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# **POLICY**      **-02-01-A-W/WW**

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**To:** Town Manager, All Department Heads  
**cc:** Select Board, Town Attorney  
**From:** Roger Hunt, W/WW Supt.  
**Re:** Wastewater Department Policy Memorandum #02-01-A-W/WW (Administrative - Water/Wastewater)-Water/Sewer Allocations & Permits Tracking.  
**Date:** February 28, 2002

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## **EFFECTIVE DATE - IMMEDIATE**

**PURPOSE:** To ensure accurate and efficient tracking of all water/wastewater allocation requests and permits.

**POLICY:** All Commercial/residential/industrial customer requests for water/wastewater allocation and permits shall be tracked by Administration in the Town Manager's Office. To track all information, receipt of information between the Planning Office, Finance Department, Water/Wastewater Departments, and Town Manager's Office is essential. Therefore, the following procedure has been established.

**PROCEDURE:** Water/wastewater applications, instructions and guidelines are provided to an applicant:

**New construction** by the Planning Department,  
Managers/Engineers/Water & Wastewater Office ;  
**Existing structure** from the Water &  
Wastewater/Engineers/Manager's Office;

It is the responsibility of the applicant to ensure all information is correctly submitted for proper review and issuance. The information will be tracked in an appropriate database.

## **1- Water/Wastewater Allocation Requests, Preliminary Approval**

Shall be submitted to the Manager's Office to date stamp, assign a number and shall be immediately forwarded to the W/WW Supt. or Town Engineer for review and determination/calculation.

The number will represent the order in which it was received by the Manager's Office, and shall be used to track the request throughout the approval and connection process.

- a. If the request is less than 80% of total Wastewater Unreserved Hydraulic Capacity (URHC) the allocation request shall be reviewed by the Engineer or W/WW Supt. and Preliminary Approval shall be administratively approved/rejected.
- b. The Engineer/W/WW Supt. shall calculate the preliminary approval fee, if applicable, and forward the completed allocation request to the Managers Office for Applicant notification and tracking.
- c. If the request is 80 % or more of the total URHC .
  1. The allocation request shall be submitted to the Select Board for action. The Engineer/W/WW Supt. shall update the URHC calculation and current commitments list and attach it to the allocation request.
  2. The Manager's Office will advise the Superintendent and record the date of action by the Select Board.
  3. The application is returned to the Engineer/W/WW Supt. to calculate the preliminary approval fee, if applicable, and forward the completed allocation request to the Managers Office for Applicant notification and tracking.
  4. Preliminary approval fees may be collected by the Engineer/Manager/W/WW Supt. and forwarded to the Treasurer for deposit. A written notification of receipt shall be issued by the Managers Office.
  5. The Finance Department will be copied on the Preliminary approved allocation.

NOTE: The Selectboard may, from time to time, require allocation requests to be tabled. In such cases, the applicant shall be notified that the request has been tabled, and the reason why it was tabled. The request shall be issued the appropriate tracking number and placed in the Tabled Request File.

## **2- Tracking Allocations with Preliminary Approval**

A. Allocations with Preliminary Approval shall be tracked by the Managers Office.

1. Preliminary Allocation Approvals are valid for one (1) year.
2. One month prior to the preliminary approval expiration date, the applicant shall be notified either verbally or in writing by the W/WW Supt. or their designated representative, and advised that their approval is about to expire. The applicant shall be advised that a one (1) time, one (1) year Preliminary Approval extension may be granted, provided the applicant submits a written request and remits the extension fee in effect (currently \$100).
3. If no extension is requested or granted, the applicant shall be notified by certified mail. All preliminary approval fees shall be forfeited by the applicant.
4. All Departments applicable shall be notified of the preliminary approval action.
5. The Managers Office shall track preliminary allocation extensions in the same manner as above, with the exception that the applicant shall be notified by certified mail one (1) month prior to expiration, and all preliminary approval fees shall be forfeited.

## **3 – Tracking Allocations with Final Approval**

A. It is the responsibility of the applicant to notify and provide evidence to the Managers Office that all applicable approvals for their project have been Received, and have been filed in the Land Records of the Town of Milton.

B. Upon receipt of the appropriate documentation, the Allocation Request – Preliminary Approval shall become Final.

C. The Finance Office shall be notified that the project has received final allocation approval, and shall begin assessing the Committed Reserve Capacity Fees (CRCF ), if in effect, as directed by the respective Ordinances.

D. The Final Allocation Approval shall be tracked in the same manner as the Preliminary Approval, with exceptions noted on Pages 18 & 19 of the Wastewater Ordinance, and pages 14 & 15 of the Water Ordinance.

#### **4 – Permit Applications (Allocation Approved)**

- a. Submitted to the Manager's Office to be date stamped, record name, assigned a permit tracking number, and forward to the Supt./Engineer for review and calculation of fee.
- b. The Engineer/Superintendent reviews, calculates the fee, signs the application, and returns it to the Manager's Office.
3. The Manager's Office will record the date approved and forward it to the Planning Office (new construction only!) to process the fee and issue the permit. Applications for Existing structures shall be returned to the Engineer/Superintendent to process the fee and issue the permit.
4. The completed application will be copied to the Manager's Office to record the payment.
5. The water meter is installed and inspected; the remote is installed by the Water/Wastewater Department. When all requirements have been met, the Certificate of Occupancy is signed by the Engineer/Supt. It is submitted to the Manager's Office to record date of completion, and forward to the Planning Office.
6. The Planning Office will copy the Manager's Office and Finance Department upon issuance. The Finance Office will update their records for charging CRCF's.
7. The Manager's Office will attach the completion certificate to the connection application and submit it to the Water/Wastewater Superintendent.

8. A new account notification form shall be prepared by the Manager/Superintendents Office, and forwarded to the Billing Office, and copied to the Finance Office.

**Water meter installation:** the instructions and guidelines for service connection that is given to each person who is given a water/wastewater connection application.

The Water/Wastewater Department provides a water meter and remote. The Meter and RF Unit serial numbers are recorded. Upon installation, the applicant will give two days notice for inspection by the Water/Wastewater Department to the Manager's Office, this must be done prior to issuance of the Certificate of Occupancy.

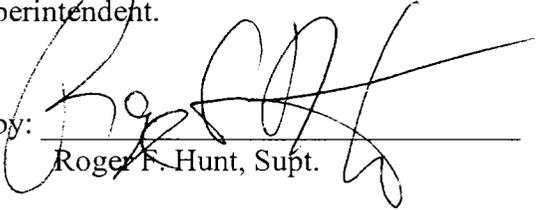
The Superintendent inspects the installation and approves once it meets all requirements. This date is provided to the Manager's office for recording. **Upon installation of the water meter, the billing office shall be notified that the account is now active and shall be assessed normal user fee's.**

**Certificate of Occupancy:** Before a structure is occupied, a certificate of occupancy is required. The Superintendent/Engineer is required to sign that all requirements have been met.

The applicant requests a CO at least five days before issuance by the Planning Office. The period affords installation of the remote. Once the remote is installed, the Superintendent/Engineer signs the certificate of occupancy permit forwards it to the Planning Office.

The Planning Office will issue the certificate of occupancy once all signatures are received and copy the Manager's Office and the Finance Department. The Manager's Office will record the completion date, forward all paperwork to the Superintendent.

Enacted this date by:

  
Roger F. Hunt, Supt.

Date: February 28<sup>th</sup>, 2002