



**SECTION B
DEVELOPER OR GROUP
SERVICE APPLICATION PROCEDURES**

**PREPARED FOR THE
THE BOARD OF DIRECTORS
OF THE
CENTRAL ELMORE WATER & SEWER AUTHORITY**

OFFICIALS OF THE AUTHORITY

**T. C. Ingram - Chairman
H. Wade Johnson- Vice-Chairman
David Bowen - Director
Robert L. Prince, Jr. - General Manager**

**The Central Elmore Water & Sewer Authority Main Office
Is located in the**

**716 U.S. Highway 231 (36093)
P.O. Box 816
Wetumpka, Alabama 36092-0816**

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APPENDIX A:

- DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES - AMENDMENTS

- The Board of Directors of the Central Elmore Water & Sewer Authority has adopted the following Developer or Group Service Application Procedures. These Procedures will be observed both by the Authority and its Customers.

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1.0 Purpose:

- The establishment of Standard Procedures for the review and approval of applications by Developers or Groups for water service to developments or subdivisions.

2.0 Application Fee & Impact Fees:

2.1 Application Fee:

- An Application Fee of \$125.00 shall accompany all applications by Developers or Groups for water service to developments or subdivisions. The fee is non-refundable and non-transferable.
- Failure to submit the Application Fee with the other required documents described below in 3.1 shall delay the review and processing of the Application.

2.2 Impact Fees:

- The entire impact fee for each lot or parcel in a proposed development or subdivision must be paid in full prior to final approval and any service lines being connected by the Authority.

IMPACT FEES	
SERVICE TYPE	RATE
Residential	\$1000.00
Commercial	\$1200.00

- **Impact Fees are Assessed to:**

Assist the Authority in the upgrading and maintenance of the system's ability to offset any potential water shortages and/or pressure problems that may result from anticipated short and long term system expansion.

Increase the effectiveness of the Authority's ability to provide adequate service to all of its customers on a year round basis as the dynamics of the system continue to change due to growth and expansion.

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3.0 Four (4) Step Application Process:

3.1 Step 1 - Preliminary Request for Availability of Water Service:

3.1.1 Any Developer or Group desiring to have a development or subdivision served by the Central Elmore Water & Sewer Authority shall submit a written request addressed to:

**Robert L. Prince, Jr., General Manager
Central Elmore Water & Sewer Authority
76 U.S. Highway 231 (36093)
P.O. Box 816
Wetumpka, Alabama 36092-0816**

3.1.2 The Request Must Include Three (3) Sets of the Following Bulleted Items:

- **A brief description of the proposed development.**
- **The number of acres proposed to be served by this request.**
- **An estimate of number of services.**
- **An estimate of average size of lots.**
- **Highest finish floor elevation.**
- **An instantaneous water demand for the proposed project.**
- **A site map (USGS Topographic Map) identifying the location of the project within Elmore County.**
- **Any future phases or available property shall be identified for planning purposes or a separate request will be required. This information is necessary for the Authority's Engineer's review and planning for any future service the development or subdivision may require.**

A check or money order in the amount of \$125.00 (non-refundable) payable to the Central Elmore Water & Sewer Authority must be included with the above.

Note: Incomplete Submittals Will Be Returned.

3.2 Step 2 – General Manager's / Authority's Engineer's Review:

3.2.1 The General Manager will accept all written requests submitted and review them in the order of the date of receipt. The General Manager's / Authority's Engineer's review of the application will yield a "Positive" or "Negative" response to the request.

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3.2.2 A “Positive Response”:

- If the General Manager’s and the Authority’s Engineer’s Review yields a “Positive Response” the General Manager will present the application to the Board of Directors of the Authority. The Board’s regularly scheduled meeting is the third Tuesday of each month. The decisions of the Board of Director’s regarding each application presented by the General Manager will be communicated in writing by the General Manager to the applicant(s). The Authority reserves the right to decline any application for service at any time for any reason.
- A Positive Response is only valid for 6 months. If no further action is taken by the Developer or Group during that period (submittal of plans, specifications, and/or a request in writing for a maximum of a six (6) month’s extension) a re-submittal of the request shall be required including the preliminary request processing fee of \$125.00.
- The next Step – Final Submittal

3.2.3 A “Negative Response”:

- If the General Manager’s and the Authority’s Engineer’s Review yields a “Negative Response”, the Developer or Group may request an additional review under the terms of Section 3.2.4 Infrastructure Improvement.
- If a review is not requested or if no further action is taken by the Developer or Group (submittal of plans, specifications, and/or a request in writing for a maximum of a six (6) month’s extension) a re-submittal of the request shall be required including the preliminary request processing fee of \$125.00.

3.2.4 Infrastructure Improvement

- In this Section, Required Capacity is defined to be 120% required flow per ADEM flow curve, while maintaining a minimum system pressure of 20 P.S.I. residual ground level at all points in the development or subdivision under instantaneous peak demand. However, if a higher water flow is required by Central Elmore Water & Sewer Authority under another rule or regulation or in its own discretion, then the higher flow shall be required.
- If the General Manager’s and the Authority’s Engineer’s Review yields a determination that the Authority’s system does not have the infrastructure to produce the required capacity to service the submitted development or subdivision, then the General Manager will send to the Developer or Group a “Negative Response”

- In the event the Developer or Group desires an additional review to improve the Authority's infrastructure to meet the required capacity for the proposed development or subdivision:
 - i. The Developer or Group shall request the General Manager and the Authority's Engineer evaluate the Authority's infrastructure requirements related to the proposed development or subdivision and determine the required capacity;
 - ii. Said request shall be made to the Authority in writing and shall be accompanied with a non-refundable \$1,000.00 evaluation fee made payable to Central Elmore Water & Sewer Authority.
 - iii. The General Manager and the Authority's Engineer will prepare a preliminary engineering plan to determine the Authority's infrastructure requirements to meet 120% of the required capacity of the proposed development or subdivision. Also, a cost estimate to place, upgrade or change the Authority's infrastructure to meet 120% of the required capacity of the proposed development or subdivision shall be prepared.

- If it is determined that the proposed development will require the Authority to place, upgrade, or change the infrastructure, the Developer(s) or Group(s) shall be obligated to pay the entire costs to place, upgrade or change the infrastructure required for the proposed developments or subdivisions. Infrastructure costs shall include, but not be limited to, engineering, permitting, construction, condemnation, reasonable contract adjustments and any other costs related directly or indirectly to the infrastructure improvement project.

- When the initial cost estimate is completed, the Developer or Group shall provide written authorization within thirty (30) days to the Authority to obtain actual bids for the infrastructure improvement project requirement for the proposed development or subdivision. Once the actual bids are received the developer or group shall approve and authorize in writing for the Authority to proceed with the construction of the infrastructure improvement project. The Developer or Group shall have sixty (60) days to approve and authorize the construction of the infrastructure improvement projects. If the Authority does not receive a response in sixty (60) days, it shall assume the Developer or Group does not want to proceed with the proposed infrastructure improvement project.

- The Authority and the Authority's Engineer shall oversee all construction of the infrastructure improvement project.

- **All costs for the infrastructure improvement project shall be payable by the Developer or Group to Central Elmore Water & Sewer Authority, in advance of commencement of construction, according to the Authority's policies and procedures.**
- **In the event a Developer or Group pays for an infrastructure improvement project, the Authority guarantees to meet the determined required capacity for the entire proposed development or subdivision for a period of seven (7) years. The beginning determination date shall be the earlier of the completion of the infrastructure improvement project or the initial recording of platted lots related to the development or subdivision. After the expiration of the seven (7) year period, any additional development will require a new application and submission of a Preliminary Request for Availability of Water Service.**
- **Prior to the commencing of actual construction of the infrastructure improvement project, if any other Developer or Group submits a development or subdivision that will tie directly into the placed, upgraded or changed infrastructure and benefit from this infrastructure then the other developer shall agree to pay, prior to approval of development or subdivision, a pro-rata share of the cost of the new infrastructure based on its calculated required capacity of each planned development or subdivisions directly benefiting from infrastructure improvement. This provision only applies if a Developer or Group submits a development or subdivision prior to the commencing of actual construction of the infrastructure improvement project.**
- **If after the commencement of actual construction or completion of the infrastructure improvement project, any other developer or group submits a development or subdivision that will tie directly into the placed, upgraded or changed infrastructure and benefit from this infrastructure then the Authority shall calculate the required capacity of the proposed development or subdivision using any unexpired guaranteed required capacity from the developer(s) or group(s) that paid for the infrastructure improvement project. If it is determined that the development or subdivision shall require an additional infrastructure improvement project then this Section shall be applied.**
- **Following commencement of actual construction, if at any time two or more Developers or Groups disagree with the sharing of infrastructure improvement costs as designated under this section, each Developer or Group agrees to completely indemnify and hold harmless the Authority or the Authority's Engineer or any other agent, employee, director, contractor, or sub-contractor of the Authority. In addition, each developer shall agree to pay the original agreed amount for the infrastructure improvement project to the Authority. Any difference in a Developer or Group's perceived obligation and amount paid shall be settled between the Developers or Groups involved with paying for the infrastructure improvement.**

- Any construction under this provision shall comply with the Minimum Requirements for Water System Construction set forth in Section C of the Authority's Rules and Regulations.
- At the completion of construction of any infrastructure improvement project, the infrastructure shall be deemed construction-in-kind and shall be owned exclusively by the Authority.

3.3 Step 3 – Final Submittal Actions:

3.3.1 Submittal of Documents to the Developer or Group

- The General Manager will submit to the applicant one copy of the Service Rules & Regulations and the Minimum Requirements for Water System Construction for use in the final submittal.

3.3.2 General Manager's Approval of Plat

- The General Manager will sign, on behalf of the Board of Directors, any documents the Developer or Group needs to present to the County or other agency regarding the Authority's desire and ability to provide water service. This includes the General Manager's Plat approval.

All impact fees for the development or subdivision must be paid before the Plat is approved by the General Manager and recorded.

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3.3.3 Water System Detailed Plans & Specifications

- The Developer or Group shall submit three (3) sets of plans and specifications, stamped and signed by a licensed professional engineer in the State of Alabama, for the General Manager's review and the review of the Authority's Engineer. Two copies are required for the Authority and one (1) is required for the Authority's Engineer.
- All proposed water projects shall meet , at a minimum, the current Alabama Department of Environmental Management (ADEM) requirements as well as the Minimum Requirements of the Central Elmore Water & Sewer Authority, Section C: Minimum Requirements for Water System Construction.

3.4 Step 4 – Final Review:

3.4.1 General Manager's Final Review

- The General Manager will accept all Final Review plans/specifications submitted for the water system construction and review them in the order of the date received. Incomplete submittals will be returned to the applicant for re-submittal.

3.4.2 Notice of Intent to Proceed / Pre-Construction Conference

- **The Developer or Group, having received approval from the General Manager, shall provide the Authority with a ten (10) day notice of intent to proceed. The Developer or Group shall arrange for a pre-construction conference with the Authority's designated personnel for the purpose of the review of the plans and for the Authority's personnel to communicate to the Developer or Group the procedures regarding the inspections of the system installation.**

Any applicant commencing construction without complying with the pre-construction conference provision shall be charged an additional inspection fee of \$500.00. The applicant shall be responsible for all costs incurred by the Authority in verifying full compliance with the submitted plans and specifications, including but not limited to: excavation of lines, inspections, and testing. These costs shall be paid by the applicant prior to the Authority providing any water service to the extension or subdivision.