



MAIL FORM WITH CHECK FOR \$100
PAYABLE TO THE "City of Allen", TO:

CITY OF ALLEN
ATTN: COMMUNITY SERVICES
305 CENTURY PARKWAY
ALLEN, TX 75013

AUTHORIZATION FOR INSTALLATION OF TWO WAY CLEAN OUT AND RELEASE OF LIABILITY

DATE

TO WHOM IT MAY CONCERN:

This is my authorization to the City of Allen to install a two-way clean out at my residence located at _____, for the fee of \$100.00 (One Hundred Dollars) and do hereby accept full responsibility for this obligation.

By undertaking this service (i.e. cleaning sewer lateral and/or installing a two-way clean out), Homeowner hereby releases and discharges the City of Allen, its agents, servants and/or employees from any and all known and unknown damages of every nature and kind which might occur as a result of the rendition of services described above. I have received and read a copy of the City of Allen Clean Out Installation Policy.

NAME (Signature)

NAME (Print)

ADDRESS

NOTE: After hours, call 214-509-4530 and during regular business hours, call 214-509-4510.

This authorization will be kept on file by the City of Allen Public Works Department. After the fee has been received by the City, the installation will be scheduled at the earliest convenience.

**SEWER CLEAN OUT INSTALLATION
POLICY**

SEWER SYSTEM MAINTENANCE

THE PROBLEM OF SEWER STOPPAGE IS A ROUTINE DAY TO DAY OCCURRENCE WHICH WE ENCOUNTER WHILE PROVIDING SEWAGE COLLECTION SERVICE TO THE CITIZENS OF OUR COMMUNITY. THE REASONS FOR THESE STOPPAGES ARE MANY AND VARIED AND THE RESPONSIBILITY FOR MAINTENANCE IS QUESTIONABLE IN MANY INSTANCES. THEREFORE THE CITY COUNCIL HAS DETERMINED THAT THE PUBLIC WORKS DEPARTMENT CAN, WITH THE HOMEOWNERS AUTHORIZATION, INSTALL A TWO-WAY CLEAN OUT AT OR NEAR THE PROPERTY LINE FOR MAINTENANCE OF THE SECTION OF LINE BETWEEN THE CLEAN OUT AND THE MAIN. THE ESTABLISHED FEE MUST BE PAID IN ADVANCE BEFORE ANY WORK WILL BE PERFORMED BY THE CITY. ONCE THE TWO-WAY CLEAN OUT HAS BEEN INSTALLED, THE CITY MAINTENANCE CREW WILL MAINTAIN THE SECTION OF LINE BETWEEN THE CLEAN OUT AND THE MAIN AT NO COST TO THE HOMEOWNER OR PROPERTY OWNER. CITY MAINTENANCE CREWS WILL ALSO ATTEMPT TO REMOVE ANY STOPPAGE BETWEEN THE CLEAN OUT AND BUILDING WHILE THERE TO CHECK STOPPAGE. HOWEVER, THE RESPONSIBILITY FOR MAINTAINING THE LINE BETWEEN THE BUILDING AND THE CLEAN OUT IS THAT OF THE HOMEOWNER OR PROPERTY OWNER. SHOULD CITY MAINTENANCE CREWS BE ABLE TO REMOVE A STOPPAGE BETWEEN THE CLEAN OUT AND BUILDING THERE WILL BE NO CHARGE, HOWEVER, IF THE CITY MAINTENANCE CREWS CANNOT REMOVE A STOPPAGE IN THIS AREA, THE HOMEOWNER OR PROPERTY OWNER MUST CONTACT A PLUMBER, A CONTRACTOR. OR PERFORM THIS SERVICE THEMSELVES AND THE CITY ASSUMES NO LIABILITY.

IN CASE OF A STOPPAGE IN THE SEWER LINES AND THE CITY IS CALLED TO CHECK THE STOPPAGE, PROCEDURES WILL BE AS FOLLOWS:

- A. CITY MAINTENANCE CREWS WILL CHECK THE MAINLINE FOR STOPPAGE AND REMOVE ANY STOPPAGE IN THE MAIN.**
- B. IF THE CITY MAINTENANCE CREWS HAVE PREVIOUSLY INSTALLED A TWO-WAY CLEAN OUT AT THIS LOCATION THEY WILL CHECK THE SECTION BETWEEN THE CLEAN OUT AND THE MAIN AND REMOVE ANY STOPPAGE.**
- C. IF THE HOMEOWNER OR PROPERTY OWNER WANTS A TWO-WAY CLEAN OUT INSTALLED AT THIS TIME AND THE REQUIRED FEE HAS BEEN PAID, THE PROCEDURE WILL BE:**
 - 1. THE MINIMUM CHARGE TO INSTALL A TWO-WAY CLEAN OUT WILL BE \$100.00 AND SHALL BE PAID FOR PRIOR TO INSTALLATION. AN AUTHORIZATION TO INSTALL A TWO-WAY CLEAN OUT MUST BE SIGNED AND ON FILE PRIOR TO INSTALLATION.**
 - 2. INSTALLATION WILL BE SCHEDULED AT THE EARLIEST CONVENIENCE.**
 - 3. TO ATTEMPT TO PROVIDE TEMPORARY RELIEF, CITY MAINTENANCE CREWS WILL RUN A TAPE THROUGH AN EXISTING CLEAN OUT OR OPENING IN LINE.**
 - 4. IF NO CLEAN OUT EXISTS AND THERE IS NO OPENING IN THE LINE, OCCUPANT WILL BE ADVISED THE CITY MAINTENANCE CREWS CANNOT REMOVE THE STOPPAGE AND THEY MUST MAKE ARRANGEMENTS TO HAVE STOPPAGE REMOVED.**

NOTE: UNDER NO CONDITION ARE CITY MAINTENANCE CREWS BEING OBLIGATED OR RESPONSIBLE TO DO ANY WORK ON PRIVATE PROPERTY TO RELIEVE A STOPPAGE WHICH OCCURS ON PRIVATE PROPERTY.

AFTER HOURS CALL 214-509-4530 AND DURING HOURS 8:00 AM TO 5:00 PM CALL 214-509-4510