

1. **SUBJECT:** PDC FAILURE AND SUBSEQUENT HAZARD IN THE CITY R.O.W.

2. **DEFINITION:**

A “private drain connection” (PDC) is that part of a private sewer system which connects private property to a municipal sewer system and includes the following: the tee or trap into the municipal sewer, the entire lateral from the municipal sewer to 3 feet (1.0 metres) inside the building including the cleanout tee fitting, riser and cap/cast iron cover or sampling manhole with cast iron frame and cover, does not include storm drainage or storm connections.

3. **DRAWINGS (RELATED):**

AS-313 – Private Drain Details (Single)

AS-318 – Wye Connection

4. **BEST PRACTICE:**


1. Cave-in in the City’s ROW is identified by Maintenance.
2. Investigation is undertaken by City, Enwin – Water, and locates are undertaken to try to determine source of cave-in.
3. If the PDC is the suspected issue, the Maintenance Supervisor will attempt to inform homeowner of the issue and an e-mail is sent to Right-of-Way Supervisor for repair and replacement estimates by the City PDC replacement contractors, and preparation of the Potential Private Sewer Connection Problem letter.
4. Potential Private Sewer Connection Problem letter is delivered to the property owner via Registered Mail.
5. Property owner must contact Right-of Way Supervisor within 10 business days to discuss repair or replacement options and carry out the required repairs.
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  - a) If the property owner does not contact Right-of-Way Supervisor within 10 business days, the Research Analyst Coordinator is notified via email and an order is issued by Administrative Inspectors to the property owner under Section 5.1 of by-law 25-2010 to investigate and make any required repairs.
  - b) If remedial action is not undertaken by the property owner by the compliance date of the order, the investigation and required remedial work will be undertaken by the City’s hired contractor. The hired contractor for this work will obtain the necessary permits and the contractor’s invoice will be then paid by the Research Analyst Coordinator who will then place the charges on the property the connection services tax roll through the Finance Department.

**5. RELATED BEST PRACTICE:**

BP1.3.3.

**6. RELATED CITY STANDARDS:**

- S-1 – Sewers
- S-3 – Excavation and Backfill
- S-4 – Selected Granular Base Courses
- S-5 – Concrete Curbs and Combined Curbs and Gutters
- S-6 – Concrete Sidewalk and Driveway Approaches
- S-7 – Concrete Heavy Duty Pavement, Concrete Base, Concrete Residential Pavement and Alley Pavements
- S-9 – Concrete
- S-10 – Hot Mix, Hot Laid Asphaltic Concrete
- S-12 – Dense Graded Thin Bituminous Hot Mix Surfacing
- S-14 – Sodding
- S-15 – Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method
- S-24 – Unshrinkable Backfill
- S-25 – Clearing Blocked Sewer Connections
- S-29 – Utility Cut Restoration
- S-32 – CCTV Sewer Inspections
- S-34 – Topsoil
- S-35 – Private Drain Connections
- S-36 – Preservation of Trees

  
\_\_\_\_\_  
City Engineer or Designate  
Attachment

  
\_\_\_\_\_  
Date

**Template - Potential Private Sewer Connection Problem Letter**

Date: \_\_\_\_\_

Dear Property Owner(s)

Re: Potential Private Sewer Connection Problem at \_\_\_\_\_

A deficiency has occurred within the City's right-of-way which may have been caused by the failure of your private sewer connection. A private sewer connection is the responsibility of the property owner to maintain. By-law 4921 defines a private sewer connection as:

**"Private Sewer Connection** – is that part of a private sewer system which connects private property to a municipal sewer system and includes the following, the tee or tap into the municipal sewer, the entire lateral from the municipal sewer to 3 feet (1.0 metres) inside the building including the cleanout tee fitting, riser and cap/cast iron cover or sampling manhole with cast iron frame and cover; does not include storm drainage or storm connections."

In order to rectify the deficiency within the City's right-of-way, an estimate to investigate and possibly repair your private sewer connection has been prepared. The estimated cost for the repair is \$\_\_\_\_\_.

An estimate for the complete replacement of your private connection was also requested in order to compare with the repair estimate. The complete replacement costs would include a new private sewer connection from the municipal sewer to the building that is services and would include applicable cleanouts as required by the Public Works Department and the Ontario Building Code. The estimated cost for the complete replacement is \$\_\_\_\_\_.

It is recognized by the City this is an unanticipated cost. Further options and possible eligibility for a rebate to you by the City can be discussed in detail by contacting the Right-of-Way supervisor, Mr. Adam Pillon at 519-255-6257 extension 6612.

Failure to contact the Right-of-Way Supervisor or designate within \_\_\_\_\_ business days will result in only the investigation and necessary repairs being undertaken. If it's determined that the cause of the infrastructure deficiency is the failure of your private sewer connection, the costs of the investigation and subsequent repair will be invoiced to the property as per By-law 25-2010.

Should the investigation determine that the issue causing the deficient infrastructure is not your private sewer connection, the City of Windsor will be responsible for the associated costs of the investigation and required repairs to the infrastructure.

Regards,

Adam Pillon  
Right-of-Way Supervisor

AP/ti