



## **WATER AND SEWER EXTENSION POLICY CITY OF ARCHDALE**

### **Article I: INTRODUCTION.**

#### **Section 1.1 PURPOSE.**

The Water and Sewer Extension Policy is intended to define how extensions of the City of Archdale water and sewer utility systems will be made. This Policy establishes procedures for installing new services and the financial obligations thereto.

#### **Section 1.2 OBJECTIVES.**

The City's primary objective is to provide reliable and affordable utility service to its existing customers. New customers to the system are therefore expected to share in a majority of the expense for their new services. The specific objectives of this Policy are to:

1. Define how requests for new service shall be submitted to the City.
2. Define the facilities necessary to provide new services.
3. Define the construction responsibilities for these new facilities.
4. Define the financial responsibilities for these new facilities.
5. Establish funding mechanisms for private contributions to publicly funded utility extensions.

#### **Section 1.3 DEFINITIONS.**

Growth Areas – the areas around Archdale considered by the City to be viable candidates for incorporation into the City. Most of the City's growth areas are within the City's extraterritorial jurisdiction (ETJ), but the growth areas are not limited to just the ETJ. The growth areas are depicted in the City's Future Land Use Plan.

Major Facilities – Major water facilities generally consist of storage facilities, pumping facilities, and water lines 12 inches in diameter and larger. Major wastewater facilities generally consist of the pumping facilities, and sewer lines 8 inches in diameter and larger.

Minor Facilities – facilities that generally provide local water and sewer service.

Service Connection – lines and appurtenances connecting a customer to the City water and sewer system.

Connection Fee – a fee paid by all new utility connections to defray, in part, the impact that each new customer will have on the overall public system and the City's available water and sewer capacity.

Engineer Review Fee – a fee paid by the applicant to have the water and sewer extension request reviewed by the City Engineer and City Council.

Tap Fee – a fee paid by all new customers to defray, in part, the cost of the service connection and meter.

Bore Fee – a fee paid, when necessary, by new customers to defray, in part, the cost of boring under a road to provide sewer service.

## **Article II: APPLICATION.**

### **Section 2.1 REQUEST FOR SERVICE.**

Any interested party may request water and/or sewer service from the City. If the service is to be provided within the city limits and adequate public water and sewer mains are available adjacent to the property, service will be provided upon payment of the applicable fees.

If the service is to be provided within the city limits and water and sewer mains are not available adjacent to the property, a formal application shall be submitted to the City Council for consideration.

If the service is to be provided outside the city limits or requires extension of a service main, a formal application for service shall be submitted to the City Council for consideration.

All applicants requesting water and/or sewer service outside the City limits shall file a petition with applicable processing fee for annexation to the City. The City will generally consider annexation and extension of utilities to areas within the growth area, though areas outside of the growth area may be considered. Failure to file a petition for voluntary annexation or satellite annexation on notice from the City will result in immediate termination of water and/or sewer service. The final decision to act upon an annexation petition will rest with the City Council.

#### Exceptions:

1. In cases where annexation is not permitted by Federal or State law, the applicant will not be required to file a petition for annexation.
2. A Petition for Annexation is not required for residential Randolph County applicants located beyond the City's established ETJ, provided that the applicant will only utilize a single utility service (water or sewer). If both utilities would be connected as a result of the application, this exception shall not apply.

All applicants must submit engineered drawings and review fees as set forth by the Schedule of Fees along with their formal application to the City Engineer prior to City Council review.

## Section 2.2 CITY RESPONSE.

Upon receipt of a complete application to extend water and/or sewer mains, the City Engineer will review the feasibility of providing service to the applicant and report his/her findings to City Council. If the City Engineer determines that the applicant's request is feasible, then the City Council may consider any or all of the following five options:

1. City installs the extension at the City's expense.
2. City approves and allows the applicant to install the extension at his/her expense.
3. City installs the extension at the applicant's expense.
4. City installs and jointly finances the extension in cooperation with the applicant.
5. Deny the request.

The criteria under which an option will be chosen are generally defined herein; however, the City Council may act according to any aforementioned option, which it feels is in the best interest of the City.

The City Council may also extend water and/or sewer mains on their own discretion without receipt of an application and assess the cost or collect utility fees as described herein, from those who connect to the main.

## **Article III: WATER AND SEWER CONSTRUCTION STANDARDS.**

### Section 3.1 SERVICE CONNECTIONS.

New service connections to existing mains will generally be installed by the City and paid for by the new customer. Where new service connections are to be installed in conjunction with extension of water and sewer lines, the customer may, at the City's discretion, install service connections.

No new service shall be commissioned until construction and testing are completed and all applicable fees have been paid to the City.

### Section 3.2 MINOR FACILITIES.

All extensions to City utilities shall be made in accordance with City standards and applicable State and Federal regulations.

Where extension of utilities is funded entirely or partly by the City, the City shall design and construct the facilities. Extensions funded entirely by the applicant may, at the City's discretion, be designed and constructed by the applicant. The facilities shall be constructed by a licensed utility contractor in accordance with City standards.

Extensions funded by the City shall be City projects. The petitioner shall make a non-refundable deposit of fifty percent of the estimated project cost prior to the City undertaking

design. Prior to construction the applicant shall pay the balance of the project cost or the applicant's share of the cost.

Privately funded extension projects constructed by the applicant shall be reviewed and approved by the City prior to the applicant submitting the plans to any other review agency. Upon approval of the plans the City will issue written notification to the applicant who shall then secure all additional approvals and construct the facilities. The facilities shall be constructed by a licensed utility contractor and must be constructed to City standards. The facilities must be extended to the far edge of the applicant's property in order to make the facilities available to adjacent property owners. The applicant shall commence construction within 18 months of the approval and complete the installation and make service connections within 36 months. Failure to comply with the approved plan or time schedule will automatically terminate the approval for service.

### Section 3.3 MAJOR FACILITIES.

Major facilities shall be funded, designed and constructed by the City. These facilities shall be constructed in order of priority as adopted in the City's Capital Improvement Plans. Projects will only be undertaken as adequate capital improvement funds are available. Projects to improve existing services will generally be funded by fees and revenues. Projects to extend the major facilities will generally be funded by fees, charges, and private contributions.

Applicants wishing to expedite a major utility extension project may be asked by the City Council to prepay fees and charges, make a contribution to the project cost or both such that accelerating the project does not adversely impact existing customers or the orderly expansion of the utility system.

## **Article IV: FEES AND CHARGES.**

### Section 4.1 ENGINEER REVIEW FEES.

Engineer Review Fees will be collected from each applicant prior to review and consideration from the City Engineer and City Council. The schedule of fees shall be periodically revised to reflect changes in associated costs.

### Section 4.2 TAP FEES.

Tap Fees will be collected from each new customer prior to initiating service. Where new service connections are installed as part of a new development, the fee reflects the cost of meter installation only. The schedule of fees shall be periodically revised to reflect changes in the City's actual cost.

### Section 4.3 BORE FEES.

Bore Fees will be collected from each new customer, when necessary, prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in the City's actual cost.

#### Section 4.3 ACREAGE FEES.

Acreage Fees will be collected from each new customer prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in facility needs and associated costs.

For larger parcels of land with a single residential use, an acreage fee will be charged that is equivalent to 1 acre. The remaining acreage fees will be due upon development of the land.

#### Section 4.4 IMPACT FEES.

Impact Fees will be collected from each new customer prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in facility needs and associated costs.

Where the City Council has extended the City Limits pursuant to statutory involuntary annexation and water and/or sewer lines are extended to or through the newly annexed area to comply with statutory requirements relating to the annexation; property owners may be required to pay a special assessment, tap fees, acreage fees, and impact fees.

Payment of the Fees in this section shall be made prior to installation of any meter or connection of any new service to the city water and sewer system.

The Schedule of Fees is attached as Appendix A.

### **Article V. ADOPTION.**

Adopted by the City Council on the 28th day of August, 2007.

Amended by the City Council on the 28<sup>th</sup> day of April, 2015 (Petition for Annexation exception (#1) added when Federal/State law).

Amended by the City Council on the 27<sup>th</sup> day of October, 2015 (Petition for Annexation exception (#2) added when applicant resides beyond the established ETJ limits and use of only one utility would result).