



EASEMENT ACCESS POLICY

To better serve our customers, we occasionally need to access public utility easements on private property. Routine maintenance and repair work are essential to keep the sewer system working properly. During emergency conditions, access to the easement area and the ability to work within it are absolutely essential.

The District Board of Directors approved this Sewer Easement Access Policy on August 11, 1999.

Financial Impact Statement

Should a blockage occur and you have not provided adequate access or ability to work within the easement, the delay our crews experience may cause you to be financially responsible for the damages caused by the backup overflows.

Emergency Access Procedures

I. Owner Approves Access

Maintenance personnel will cooperate with the owner as much as possible, but obtain the necessary easement access and work area required at his/her discretion.

II. Owner Denies Access

Maintenance personnel will:

- a) record the time of denied access,
- b) present the property owner or post the property with our Policy Pamphlet containing a Financial Impact Statement,
- c) notify supervisor, and
- d) contact Sheriff's Department.

III. Owner Not at Home

Maintenance personnel will, at his/her discretion, obtain the least obstructive access by:

- a) disassembling the gate hinges,
- b) disassembling the lock catch,
- c) cutting the lock, or
- d) removing a portion of the fence.

If a dog or animal is present, use of animal control may be necessary.

IV. Other Problems

Maintenance personnel will obtain the necessary access corridor and work areas as required at his/her discretion.

NON-EMERGENCY ACCESS PROCEDURES

I. Owner Approves Access

Maintenance personnel will cooperate with the owner as much as possible, but obtain the necessary easement access and work area required at his/her discretion.

II. Owner Denies Access

Maintenance personnel will:

- a) present the property owner with our Policy Pamphlet containing a Financial Impact Statement and Notice to Access Yard, and
- b) notify supervisor.

The Supervisor will:

- a) determine if the facility has the potential in the near future to cause any of the following:
 1. a public health/safety problem,
 2. damage to public or private property, or
 3. a negative environmental impact.
- b) if any of these conditions are present, instruct the crew to proceed after seven working days have passed.
- c) contact the property owner within seven working days (at least two attempts if not at home) and notify them of the District's intention to declare this an emergency and access the yard.

III. Owner Not at Home

Maintenance personnel will:

- a) at his/her discretion, check to see if any non-destructive access can be obtained, and, if so, obtain access and perform the work required,
- b) if other problems, he/she will obtain the necessary access corridor and work area as required at his/her discretion, and
- c) if not easily accessed, leave our Notice to Access Yard door hanger and notify the Supervisor.

The Supervisor will:

- a) determine if the facility has the potential in the near future to cause any of the following:
 1. a public health/safety problem
 2. damage to public or private property, or
 3. a negative environmental impact.
- b) if any of these concerns are present, instruct the crew to proceed after seven working days have passed.
- c) contact the property owner within seven working days (at least two attempts if not at home) and notify them of the District's intention to declare this an emergency and access the yard.

IMPORTANT DEFINITIONS

Easement - An area of property which the owner may use as long as their use does not limit the District's ability to have access to and use of the easement. Any use of this easement by the property owner(s) or occupants, herein after referred to as owner, which is not compatible or interferes with the construction, operation, maintenance, reconstruction or repair of our facilities and appurtenances thereto, shall not be allowed.

Easement Access - An unobstructed pathway access corridor with the following dimensions: a) a minimum width of 36 inches, b) a minimum turning radius of 80 inches and, c) a minimum height of 6 feet, 8 inches.

Non-Destructive Access - The ability to disassemble gates or latches, cut a lock, or remove boards in a fence to gain access.

Emergency - Anytime a facility causes, or has the potential to immediately cause any of the following: a) a public health/ safety problem, b) damage to public or private property or, c) a negative environmental impact.

Non-Emergency - Anytime a facility has the potential, at some point in the future, to cause any of the following: a) a public health/safety problem, b) damage to public or private property or, c) a negative environmental impact.