SANITARY SEWER SERVICE CONNECTION**  
**(Section 38-4-23)**

The undersigned, representing himself as owner of the property located at \_\_\_\_\_, hereby makes application for Sanitary Sewerage Service for said property, and in consideration of the furnishing of said service covenants and agrees as follows:

1. I agree to abide by all rules and regulations as specified in and by the ordinances of the City now in effect or ordinances enacted and passed from time to time providing for the regulation of the sanitary sewer system or specifying fees and rates to be charged for connection and sanitary sewer service furnished by the City. It is further acknowledged and agreed that the undersigned, his heirs, executors, administrators, successors and assigns shall pay all charges for connection fees and sewer usage which shall become due as the result of the connecting of the sewerage mains and the furnishing of sanitary sewerage service to the above property, and that all such charges and fees for sanitary sewerage service rendered to the property, together with penalties, if any, and the costs of collection are to be considered and become a charge against the property, the lien so created to be enforced in accordance with the ordinances of the City.
2. All bills for the aforesaid charges are payable on or before the due date following the receipt of said bill and if not paid, are subject to a **fifteen percent (15%)** penalty.
3. Each and all of the agreements and covenants herein contained shall run with the real estate above described whose present owner is signatory to this application.
4. I understand that after making this application, I am to await installation permit and instructions therewith.
5. SERVICE CONNECTION FEE: \$ \_\_\_\_\_ is enclosed herewith, payable to the City.
6. Permission is hereby granted to the City and its authorized representatives at any reasonable time to enter the premises of the applicant and any portion thereof for the purposes of inspecting all connections appurtenant to the sewerage outlets, pipes and mains.

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

\_\_\_\_\_  
(STREET NUMBER AND NAME OF STREET)

\_\_\_\_\_  
(OWNER'S SIGNATURE, IF NOT APPLICANT)

\_\_\_\_\_  
(CITY, STATE AND ZIP CODE)

\_\_\_\_\_

\_\_\_\_\_  
(TELEPHONE NUMBER) (DATE)

Do not fill in the spaces to the right if the information is the same as the applicant above.

MAIL BILLS TO:

( \_\_\_\_\_  
( \_\_\_\_\_  
(NAME)  
( \_\_\_\_\_  
(STREET NUMBER AND NAME OF STREET)  
( \_\_\_\_\_  
( \_\_\_\_\_  
(CITY, STATE AND ZIP CODE)

**APPENDIX #4**  
**CITY OF CARLINVILLE**  
**R E C E I P T**

Receipt is hereby acknowledged of the executed Application for Sanitary Sewer Service Connection from the person and for the property indicated below.

This receipt does not authorize service connection is made, inspection and approval of the customer service line by an authorized representative of the City is required, and approval of such connection and issuance of a Certificate of Inspection and Approval and Permit is conditioned upon compliance with all the Ordinances, Codes, Rules and Regulations of the **City**.

**NOTE:**

1. In the event the location of the sewer service connection is unknown, the Superintendent is to be contacted.
2. This office is to be notified the day before the work is to be done so that inspection may be arranged in accordance with specifications furnished. For example, if you desire inspection on Tuesday, contact us on Monday. If you desire inspection on Monday, contact us on Friday, etc.
3. If the sewer line is deep enough to drain your basement, if you have one, then the wastes from the basement as well as the other floor(s) of the property must go into the sanitary sewers. Downspout and surface drainage are prohibited inasmuch as this is not a storm sewer system.

**WARNING!** In order to coordinate our inspections, we must be advised a day in advance before the work is done. The inspection must be made before the trench is backfilled. If trench is backfilled before the inspection is made, it will have to be reopened to permit inspection.

NO. \_\_\_\_\_

**CITY OF CARLINVILLE  
COUNTY OF MACOUPIN**

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

\_\_\_\_\_

**APPENDIX #5**

**CITY OF CARLINVILLE**

**CERTIFICATE OF INSPECTION, APPROVAL AND PERMIT**  
**(Section 38-4-66)**

**IT IS HEREBY CERTIFIED THAT** inspection has been made of the individually-owned sewer mains and sanitary service connection for the property described below, and said installation is hereby approved as in compliance with the Specifications, Rules and Regulations established by the Revised Code (Ch. 38) of this Municipality.

Permission is hereby granted to complete the construction of said individually-owned sewer main to the City Sanitary Sewerage System and to utilize the same for waste disposal in compliance at all times, with the Revised Code of this City.

NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF CONNECTION:

- \_\_\_\_\_ Single-Family Residence
- \_\_\_\_\_ Multiple dwelling or trailer court
- \_\_\_\_\_ Commercial
- \_\_\_\_\_ Industrial
- \_\_\_\_\_ Institutional
- \_\_\_\_\_ Governmental

INSTALLATION BY: \_\_\_\_\_

THE SERVICE IS IN OPERATION AS OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

**CITY OF CARLINVILLE**  
**COUNTY OF MACOUPIN**

**SIGNED:** \_\_\_\_\_



**APPENDIX #6**

**CITY OF CARLINVILLE**

**UTILITY SHUTOFF HEARING NOTICE**  
**(Section 38-2-1(H))**

This notice is being sent to you pursuant to the provisions of **SECTION 38-2-1(H) OF THE REVISED CODE OF ORDINANCES** as adopted by the corporate authorities.

CUSTOMER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOTAL AMOUNT OF BILL:   \$ \_\_\_\_\_ WATER

                                  \$ \_\_\_\_\_ SEWER

                                  \$ \_\_\_\_\_ OTHER

SUB-TOTAL:   \$ \_\_\_\_\_

PENALTY:     \$ \_\_\_\_\_

TOTAL DUE:   \$ \_\_\_\_\_

DATE OF HEARING \_\_\_\_\_

TIME OF HEARING \_\_\_\_\_

LOCATION OF HEARING \_\_\_\_\_

PHONE: \_\_\_\_\_

If the consumer/customer fails to appear at the hearing, the applicable utility services shall be **terminated** [shut off] without further proceedings.

If payment for the charges and fees is received prior to the date of the hearing, you may disregard this hearing notice.

The Mayor and City Clerk, or their designated representative(s), shall preside at the hearing.

\_\_\_\_\_  
**CITY CLERK**

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

**NOTE:     After services have been shut off there will be a reconnection fee of \$ \_\_\_\_\_.**

**APPENDIX #7**

**CITY OF CARLINVILLE**

**OBJECTIONABLE MATERIAL EFFLUENT LIMITS**  
**(Section 38-4-53)**

| <b><u>Waste or Chemical</u></b>                        | <b><u>Concentration mg/l</u></b> |
|--|----------------------------------|
| Boron  | 1.0                              |
| Chromium (Hexavalent)                                  | 5.0                              |
| Chromium (Trivalent)                                   | 10.0                             |
| Copper   | 3.0                              |
| Cyanide  | 0.005                            |
| Iron   | 15.0                             |
| Lead   | 0.1                              |
| Mercury or its compounds                               | 0.005                            |
| Nickel   | 3.0                              |
| Oil & Grease, etc. (carbon tetrachloride extraction)   | 100.0                            |
| Temperature not over 150° F. (65° C.)                  |                                  |
| Acid iron pickling waste or concentrated plating waste | Zero                             |
| Free acids and alkalis pH                              | Between 5.5 and 9.5              |
| Zinc   | 2.0                              |
| Cadmium  | 2.0                              |
| Chlorine Demand  | 30.0                             |
| Phenols  | 0.5                              |