

## **Wastewater Application Process and Tap Reservation and Payment Policy**

On April 20, 2006, at its regular monthly meeting, the board of the Jackson County Water & Sewerage Authority adopted the following policy to govern the wastewater application process and the reservation and payment for taps reserved under that process. This policy went into effect on adoption, and the board further directed that this policy be distributed with all preliminary applications for wastewater service. At the time of submission of the Preliminary Application, the Applicant will sign a statement certifying that they are aware of this policy and further certifying that they are bound by its terms.

“The Board of Jackson County Water & Sewerage Authority hereby establishes a uniform application process under which all requests for wastewater capacity will be considered. The purpose of this process is to allow the JCWSA to make a proper consideration of the applicant’s wastewater needs, the JCWSA’s ability to meet those needs, and the legal and technical requirements that must be satisfied before wastewater treatment can be provided”.

The process for applying for wastewater capacity is as follows:

- I. **PRELIMINARY APPLICATION.** The Applicant will complete the attached Preliminary Application. The Preliminary Application shall be considered complete upon the submission of *all* of the following:
  - A. **A completed Preliminary Application form.** Note that the form must be completed in its entirety. A Preliminary Application form will not be considered complete if it lacks any of the requested information.
  - B. **Three (3) copies of preliminary plan** showing the type of development, location and general plan for sewer lines and other appurtenances. The minimum finished floor elevation must be indicated on each lot.
  - C. **An industrial questionnaire** must be completed if the contemplated use for the property is commercial or industrial.
  - D. **Payment of the \$50.00 Application Fee.** Note that rejection of said payment for insufficient funds shall render the Preliminary Application incomplete.
  - E. **Identification of Applicant, Developer and Property.** The Preliminary Application shall be considered **only** upon the submission of the name of the applicant and developer, as well as the proper identification of the property in question. Any subsequent approvals shall be limited to those parties and properties and may not be applied to additional developments or projects of the applicant or developer.

Upon the submission of a complete Preliminary Application, the tap fee for that applicant shall be locked in at the then-applicable tap fee rate, subject to the requirements of Item III, below.

- II. **STAFF REVIEW.** The Preliminary Application will be reviewed by the JCWSA staff for completeness, compliance with the JCWSA’s rules and regulations, compliance with the JCWSA’s master plan and for the availability of the requested capacity. If the Preliminary Application indicates it will generate more than fifty (50) thousand gallons per day and is approved by the JCWSA Staff, it will be submitted for board approval at the next regularly scheduled meeting of the JCWSA Board. If the Staff rejects the Preliminary Application, the applicant will receive a statement of the reasons for rejection and shall have thirty (30) days to resubmit its Preliminary Application. Note that a resubmitted Preliminary Application shall have its tap fee rate reset for the time of the resubmitted Preliminary Application. Note that the JCWSA Staff Review must be completed within 15 days.

Failure to do so will result in the Preliminary Application being submitted for approval to the JCWSA Board without approval or denial.

- III. **JCWSA BOARD APPROVAL.** As previously stated, the JCWSA Board will vote on all Preliminary Applications approved by the JCWSA Staff where the project will generate greater than fifty (50) thousand gallons per day. The JCWSA Board reserves the right to approve or deny a Preliminary Application based on its compliance with the applicable rules, regulations, and master plan, as well as the availability of the requested capacity. The JCWSA Board further reserves the right to affix reasonable conditions to the approval of a Preliminary Application. If the JCWSA Board approves the Preliminary Application, the Applicant will then be entitled to submit an Engineering application, which must be submitted within six (6) months. Failure to submit an Engineering Application within said period will result in the invalidation of the approval of the Preliminary Application, with the Applicant being required to submit a new Preliminary Application with the attendant resetting of its tap fee.
- IV. **ENGINEERING APPLICATION.** The applicant will complete the attached Engineering Application. The Engineering Application shall be considered complete upon the submission of *all* of the following:
  - A. Two (2) copies of construction plans carrying the stamp of a registered engineer licensed and authorized in the State of Georgia
  - B. All erosion control measures
  - C. Report of Technical Review from Oconee River Soil & Water Conservation District
  - D. Jackson County Land Disturbing Activity Permit
  - E. NPDES storm water compliance requirements including a copy of the NOI to be sent to EPD
  - F. Comprehensive Stormwater Monitoring Program
  - G. EPD Stream Buffer Encroachment Permit, that specifically includes sewer crossings as applicable
  - H. Landfill certification letter
  - I. All other required permits including Clean Water Act Section 404, Georgia DOT, county roads, railroads, etc.
  - J. All other required items as specified in 2.0 of these Standards.
  - K. Check or Money Order for the Connection fee (Amount determined by the Authority)
  - L. Check or Money Order for approval process fee. (\$250.00 for up to 25 ERUs, plus \$20.00 per each ERU over 25)
  - M. If the proposed system requires or contemplates a pump station, an additional payment of \$600.00 per pump station is required.
- V. **DESIGN REVIEW.** The Engineering Application is approved by the JCWSA Engineer. If the Engineering Application is approved by the JCWSA Engineer, they will be notified by the JCWSA Engineer. If the JCWSA Engineer rejects the Engineering Application, the Applicant will receive a statement of the reasons for rejection and shall have thirty (30) days to resubmit its Engineering Application. Said resubmittal shall only be accepted upon the payment of an additional \$200 fee.
- VI. **APPROVAL OF ENGINEERING APPLICATION.** The approval of the Engineering Applications sets in motion several events. First, from the date of approval of the Application, the Applicant shall have ten (10) days to sign a Wastewater Services Agreement and to submit the required tap fees. If the tap fees purchased number less than 100, then the entire amount will be due at the signing of the Wastewater Services Agreement. For 100 or more taps, the tap fees due are determined pursuant to that timetable as agreed to by the Authority Manager. In any case, all tap fees shall be paid

within three (3) years of the signing of the Wastewater Services Agreement. Any tap fees remaining after three years will be subject to the tap fee in effect at the time of payment.

Additionally, the date of approval of the Engineering Application, the Applicant shall have 3 years to be utilizing the capacity reserved pursuant to the Wastewater Services Agreement. Beyond that period, the Applicant will be subject to the implementation of a monthly Capacity Maintenance Fee of \$10 per tap for unused capacity.

**VII. Tap Reservation and Payment Policy Received By:**

\_\_\_\_\_  
**Signature of Developer**

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Printed Name of Developer and Company Name**

\_\_\_\_\_  
**Exact Location of Proposed Development**

\_\_\_\_\_  
**JCWSA Signature**

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