

POINT-OF-SALE COMPLIANCE PROGRAM – PROCESS FLOW-CHART

- 1) Property owner, agent, etc. contacts city about program.
- 2) Staff determines if an inspection is required. If the property is vacant, undeveloped land that has never had a building or individual sewage treatment system, then no inspection is needed. Owner shall sign a statement to that effect, and a compliance certificate will be issued.
- 3) If an inspection is required, the owner, agent, etc. is supplied with the Point-of-Sale program letter that outlines the program.
- 4) Owner engages a plumber to complete the inspection. **The inspection must be documented on the form provided by the city.** Incomplete forms will be rejected. The owner, agent, etc. is responsible to notify the buyer of inspection results and planned repairs, if any.
- 5) The completed form documenting the inspection shall be submitted to the city for review by the Public Works Director and City Administrator.
- 6) Following the review, a certificate of compliance or non-compliance shall be issued to the owner.
- 7) If the property is not in compliance, repairs must be completed. Depending on the type of repairs needed, a permit may be required from the city. Property owners are responsible for sewer service lines all the way to the city main. **Any repairs requiring excavation require a permit from the city – this is a new requirement of the 2016 ordinance.**
- 8) If repairs are delayed by weather, a copy of the repair cost estimate and an escrow agreement covering the estimated cost of repairs must be submitted to the city.
- 9) If repairs are delayed, a contingent compliance certificate may be issued by the city following receipt of the required escrow documents.
- 10) Following repairs, documentation of the repairs shall be submitted to the city for review by the Public Works Director. If the property is deemed in compliance, a compliance certificate will be issued.
- 11) Repair costs of the responsibility of the owner. Any disturbances to public property are also the responsibility of the owner, in addition to constituting a lien against the property. Any repairs not paid for by the owner shall be assessed to the property in accordance with city ordinances.