

# **APPENDIX D**

**S.T.E.P. SEWER SYSTEM**  
**Connection Permit Process**

City of Lacey  
420 College Street SE  
Lacey, WA 98503

- Step 1. Complete, sign and date the Application form, the Easement form, the Bill of Sale, and the Power of Attorney if required. Turn all forms into the City and pay the required fees.
- Step 2. **The City must approve the tank location** prior to the tank being set in the ground. A preconstruction meeting must be held prior to any work being done.
- Step 3. **A 48 hour notice is required** prior to any STEP inspection or testing process. All appurtenances must be pretested before scheduling any STEP inspection or testing process.
- Step 4. The Homeowners Information Sheet from the STEP application packet must be left in the house.
- Step 5. A reinspection fee will be charged for repeated inspections due to failed tests.

One User Information Manual shall accompany each separate application.

After Installation

- 1. The property owner must maintain access to the septic tank and controls at all times for City maintenance purposes. The tank riser lid may not be covered or buried although the owner may place a bird bath, potted plant or other yard decoration on the riser lid, as long as it can be readily removed for repair or maintenance.
- 2. The plumbing from the home to the interceptor tank is the responsibility of the property owner. The City will service and maintain all equipment excepting that which is mentioned above after the warranty period of one year has expired.
- 3. The City of Lacey maintenance department should be contacted at 491-5644 if any problems with the system are encountered.
- 4. The City of Lacey maintenance department should be contacted at 491-5644 if the high water alarm and light are activated. The water usage should also be immediately curtailed. From the time the high water alarm is activated, there is approximately a 1 day storage capacity in the septic tank.

**APPLICATION  
S.T.E.P Sewer System**

*APPLICANT TO COMPLETE SHADED PORTIONS ONLY*

Subdivision: _____	Lot #: _____	Div. #: _____
Service Address: _____		
Billing Name: _____	Phone: _____	
Billing Address (if different): _____		
City: _____	ZIP: _____	
Email Address: _____		
Builder/Contractor: _____	Phone: _____	
Contractor's License #: _____		

ATTACH SKETCH. Note: A sketch of the proposed installation **must accompany the application**. See the installation instruction for an example. A **preconstruction meeting must be held** with the City Inspector prior to construction.

Is project connected to City water?  Yes  No If no, connection fees must be calculated and collected prior to connecting to the sewer line. In addition, a Service Application needs to be created to trigger monthly billing.

The following fees are required at time of installation:

	RATE	TOTAL	RECEIPT	COMMENTS
Side Sewer Permit				
Sewer Latecomers				
LOTT Reserve Capacity				
Lacey General Facility				
Plan Check Fee				
Inspection Fee				
Front Footage				
Right of Way Access Permit				
<b>TOTAL FEES</b> » » » » » » » » » »				
» »				

Power of Attorney for annexation required. ( ) No ( ) Yes If yes, date submitted \_\_\_\_\_

I have read the S.T.E.P inspection and testing process as described in the S.T.E.P. application attached and understand that if I have any questions, I am to contact City of Lacey Public Works Inspection at 491-5600.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**General Notes:**

Two inspection visits will be allowed for testing.

Follow-up inspections due to failed tests or lack of coordination between the plumbing and/or the electrical contractors shall be billed per each extra inspection.

Water meter will not be set until after Final Inspection of STEP system is completed.

Notify City a minimum 48 hours in advance at 491-5600 that installation is being made.

Verify Electrical Permit prior to installing tank and controls.

Pretest tank, piping and electrical prior to calling for inspection.

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## S.T.E.P. SEWER SYSTEM Inspection Checklist

Service Address \_\_\_\_\_  
 Lot \_\_\_\_\_ Division \_\_\_\_\_

✓	Description	Date	Comments	Initials
	Tank manufacturer Number			
	Factory leakage test			
	On-site leakage test			
	Tank warranty			
	Date manufactured ( )			
	Inspect tank prior to backfill			
	Inspect piping prior to backfill			
	Inspect service @ property prior to backfill			
	Sewer warning tape and tracer wire			
	Electrical warning tape			
	Verify pump assembly ½ H.P.			
	Pressure test from tank to service			
	Inlet tee installed			
	Copy of electrical inspection by L & I		Permit #	
	Electrical inspection by City		Permit #	
	Pump operation			
	Test high level and alarm			
	Test on/off ball			
	Check control box height 4'-5' to center			
	MAN, ON, OFF switch works			
	Test redundant off and alarm			
	Verify 20 amp branch circuit			
	Initial amper reading			
	Waterproof splicing in splice box			
	Adequate conductor length in splice box			
	Color coding in panel is correct			
	As builts completed			
	Easements completed			
	Bill of Sale completed			
	POA completed			

**NOTES:**

Leakage test to 2 inches above base of tank riser - 2 hours (Maximum loss = 1 gallon. One gallon is 232.6 cubic inches or about .5 inch depth in 24 inch riser.)

Pressure test at 150 pounds for 15 minutes.

All electrical work shall be to NEC standards. Control box shall be located within three feet of the meter base or City approved location.

All underground wiring shall be a minimum #14 stranded wire, color coded, in schedule 40 conduit, a minimum 18 inches deep, with warning tape in trench above conduit.

ww/devapd06

# BUILDING AND S.T.E.P. SITE PLAN

Service Address \_\_\_\_\_

Indicate the following information: Label existing or proposed. Draw to scale using 1"=10' or 1"=20'.

- North Arrow
- Scale
- Property Boundary Lines
- Driveway Location
- Fronting Street & Street Name
- Existing Easements
- Water Meter & Water Line Location
- Building Foundations, Elevation (Spot Tick or Contour) & Distance To Lot Lines
- Proposed Septic Tank Location
- Proposed Control Box Location
- Arrows Showing Direction of Slope

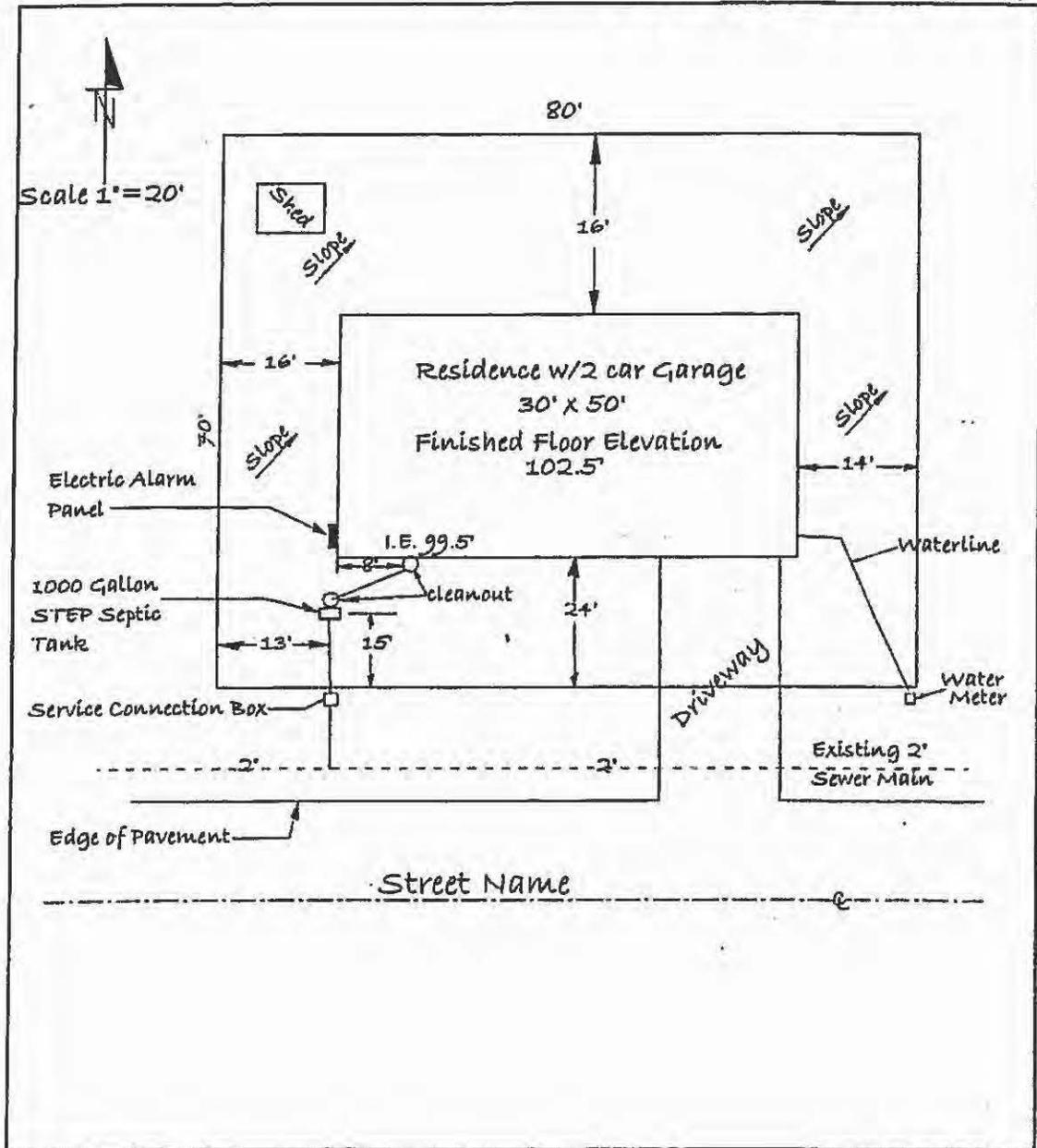

STEPAPP.DWG

# BUILDING AND S.T.E.P. SITE PLAN

Service Address \_\_\_\_\_ SAMPLE

Indicate the following information: Label existing or proposed. Draw to scale using 1"=10' or 1"=20'.

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> North Arrow             | <input checked="" type="checkbox"/> Fronting Street & Street Name     | <input checked="" type="checkbox"/> Building Foundations, Elevation (Spot Tick or Contour) & Distance To Lot Lines |
| <input checked="" type="checkbox"/> Scale                   | <input checked="" type="checkbox"/> Existing Easements                | <input checked="" type="checkbox"/> Proposed Septic Tank Location  |
| <input checked="" type="checkbox"/> Property Boundary Lines | <input checked="" type="checkbox"/> Water Meter & Water Line Location | <input checked="" type="checkbox"/> Proposed Control Box Location  |
| <input checked="" type="checkbox"/> Driveway Location       |   | <input checked="" type="checkbox"/> Arrows Showing Direction of Slope  |



STEPAPP SAMPLE.DWG

After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** STEP Sewer Easement (Individual Form)

**Grantor(s)** (Last name first, then first name and initials):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5.  Additional name(s) on page \_\_\_\_\_ of document

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ (E or W), W.M.

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_



GIVEN under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State  
State of Washington, residing at \_\_\_\_\_

\_\_\_\_\_  
My commission expires: \_\_\_\_\_

Accepted by the City of Lacey, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_  
Director of Public Works

STATE OF WASHINGTON        )  
  ) ss  
COUNTY OF THURSTON        )

On this day and year above, personally appeared before me, \_\_\_\_\_, to me known to be the Public Works Director of City of Lacey, a Municipal Corporation, who executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he/she is authorized to execute the said instrument.

GIVEN under my hand seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State  
State of Washington, residing at \_\_\_\_\_

\_\_\_\_\_  
My commission expires: \_\_\_\_\_

After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** STEP Sewer System Easement (Corporate Form)

**Grantor(s)** (Last name first, then first name and initials):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

5.  Additional name(s) on page \_\_\_\_\_ of document

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_\_ - \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ (E or W), W.M.

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_

**S.T.E.P. SEWER SYSTEM EASEMENT**

(corporate form)

THIS INDENTURE, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between

\_\_\_\_\_  
(CORPORATE NAME) , hereinafter called Grantor, and the CITY OF LACEY, a Municipal Corporation, hereinafter called Grantee,

WITNESSETH:

For good and valuable consideration receipt of which is hereby acknowledged, the Grantor hereby grants and conveys to the Grantee, its successors and assigns a perpetual easement for operation, maintenance and repair of septic tanks, pump chambers, pressure sewer connection lines and pump electrical services, over, under, upon and through that certain real property situate and being in the County of Thurston, State of Washington, more particularly described as follows, to-wit:

(Insert Legal Description)

The width of the easement herein reserved shall be five feet each side of pipe and electrical lines as constructed. The width of the tank easement shall extend five feet beyond the edges of the tank. The Grantor waives any claim against the Grantee for damages to landscaping or other improvements located within the easement area.

The owner shall maintain and is responsible for the house lateral connecting the tank to the house plumbing and inlet to the tank chamber.

The permanent rights herein granted to the Grantee shall continue in force until such time as the Grantee, its successors or assigns, shall permanently abandon the same and upon such removal or abandonment, all rights hereby granted shall terminate.

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officers and its corporate seal (if any) to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(CORPORATE NAME)

BY \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
(Signature)

ITS \_\_\_\_\_  
(Title)

ITS \_\_\_\_\_  
(Title)

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF THURSTON )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ (NAME(S)) to me known to be the \_\_\_\_\_ (TITLE(S)) of \_\_\_\_\_ (CORPORATE NAME) and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she/they is/are authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.

WITNESS my hand and official seal the day and year first above-written.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State  
State of Washington, residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

Accepted by the City of Lacey, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Director of Public Works

ww/devapd02

After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** STEP System Bill of Sale (Individual Form)

**Grantor(s)** (Last name first, then first name and initials):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5.

Additional name(s) on page

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_ - \_\_\_\_, T \_\_\_\_ N, R \_\_\_\_ (E or W),  
W.M.

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_



After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** STEP System Bill of Sale (Corporate Form)

**Grantor(s)** (Last name first, then first name and initials):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Additional name(s) on page

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_ - \_\_\_\_, T \_\_\_\_ N, R \_\_\_\_ (E or W),  
W.M.

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_



SPECIAL POWER OF ATTORNEY  
FOR ANNEXATION

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned,

\_\_\_\_\_

herein referred to as the “Developers”, in consideration of the CITY OF LACEY granting to the Developers the right to connect to the CITY OF LACEY’S sewerage and water facilities required to serve \_\_\_\_\_

\_\_\_\_\_

the legal description of which is attached hereto and incorporated herein by reference, do hereby:

Grant and convey to the LACEY PUBLIC WORKS DIRECTOR or his successor in interest or designee;

A special power of attorney to exercise any and all rights said Developers, their heirs or assigns and any successors in interest to said Developers, including any purchasers, mortgage holders, lien holders or other persons who may claim an interest in said property hereinafter referred to as “successors in interest” to accomplish the following:

1. To petition to the City of Lacey for annexation of any and all of the lots or other property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ which petition shall conform to the provisions of Paragraph 2 herein.

2. To accomplish all steps necessary or proper for the annexation under the laws of the State of Washington, Thurston County and the City of Lacey for annexation of the property

\_\_\_\_\_  
\_\_\_\_\_ to the City of Lacey with a zoning consistent with the development and an assumption of no more than a fair share of the City’s indebtedness.

3. To sign any and all letters, petitions and other documents necessary to accomplish said annexation on behalf of the Developers or any successors in interest as defined above.

This power of attorney is granted in consideration of the City providing the above-described access to sewerage and water facilities and shall be a power coupled with an interest which may not be terminated except at such time as the project is no longer served by the sewerage facilities through the CITY OF LACEY or the CITY OF LACEY’S water facilities.

This power of attorney touches and concerns the real property \_\_\_\_\_

\_\_\_\_\_ and so long as the development is served by sewerage facilities through the CITY OF LACEY or the CITY OF LACEY'S water facilities, shall bind the land and shall run with the land binding all who derive an interest herein.

This power of attorney shall be recorded in the Thurston County Auditor's Office and shall be referenced on any deed or other instruments conveying any interest in.

Dated \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

STATE OF WASHINGTON    )  
  ) ss.  
County of Thurston        )

This is to certify that on \_\_\_\_\_, 20\_\_\_\_\_ before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared

to me known to be the person(s) described in and who executed the foregoing Special Power of Attorney, and acknowledged to me that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above-written.

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at  
\_\_\_\_\_

ww/devapd05

## **STEP SYSTEM PLAT EASEMENT PROVISIONS**

A PERPETUAL EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF LACEY, ITS SUCCESSORS AND ASSIGNS, FOR OPERATION, MAINTENANCE, AND REPAIR OF ANY OR ALL PORTIONS OF THE SEPTIC TANK EFFLUENT PUMPS (S.T.E.P.) SYSTEM INCLUDING BUT NOT RESTRICTED TO: SEPTIC TANKS, PUMP CHAMBERS, PRESSURE/GRAVITY SEWER CONNECTION LINES AND PUMP STATUS PANEL, OVER, UNDER AND THROUGH THE LAND HEREBY PLATTED. THE PURPOSE OF THE EASEMENT IS TO PROVIDE ACCESS FOR CITY OFFICERS AND EMPLOYEES TO THE CITY OWNED PORTION OF THE S.T.E.P. SANITARY SEWER SYSTEMS . THE WIDTH OF THE EASEMENT HEREIN RESERVED SHALL BE FIVE FEET EACH SIDE OF PIPE AND ELECTRICAL LINES AS CONSTRUCTED. THE WIDTH OF THE TANK EASEMENT SHALL EXTEND FIVE FEET BEYOND THE EDGES OF THE TANK. THE OWNER SHALL MAINTAIN AND IS RESPONSIBLE FOR THE HOUSE LATERAL CONNECTING THE TANK TO THE HOUSE PLUMBING AND INLET TO THE TANK CHAMBER. THE CITY OF LACEY SHALL HAVE THE RIGHT TO TEMPORARILY UTILIZE SUCH AREA BEYOND THE EASEMENT AREA DESCRIBED ABOVE THAT IS NECESSARY FOR THE OPERATION, MAINTENANCE AND REPAIR ACTIVITIES ON THE S.T.E.P SYSTEM.

IT IS POSSIBLE THAT LANDSCAPING WITHIN THE ABOVE EASEMENT RIGHT-OF-WAY MAY BE DAMAGED DURING THE PERFORMANCE OF OPERATION AND MAINTENANCE ACTIVITIES. THE OWNER WAIVES ANY CLAIM AGAINST THE CTIY FOR DAMAGE TO SAID ITEMS IN THE CASE WHERE WORK BY THE CITY IS DONE IN A REASONABLE MANNER. THE OWNER ALSO WAIVES ANY CLAIM AGAINST THE CITY FOR DAMAGES GENERALLY WHICH ARISE FROM "ACTS OF GOD" OR OF THIRD PARTIES NOT INVOLVING FAULT BY THE CITY OF LACEY.

THIS EASEMENT SHALL BE CONSIDERED AN ENCUMBRANCE WHICH TOUCHES AND CONCERNS THE LAND ABOVE DESCRIBED, AND BINDS OWNERS, TRANSFEREES, DONEES, SUCCESSORS AND ASSIGNEES IN INTEREST IN THE SAME MANNER AS IT BINDS OWNERS HEREIN.

NOTE: THE ABOVE EASEMENT PROVISIONS SHALL BE SHOWN ON THE FACE OF THE FINAL PLAT, VERBATIM. LETTERING SHALL NOT BE LESS THAN 0.13 (1/8) INCH IN HEIGHT.

ww/dev94

## STEP Sewer Service User Information

Septic Tank Effluent Pump (STEP) sewer systems are being installed where sewer service is required, but conventional gravity sewers are too costly to install. STEP systems are comprised of a special septic tank, a high quality pump, and a pressurized piping system. Wastewater (sewerage) enters the tank from the building using a normal gravity flow. STEP systems differ from a conventional gravity sewer as liquids and solids are separated. Liquids are pumped into a pressurized sewer line for treatment, while solids remain in the tank to await pumping by a City of Lacey maintenance team. Depending on usage, solids will only need to be pumped every five to ten years.

Residents need to be aware that STEP tanks have special operation and maintenance requirements. Among these are:

- Access to the tank riser lids, which remain slightly above the ground, needs to be maintained.
- Access to the system control panel must be maintained. This allows city teams to perform routine maintenance and tests on your system. Fencing areas around your control panel can make it difficult to find when service is required.
- The tank is not designed for supporting heavy loads. Please **DO NOT** drive over the tank with wheeled vehicles. Contractors working for you should be advised of this hazard. Some residents have found that placing attractive shrubs near the tank minimizes this risk. STEP tanks will **not** support a trailer or boat.
- Power to the system is provided by the resident. In the event of a temporary power loss, the tank is designed to hold wastes for pumping when power is restored. The tank has the ability to store a limited amount of waste. If power is not restored, please restrict your use of water such as showering, dishwashing, flushing the toilet, rinsing in the sink, or using the clothes washer. Emergency pumping can be arranged by calling 491-5644.
- An alarm on the control panel will sound and/or a red light will illuminate on the panel if liquids reach an abnormal level. This can be caused by a number of problems, including a pump failure. From the time that this situation occurs, the tank has roughly 24 hours of capacity left (under normal use.). When you have such an incident, curtail water use and call the City at 491-5644. Do not turn off the main breaker switch for the system as this can worsen the problem. The City is not responsible for damages caused by a sewerage backup when water use is not minimized after an alarm.
- As with all sewer serviced buildings, maintenance of piping between the tank and the building are the responsibility of the resident or property owner .
- Excessive use of a garbage disposal will clog the system. We encourage composting food materials instead of using a garbage disposal. Depending upon the circumstances, damage resulting from clogs can be charged to the resident.

- Disposing grease into the system will also clog the system and can result in costly repairs for both the resident and the City. Residents must refrain from pouring grease into drains or toilets. Depending upon the circumstances, damage resulting from clogs can be charged to the resident.
- Digging near the tank can damage the system and cause injury. Other utilities can cause similar results. Before digging, please call for a utility locate at 1-800-424-5555.
- City of Lacey work teams carry proper identification. Residents should ask for identification before admitting people into their home, office or workplace. Identification can be verified by calling 491-5644 or 459-4333.
- Only sanitary wastewater shall be discharged into the tank. Roof drains and other stormwater sources are strictly prohibited.
- Operation and maintenance of the tank, pump, and pump controls shall be the responsibility of the City only after the system has been inspected and approved, the one year warranty period has expired and an easement and Bill of Sale is granted to the City.
- If you have any question about your STEP system, please call 491-5644.

ww/ devapd04