

**CITY OF BLACK JACK**

**SEWER LATERAL REPAIR  
PROGRAM**

**POLICY AND PROCEDURES**



CITY OF BLACK JACK  
[www.cityofblackjack.com](http://www.cityofblackjack.com)

12500 OLD JAMESTOWN ROAD  
BLACK JACK MO 63033

(314) 355-0400 Phone  
(314) 355-4196 Fax

The Sewer Lateral Repair Program plays an important role in providing a safe and healthy environment for the residents of Black Jack, and will assist homeowners in maintaining property values.

## **THE CITY OF BLACK JACK'S SEWER LATERAL REPAIR PROGRAM POLICY**

1. This sewer lateral repair program applies to residential property having six or less dwelling units. The program began on January 1, 2003 and does not apply to defects existing in sewer laterals prior to January 1, 2003. Claims under this program may only be made for failures and defects that occur subsequent to January 1, 2003.
2. A sewer lateral is defined as that portion of the sewage system which carries household wastes to the Metropolitan Sewer District and which lies between the structure foundation wall, or exterior wall if construction is non-traditional, and the sewer main. The definition is the same whether the pipe is located in the front, side or rear yard. Damaged or blocked pipes located within the exterior walls of the dwelling unit are not covered under this repair program.
3. A sewer lateral is considered defective when there is sufficient evidence, to the satisfaction of the City, to prove that the lateral is damaged. Such evidence may include, but is not limited to, a TV inspection, MSD dye test, plumber's verification and sketches. The City may require the property owner to submit additional documentation, as needed. The costs incurred for such cabling, TV inspections, MSD dye tests, plumber's verifications and sketches and any additional required evidence will not be paid for by the City under this repair program and shall be the responsibility of the property owner.
4. If a property owner is experiencing a blockage of the sewer lateral, the property owner must first contact a plumber or drain-layer licensed by St. Louis County to have the line cabled. If cabling does not result in clearing the line, the property owner must then have a televised inspection performed and a sketch prepared showing the approximate location of the defect. After the television inspection and sketch is completed, the property owner should contact the City of Black Jack between the hours of 7:30 AM and 6:00 PM, Monday – Thursday to obtain an application and instructions for participating in the program. If the property owner wants to make a claim under this repair program, the property owner shall deliver to the City of Black Jack a completed application, a copy of the paid cabling bill, the sewer lateral television inspection video, sketch and any other information requested by the Department of Public Works.

5. The City shall review the application and other information provided by the property owner and determine the eligibility for this repair program. If eligible, the City's Public Works Department shall provide the property owner the specifications for the repair/replacement of the sewer lateral. The owner must then obtain at least three (3) bids from drain layers licensed by St. Louis County, which bids shall be consistent with the City's specifications for the sewer lateral replacement/repair. The City reserves the right to reject any and all bids received from the property owner which have not been obtained from a drain layer licensed by St. Louis County and/or which are not responsive to the City's specifications. The sewer lateral repair/replacement project shall be awarded to the lowest responsible bidder. The City may, at any time, in its sole discretion, obtain bids for the repair/replacement work from a drain layer licensed by St. Louis County for the purpose of comparison and to determine current market conditions or for any other City purposes.
6. Once the property owner's application is approved and a bid accepted, the property owner shall schedule and shall be responsible for coordinating all repairs/replacements of the sewer lateral line using the drain layer whose bid was accepted. The property owner shall pay all of the costs of the repair/replacement not covered by this repair program.
7. Subject to the limitations set forth in Section 9 below, this repair program covers excavation, repair or replacement of the sewer lateral, backfilling, seeding and strawing. The top six inches of the backfill will be topsoil. Any additional work desired by the property owner will be done at the property owner's expense.
8. Subject to the limitations set forth in Section 9 below, this repair program will cover the cost to replace sidewalk, driveway and street pavement removed to accomplish the repair. The cost of replacing all other improvements removed to accomplish the repair shall be the sole responsibility of the property owner.
9. Upon completion of the repair/replacement work, the property owner shall notify the Department of Public Works in writing that the work is completed. The property owner shall file with the Public Works Department a written statement that the work has been completed and an itemized bill from the contractor. The City shall then pay 75% of those costs covered by this repair program, directly to the contractor, but in no event shall the City, under this repair program, pay more than Three Thousand Dollars (\$3,000) for any single repair/replacement project. The overall cost for the corrective work shall not exceed the amount of the lowest approved bid.

10. The City will make the final decisions regarding all aspects of this repair program, including whether or not to repair or replace a sewer lateral, eligibility of expenses, responsibility of bidders, hazardous conditions, etc.
11. The City has no obligation or responsibility for the performance of the contractor and no responsibility for any damages caused to the property owner's property resulting from sewer lateral defects or the activities of the contractor on the property. The contractor is responsible for obtaining all necessary permits.
12. If the City becomes aware of a leaking sewer lateral (such as a sinkhole, etc.), then the City will initiate appropriate steps to identify the cause thereof. In most instances, the City will arrange for the Metropolitan Sewer District to perform a dye test to determine the problem and need for replacement. If the sewer lateral needs replacing, the owner will be contacted.
13. All City bills for services, fines and taxes (i.e., refuse, property clean up, alarm charges, court fees, etc.) and St. Louis County Real Estate taxes must be paid prior to the owner of such property submitting an application to participate in this repair program.
14. The homeowner is responsible for contacting their insurance company to determine if any or all of the sewer lateral repair is covered by their homeowner's insurance or similar policy. The homeowner is required to notify the City of any payment received from the insurance company which covers any part of the sewer lateral repair. All such insurance payments will be deducted from the City's portion of the approved repair cost.
15. The City may periodically amend these guidelines, except as may be restricted by state law or City ordinance.

Please feel free to contact Black Jack City Hall at (314) 355-0400 if you have any questions and we will be happy to assist you.

**CITY OF BLACK JACK**  
**Sewer Lateral Repair Program Checklist, Step 1**

Applicant(s): \_\_\_\_\_ Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete the checklist and application. Your request will not be processed until the checklist is completed.

**Step #1:** Have Attempts Been Made to Open the Sewer Lateral Line? \_\_\_ **Yes** \_\_\_ **No**.

Contact a licensed plumber to have the line opened and located. Call the City's Housing Department for names of licensed plumbers/drainlayers. If the line cannot be cleared to allow the lateral to function properly go to step #2. Keep the receipts for the work completed on your lateral. If your lateral has collapsed and/or you have a cave-in, contact the Public Works Department immediately at 314-355-0400.

**Step #2:** Do You Have a Video Inspection of the Sewer Lateral? \_\_\_ **Yes** \_\_\_ **No**

Contact a licensed drainlayer/plumber and have a video camera inspection performed. The videotape should cover all accessible areas and must clearly show evidence of a break. Bring videotape with this application packet.

**Step #3:** Do You Have a Sketch of the Sewer Lateral Break Location? \_\_\_ **Yes** \_\_\_ **No**.

A licensed drainlayer/plumber must prepare a sketch showing the approximate location of the blockage or sewer lateral break. The sketch should also include the location of the home and adjoining street(s). The sketch should be on 8 1/2 by 11 paper. Go to step #4.

**Step #4:** Are All of County Taxes paid, is property free of code violations? \_\_\_ **Yes** \_\_\_ **No**

All of your City bills (i.e. refuse, alarm charges, court fees, etc) and St. Louis County Real Estate taxes must be paid to participate in the repair program. The City will verify that all bills have been paid. Go to step #5.

**Step #5:** Have you contacted your homeowner's insurance, provide the City of Black Jack with a

written response? \_\_\_ **Yes** \_\_\_ **No** Contact your homeowner's insurance company for documentation of whether insurance company pays for any of the repair (i.e. pipe, excavation, backfilling, seeding, etc.) Provide proof with this application packet.

\_\_\_\_\_  
Property Owner Signature(s)                      Date

\_\_\_\_\_  
Joint Property Owner Signature(s)      Date

\_\_\_\_\_  
Director of Public Works                      Date

**Note:** All bids/videotape and other documents submitted to the City of Black Jack will become property of the City of Black Jack.

Case File Number \_\_\_\_\_ - \_\_\_\_\_

CITY OF BLACK JACK  
APPLICATION FORM FOR  
RESIDENTIAL SANITARY SEWER LATERAL

**REPAIR PROGRAM, Step 2**  
City Hall – Public Works Department (314) 355-0400

Date of Application Submittal \_\_\_\_\_

Property Owner Name(s) \_\_\_\_\_

Address of Property \_\_\_\_\_

Subdivision \_\_\_\_\_

Phone Numbers of Property Owners: Day \_\_\_\_\_ Evening \_\_\_\_\_

**Attached a paid receipt of St Louis County Real Estate Tax.** \_\_\_\_\_

Name/Phone Number of Plumbing Contractor that attempted to clean the line:

\_\_\_\_\_ ( ) \_\_\_\_\_

Name/Phone Number of Plumbing Contractor (if different from above) that performed dye testing  
or televising/camera of line: \_\_\_\_\_ ( ) \_\_\_\_\_

Attach a copy of certification from your selected plumbing contractor that an attempt was made to cable the line but that procedure failed to solve the problem. Indicate date, time and precise location of where on the service line the procedure took place.

Attach a copy of the release authorizing contractors to work on property site, recognizing that noise, mud, dust, and other inconveniences may be part of the work and that landscaping, bushes, walks, fences, driveways and other minor items in the way of the work could be damaged and holding the City of Black Jack harmless for such actions done by the contractor.

Note: The property owner must complete final site restoration (such as landscaping).

\_\_\_\_\_  
Property Owner Signature(s)                      Date

\_\_\_\_\_  
Joint Property Owner Signature(s)      Date

\_\_\_\_\_  
Director of Public Works                      Date

CITY OF BLACK JACK  
Case Repair Number \_\_\_\_\_ - \_\_\_\_\_

Residential Sanitary Sewer Lateral Repair Program

**Hold Harmless Release Agreement, Step 3**

All named property owner(s) of record Mr/Mrs/Ms. \_\_\_\_\_ shall release, protect, indemnify, and hold harmless the City of Black Jack, Missouri from any loss, damage, liability, and expense for all injuries, including death to persons or damage to property directly or indirectly arising or growing out of performance of \_\_\_\_\_ (Plumbing Co.) and the City of Black Jack Housing Department entering their property at (address here) \_\_\_\_\_ for the benefit of the resident(s). Resident(s) shall hold the City of Black Jack harmless from and shall answer and defend any action instituted against the City of Black Jack for any loss, damage, or injury sustained by any person resulting from the performance of (company here) \_\_\_\_\_ and the employees/agents of the City of Black Jack Housing Department entering the property at \_\_\_\_\_ to videotape the sewer lateral line for the benefit of the resident(s).

**Legal owner(s) of Record:**

Print: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Co-owner(s) Print: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Cellphone: \_\_\_\_\_

Telephone #: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

**OFFICE USE ONLY- DO NOT WRITE BELOW THIS AREA**

CITY OF BLACK JACK  
TRACKING FORM  
RESIDENTIAL SANITARY SEWER LATERAL

**REPAIR PROGRAM, Step 4**

City Hall – Public Works Department (314) 355-0400

**OFFICE USE ONLY**

Date of Application Submittal \_\_\_\_\_ Case File Number: \_\_\_\_ - \_\_\_\_\_

Attach copies of the three (3) bids received; \_\_\_\_\_

Contractor issuing itemized bill: \_\_\_\_\_

Date of Payment (check) issued/mailed: \_\_\_\_\_ Date File Closed: \_\_\_\_\_ Initials: \_\_\_\_\_

Office Notes:

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# Licensed Master Plumbers

AA Quick	3012-A Lindbergh	63074	314-429-7131
Beckmann Plumbing Svc	P. O.Box 2505	63032	314-838-0700
Bieg Plumbing	201 Lemay Ferry Rd	63125	314-487-4565
Bi State Utilities	12894 Penn ridge	63044	314-209-0202
Bommarito Construction	6795 Langley Rd	63123	314-353-0104
DeLuca Plumbing	8465 Delport	63115	314-427-5551
Don Rush Contracting Inc	5147 Auriesville	63042	314-291-2743
Ed Bellem Plumbing	5830 Helen	63120	314-383-1436
H & B Plumbing & Sewer	7853 N. Broadway	63147	314-389-2405
Kelpe Contracting	P.O.Box 100	63038	636-458-1400
Koby Contracting	13222 Manchester Road	63131	314-842-0133
Mighty Mikes	6217 Mid Rivers Mall Dr	63304	314-496-6881
Omega Plumbing	760 St Francois	63031	314-838-2711
Parker Adams LLC	2450 Christopher Winds	63129	314-471-5780
Performance Plumbing	16 Collette Ct	63367	636-561-2121
Roto Rooter	1234 Hanley Ind Ct	63144	314-968-9182
Roto Rooter	3041 Elm Point	63301	636-947-3302
Sutter Plumbing	2436 Woodson rd	63114	314-427-0020
Tope Plumbing	8822 Natural Bridge	63121	314-890-0900
Votruba Excavating	985 St. Joseph	63031	314-280-3850

**CITY OF BLACK JACK  
SEWER LATERAL REPLACEMENT PROGRAM SKETCH APPLICATION**

Name: \_\_\_\_\_

Date of Application \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_

**Please sketch the location of the damaged lateral in relation to the house, driveway, garage and street.**

**Submittal of this application is no guarantee of available funding for work to be performed.**

**CITY USE ONLY**

**Application Number:** \_\_\_\_\_