



NEW YORK CITY DEPARTMENT OF DESIGN + CONSTRUCTION

Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SUBJECT: SEWER CONNECTION ASSESSMENTS

SCOP..... 05 -008G

CATEGORY..... : RECORD KEEPING
Subcategory : ASSESSMENTS

Keywords HOUSE CONNECTIONS,
ASSESSMENTS

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 2

APPROVED:

[Signature]
Assistant Commissioner - Richard Zetterlund, P.E.

Issue Date..... : November 16, 2005

When new sewer house connections are installed from the mainline sewer to the curb in front of properties that previously did not have sewer service, the property owner must be assessed for the cost of this curb connection. Assessments are to be calculated on the attached form and signed-off by the Resident Engineer within one month of the sewer receiving approval for connections. The completed Sewer Assessment forms are to be submitted by the Resident Engineer to the Engineer-In-Charge who reviews and approves the assessments and forward them to the Borough Assessment Coordinator. The Borough Assessment Coordinator must enter the approved assessments into the Department of Finance (DOF) system within one month from receiving them.

Once Sewer Assessments are entered, they are not to be revised without the Borough Director's approval. If an entry or math error is made, the person who made the error must write a memo to the Borough Director noting the error, and requesting approval to make a correction to the assessment. Once the Borough Director's written approval is received, the Assessment Coordinator is to prepare a letter to DOF for the Director's signature requesting that DOF make necessary correction.

If a property owner disputes the sewer assessment charges, they must write a letter to the DDC listing the reason that they are disputing the charges. The project staff is to review the property owner's letter and write a memo to the Borough Director recommending what adjustments, if any, should be made to the property owner's assessment. The Borough Director must review and make a final determination regarding the property owner's request. A letter stating the Borough Director's final determination must be sent to the property owner within one month of the receipt of the property owner's letter. Based on the Borough Director's determination, the Assessment Coordinator is to prepare a letter to DOF for the Director's signature requesting that DOF make the necessary adjustment.

Attachments: Sewer Connection Assessment Form

