

WASHINGTON SUBURBAN SANITARY COMMISSION

2022 DEVELOPMENT SERVICES CODE

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CHAPTER 1
ADMINISTRATION

SECTION 101
GENERAL

101.1 General. The Washington Suburban Sanitary Commission (WSSC) is authorized by **Public Utilities Article, Division II** of the **Annotated Code of Maryland** to adopt, administer and enforce regulations for the construction, installation and development of water and sewer systems and their appurtenances.

101.2 Development Services Code. These regulations may be cited as the ‘Development Services Code’, hereinafter referred to as ‘this Code.’

101.3 Purpose. The purpose of this Code is to provide the minimum requirements and standards regarding the construction, installation and development of water and sewer systems in an effort to fulfill WSSC’s mission of providing safe and reliable water and returning clean water to our environment for the protection of the public health, safety and well-being.

101.4 Variance. A variance of this Code may be requested by submitting a Variance Request Form and may be subject to an additional fee. The Commission may deny, grant in part, grant with conditions, or grant a request for Variance. A Variance that is granted in whole or in part shall be based on the determination that:

- a) the underlying purpose of this Code will not be frustrated or undermined by the grant of the Variance;
- b) the grant of the Variance will not damage the WSSC’s water or sewer system;
- c) denial of the Variance request will result in undue burden or undue hardship to the Applicant; and
- d) the grant of the Variance will be in the public interest.

SECTION 102
DUTIES AND POWERS OF THE COMMISSION

102.1 General. WSSC shall enforce all of the provisions of this Code.

102.2 Applications and Permits. WSSC shall receive applications and issue permits for the installation and alteration of covered work as may be required by this Code, inspect the premises for which such permits have been issued, and generally enforce compliance with the provisions of this Code.

CHAPTER 2

ACRONYMS and DEFINITIONS

SECTION 201 GENERAL

201.1 Definitions Generally. The definitions set forth below apply to the provisions of this Code. In addition, the definitions set forth in the latest editions of the following standards and codes (if applicable):

- a) Public Utilities Article, Annotated Code of Maryland;
- b) WSSC Pipeline Design Manual;
- c) WSSC SEP General Conditions and Standard Specifications (including Special Provisions);
- d) WSSC Standard Details for Construction (including proposed amendments);
- e) WSSC Plumbing and Fuel Gas Code.

201.2 Ordinary Words. Ordinary words not otherwise defined in this Code are used in accordance with their established dictionary meanings to further the purpose of this Code.

SECTION 202 ACRONYMS

AFF. Above First Floor

BCR. Building Certification Release **CCTV.** Closed Circuit Television

CFA. Certificate of Final Acceptance

CIP. Capital Improvement Project

CSC. Certificate of Substantial Completion

DAP. Development Authorization Process

DDS. Development Design Section

DPS. Development Planning Section

DRC. Development Review Committee (Montgomery County)

ACRONYMS AND DEFINITIONS

DRP. Developer Relocation/Rehabilitation Process

DS. Development Section

DSD. Development Services Division

DSP. Development Services Process

EESD. Engineering & Environmental Services Division

EGIS. Enterprise Geographic Information System

ESA. Environmental Site Assessment

ESD. Environmental Site Design

FD&CD. Facility Design & Construction Division

FFBC. Front Foot Benefit Charge

GCO. General Counsel's Office

GIS. Geographic Information System

GPD. Gallons Per Day

HIS. Hydraulic Information Sheet

HPA. Hydraulic Planning Analysis

I/I. Infiltration and Inflow

LOF. Letter of Findings

LPSS. Low Pressure Sewer System, formerly referred to as Grinder Systems

MBE. Minority Business Enterprise

MDE. Maryland Department of the Environment

M-MNCPPC. Montgomery County- Maryland National Capital Park & Planning Commission

M-NCPPC. Maryland-National Capital Park & Planning Commission

MOSHA. The Maryland Occupational Safety and Health Act

MOU. Memorandum of Understanding

ACRONYMS AND DEFINITIONS

MSU. Minor Site Utility

NON-DR. Non-Development Relocation/Rehabilitation

NTP. Notice to Proceed

PCCP. Pre-stressed Concrete Cylinder Pipe

PCD. Pipeline Construction Division

PDD. Pipeline Design Division

PE. Professional Engineer

PD. Planning Division

PIE. Public Improvement Easement

PM. Project Manager

P-MNCPPC. Prince George's County Maryland National Capital Park & Planning Commission

PSI. Pounds per Square Inch (measurement of pressure)

PSS. Permit Services Section

PUE. Public Utility Easement

RFS. Release for Service

ROW (or R/W). Right of Way

RMS. Relocations and Major Systems

RSD. Regulatory Services Division

SCADA. Supervisory Control and Data Acquisition System

SCP. Service Connection Permit

SDC. System Development Charge

SDCCA. System Development Charge Credit Agreement

SEP. System Extension Process

SHA. State Highway Administration

ACRONYMS AND DEFINITIONS

SLMBE. Small, Local, Minority Business Enterprise

SPF. System Planning Forecast

SRC. Subdivision Review Committee (Prince George's County)

SSES. Sewer System Evaluation Survey

SU. Site Utility

SWM. Stormwater Management

TSD. Technical Services Division

WPS. Water Pumping Station

WPSP. WSSC Pump Station Permit

WSSC. Washington Suburban Sanitary Commission

WSSD. Washington Suburban Sanitary District

WWPS. Wastewater Pump Station

WSSC's WEBSITE. www.wsscwater.com

SECTION 203
ADDITIONAL DEFINITIONS

Abut. Touching or being adjacent to something along one side.

Active project. A HPA, SEP, SU, DRP, Non-DRP, or WWPS project with a valid LOF, Plan Approval or Permit.

Amended Letter of Findings (Amended LOF). A follow-up document in letter format provided by WSSC in response to an Amendment Request submitted by an Applicant.

Amendment. A request from the Applicant, Owner or Developer for changes to an already approved Letter of Findings and color-coded sketch. These changes can include but are not limited to changes in ownership of development, changes in or that have impact on the alignment or location of an infrastructure (water, sewer, or other facilities), changes in water demand, wastewater flow, changes in configuration, or staging of construction sequence of the development. Change(s) made during the Design phase (Phase 2) that is not consistent with the approved color-coded sketch in Phase 1 require(s) an amendment. A Letter of Findings for a Hydraulic Planning Analysis or System Planning Forecast must have already been issued by WSSC prior to an Amendment request.

Applicant. A firm, corporation, partnership, joint venture, municipality, agency, developer, contract purchaser, person, or persons (or their authorized agent/designee) who owns/develops property and applies for water or sewer service provided by systems or facilities within the Sanitary District.

Applicant Built Service Connection. An applicant built service connection will be constructed and financed by the owner and/or their designees. The Commission will inspect, approve, and accept all ownership and maintenance responsibilities thereafter.

Applicant Built Service Connection Permit. An applicant built permit is for service connection that will be constructed and financed by the owner and/or their designees. The Commission will inspect the service connection and upon approval, accept all ownership and maintenance responsibilities thereafter.

Applicant Built Package. A submittal package containing the required documents for an applicant built service connection.

Approval Package. A submittal package of design plans finalized by the Applicant/Engineer which includes design details, addresses all comments from the 100% design review, and with approved CAD files. The package must also be batch stamped.

Approved. Accepted by WSSC as meeting an applicable standard, specification, requirement, or as suitable for proposed use.

Assessment Payoff. The amount necessary, as determined by WSSC, to pay and extinguish the fixed and levied front foot benefit charge on a property that abuts or is serviced by a

ACRONYMS AND DEFINITIONS

WSSC water and/or sewer main in accordance with the property's classification.

Asset Commissioning Information. Applicant supplied information 'as required' to support the Commission's ongoing asset management program. All projects and resulting construction contract documents used for asset creation, modification, rehabilitation, or replacement of an asset(s) shall be required to supply WSSC with information regarding said asset.

Batch Stamp. The batch stamp is a tool designed to place the WSSC approval stamp on the electronic plan only which indicates that all WSSC comments have been resolved and the engineer may submit plans electronically through the electronic signature platform for signatures. WSSC shall initiate the electronic envelope.

Building Certification Release. Evidence of an approved WSSC service connection and/or plumbing permit application for the property or properties described on the BCR and serves to certify that the selected WSSC water and/or sewer services will be provided subject to compliance with the conditions of the service approval. Further, the document serves as the required certification as embodied and mandated by the Prince George's County Code.

Building Drain. That part of the lowest piping of a drainage system that receives the discharge from soil, waste and other drainage pipes inside a building and extends 5-feet beyond the exterior walls of the building and conveys the drainage to the *building sewer*.

Building Sewer. The extension of the *building drain* which is located entirely outside of the building's exterior walls.

Capital Improvement Program. WSSC's Capital Improvements Program is a 6-year projected program of improvements for all major water and sewer systems and facilities as defined in the Public Utilities Article, Division II, §23-301, of the Maryland Annotated Code.

Certificate of final acceptance (CFA). Either 1) certification that a project has been paved with surface course paving and all WSSC appurtenances are visible. This certification is part of the county or state paving bond release requirements. Or 2) for facility projects, such as wastewater pumping stations, certification that conditions have been completed and/or provided as defined in the memorandum of understanding or contract.

Certificate of Substantial Completion (CSC). Certification that a project is ready to be used for its intended purpose. All testing is completed and the system or facility is ready to be placed into service.

Code Official. Commission employees charged to administer and enforce any part or all of this Code. Examples include, but are not limited to: inspectors, investigators, plans reviewers, support specialists, permit agents, meter personnel, WSSC Police, Utility Services personnel, and any related supervisors.

Commission. The Washington Suburban Sanitary Commission or its duly authorized agents acting within the scope of duties entrusted to them.

ACRONYMS AND DEFINITIONS

Construction Services. WSSC's review of contractor's submittal, response to contractor's request for information, construction inspection, witness tests, commissioning, and process for certification of completion and release for service request form.

Construction Start. Construction Start as it relates to Developer built WSSC infrastructure refers to the initiation of construction activities relative to the installation of water or sewer mains or other WSSC infrastructure. This includes but is not limited to trench excavation, installation of manholes, vaults, pipelines, or other related structures. Construction start shall be identified by written notice by the contractor to the Commission not less than 72-hours in advance of these activities.

Construction Start as it relates to this provision does not include: land preparation such as clearing; grading and filling; installation of streets and/or walkways; excavation for a basement, footings, piers, foundations, or the erection of temporary forms. Nor does it include installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main structure.

Contractor. A utility contractor and/or a WSSC-licensed Master Plumber.

Corporate Entity Form. A form containing a list of authorized person(s) within a business entity or corporation who have the authority to amend or make decisions concerning the project on behalf of the business entity or corporation. Government agencies shall submit a letter (in lieu of the form) indicting the person(s) authorized to execute documents (i.e. SEP permit) associated to their project.

Credit Voucher. A document executed by the Applicant which serves as the instrument to obtain SDC credit associated with an application for permit to install plumbing fixtures. Each Credit Voucher may apply only to a single application for plumbing permit and shall:

- Identify the Qualified Project from which credit is derived; and
- Specify the Qualified Property for which the credit is requested; and
- Be signed by the Applicant or its authorized agent, be duly notarized; and
- Show the amount to be credited in lieu of SDC payment

Critical Customer. Refers to WSSC customers that require special or exceptional consideration for water service, usually (but not limited to) those cases where human life, health, or well-being may be at risk and exacerbating circumstances may be present, in the event of water outages (e.g. hospitals, nursing homes, hospice-care facilities).

Customer. For purposes of this Code, a member of the regulated community which may be a property or building owner, tenant, occupant, or other controlling entity over any portion of a property's water and/or sewer distribution system or water utilizing equipment.

Declaration of Covenant. A recordable or recorded document provided by the owner of two contiguous pieces of land allowing a private water and/or sewer across one property to serve a second property in order to ensure the private line(s) will remain and continue to serve in the event the properties are no longer under common ownership.

ACRONYMS AND DEFINITIONS

Dedicated LPSS (Dedicated Grinder System). A grinder system serving a single non-residential customer or a single multifamily dwelling.

Delegation of Authority. A document delegating authority to perform various functions from the Commissioners to the General Manager and sub-delegated down to staff, as set forth and modified from time to time as appropriate.

Design Guidelines. WSSC Pipeline Manual, Specifications, Standard Details and numbered WSSC Design Guidelines.

Design Engineer. A State of Maryland Registered Professional Engineer (Engineer) is responsible for the design of an SEP, Site Utility and/or Wastewater Pump Station project, and who has reviewed plans and other documents prior to their submission to WSSC. Final documents submitted for WSSC approval shall have each sheet stamped, signed, and dated by the Engineer.

Developed Piping Length. A condition stipulated for qualification as a Minor Site Utility System and defined as the measurement of water and/or sewer piping constructed from the property line or the edge of an easement to the building.

Development Relocation/Rehabilitation Process (DRP). A Developer Relocation and/or Developer Rehabilitation project is an Applicant/Developer designed and constructed water or sewer relocation or rehabilitation for any existing WSSC facility.

Development Services Process (DSP). The process of extending WSSC water and/or sewer systems. Previously it was referred to as DAP (Development Authorization Process).

Domestic Flow. Refers to water provided to customers for regular everyday use, and that is not used for fire-suppression. It is usually expressed in terms of average demands during a 24-hour period, maximum-day demand, or hourly peak demand.

Domestic Outage Protection Loop. A *water loop* required for the purpose of ensuring that WSSC can provide service area redundancy for domestic water flow only. These loops are normally called for and specified during HPA, Amended HPA, and other types of reviews performed by the DSD.

Easement. The right, acquired by a legally executed and recorded document, permitting the Applicant and WSSC to use a clearly defined strip or parcel across the land of others in perpetuity (also see *Right-of-Way*.)

Electronic document platform. The WSSC web application that allows for submitting documents electronically.

Electronic signature platform. The WSSC web application that allows for submittal of electronically signed documents.

Eligible Private Funding. Payment required by and made to WSSC by an Applicant to cover WSSC costs to design and construct a CIP Project needed to accommodate growth.

ACRONYMS AND DEFINITIONS

Engineering Agreement. An agreement between the Applicant of a WSSC Built project and WSSC for WSSC to provide design services. The agreement enables WSSC to recover any costs incurred if the Applicant decides not to proceed with the construction of the project.

Environmental Site Contamination Review. An environmental screening of a site for contaminants and hazardous materials. The Applicant will provide an Environmental Database Search Map Report or Environmental Site Assessment Phase 1 report that will be used to assess the potential for encountering contamination during construction of water and/or sewer services at a property. WSSC will summarize results/conclusions in a *HAZScreen Response Form*.

ePermitting. A customer-facing web application with a back-office component. The web application is for the public's use in submitting permit and/or plan applications for WSSC's review. The back-office component is for WSSC personnel to manage and process applications.

ePlan Review System. A software application that allows Applicants and WSSC personnel the ability to access and review electronically stored plans, documents, and data.

Extension (water or sewer). A continuation or addition to existing WSSC pipe that is constructed by the Applicant or WSSC.

Facilities. Water and sewage pumping stations, storage structures, treatment facilities, and their appurtenances.

Final Design (100%). Design plans that include all design details and have addressed all WSSC's prior comments required to meet the Commission's applicable standards and specifications.

Fire Flow. Refers to water flow for the purpose of fire-suppression.

First Formal Review. A first review of submitted design plans.

Gravity Service. A system of collector sewers using gravitational force to transport wastewater.

Grinder Pump. A sewage pump that macerates waste during the pumping operation.

ACRONYMS AND DEFINITIONS

Group R-3 Occupancies. In general, 1-family and 2-family detached houses and attached row-style houses. Specifically, per the International Building Code (IBC): Residential occupancies where the occupants are primarily permanent in nature and not classified as R-1, R-2, R-4 or I-1, I-2, I-3 or I-4, and where buildings do not contain more than two dwelling units as applicable in Section 101.2 (IBC) or adult and child care facilities that provide accommodations for five or fewer persons of any age for less than 24-hours. Adult and childcare facilities that are within a single-family home are permitted to comply with the International Residential Code in accordance with Section 101.2 (IBC). Group R-3 classifications include single family homes and row style townhomes (single dwelling unit from bottom floor to top floor). All other building types or occupancies shall be deemed non-residential.

HAZScreen Response Form. WSSC's findings of an *Environmental Site Contamination Review*.

Health Hazard. An owner occupied, single family residential property with a Health Department certified failing well or septic system.

Hydraulic Analysis. A study performed by WSSC evaluating the impact of a development on existing water and sewer facilities.

Hydraulic Information Sheet (HIS). A document which is provided to WSSC as part of Site Utility Review submittals and is comprised of 2 main parts. The main purpose for an HIS is to document an Applicant's requested water flows to serve their proposed development (Part-1), as well as pressures available to the point-of-connection at the Applicant's requested flows (Part-2). Applicants provide information on Part-1 about their anticipated peak domestic, fire hydrant, fire sprinkler, and fire standpipe flow requirements and WSSC completes Part-2 during a hydraulic review to provide pressure information available at the point-of-connection which the Applicant will use for plumbing design.

Hydraulic Planning Analysis (HPA). A hydraulic review performed by WSSC on an Applicant, Owner, or Developer proposed development for property/properties having a County issued Service Category status of 1 to 4 and requesting water and/or sewer service that requires system extension.

Hydraulic Planning Analysis (Basic). A hydraulic planning analysis that has, but is not limited to the following characteristics: no more than 3 infrastructure construction parts and a calculated Base Sanitary Flow of less than 100,000 gpd.

Hydraulic Planning Analysis (Moderate). A hydraulic planning analysis that has, but is not limited to one or more of the following characteristics: between 4 and 11 infrastructure construction parts, hydraulic modeling that would require use of a computer pipe network model, small (less than 20 units) grinder pump systems, CIP projects, interpretation of wastewater flow meter data, unlined water mains with 1,000 gpm fire flow, extra-depth (15 feet deep or greater) sewer, onsite takeovers or interpretation of fire flow test results.

Hydraulic Planning Analysis (Complex). A hydraulic planning analysis that has, but is not limited to at least one or more of the following characteristics: 12 or more infrastructure

ACRONYMS AND DEFINITIONS

construction parts; major facilities such as wastewater pumping stations; force main; water pumping stations; water storage; major water transmission main; trunk sewer; or system pressure regulation and relief valves; old unlined mains feeding or are part of the network feeding a development that requires 1,500 gallons per minute of fire flow; using high hydraulic grade and the lowest elevations within the property; a high domestic pressure greater than 130 psi is detected; inter-jurisdictional issues which need reviews or input by the affected jurisdiction; grinder system larger than 20 units (pumps) or a proposed grinder system connecting to an existing grinder system; projects located within known problem areas as determined by WSSC; unexpected and unusual circumstances that requires multiple expert resources to formulate a solution and provide input or a calculated base sanitary flow of 100,000 gpd or more.

Individual Grinder Pump Unit. A single customer's *grinder pump* and pressure pipe located within their property to discharge waste to a gravity-service main.

Letter of Findings (LOF) or Feasibility Review Letter of Finding. A letter from WSSC documenting approved layout and sizing for proposed water and/or sewer extensions. This correspondence provides pertinent hydraulic information for the proposed development, specifies WSSC contact's name, phone number and job number and sets forth any conditions that must be met prior to service being provided.

Low Pressure Sewer System (LPSS). Formerly known as a Grinder System. A collection system of small-diameter pipes in the public *right-of-way* through which wastewater is forced by pressure from individual customers' *grinder pumps*. LPSS's are public systems and usually have more than one customer.

Maintenance Bond. A security payable to WSSC as a guarantee of funds for the correction of any construction or material deficiencies found during the life of the bond.

Major Project. Projects for the construction of larger diameter water and/or sewer mains, force mains, pump stations and/or facilities included in the Capital Improvement Program as defined in the Public Utilities Article, Division II, Maryland Annotated Code.

Major Revision. Any changes that impact the design of the pipe system, its appurtenances, or a facility, including but not limited to the alignment of the pipe, the diameter of the pipe, the length of the pipe and the number of connections to the pipe.

Memorandum of Understanding (MOU). A written agreement made between the WSSC and an Applicant which covers the Applicant's design and construction of a CIP Project and which identifies the estimated total Applicant costs eligible for SDC credit and/or reimbursement. A qualified project built without a signed MOU or SDC Credit Agreement is not eligible for SDC applicant credits or reimbursement.

Minor Revision. Revisions of items that do not affect the design of a project.

Mixed Use Building: Where both residential and commercial units in the same building exist and are served by a single water service connection or multiple water service connections forming into a single system on private property.

ACRONYMS AND DEFINITIONS

MOSHA. The Maryland Occupational Safety and Health Act which provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State.

Multiple Building Covenant. A legal agreement between the owner of a property with multiple buildings and WSSC that requires the owner to make arrangements for water and/or sewer service to the individual buildings should the property be subdivided.

Multi-Unit Building: A structure other than Group R-3 occupancy under one ownership, but divided as to provide for multiple occupancies.

Network Connectivity. The extent to which the water system is interconnected. Strong interconnectivity is intended to provide flexibility during operational emergencies. Examples of strong interconnectivity include connection of water mains to those in other pressure zones with divisional valves, extension of water mains to property lines for future connections, easement requests through properties for future connections, cross-connection of mains passing over or above other mains, and connections to major transmission mains that pass through a development with division and isolation valves and pressure reducing valves, as appropriate.

Non-abutting Connection. A lateral service pipe that is constructed by WSSC or its designee from a WSSC water and/or sewer main at an irregular angle (most standard connections are made at a 90° angle) to a property line or to the edge of a WSSC easement. Non-abutting connections require special permission from WSSC. (Also see *Service Connection* and *R/W Connection*.)

Non-Development Relocation/Rehabilitation (Non-DR). DRP projects are classified as either DR or Non-DR projects. A Non-DR project does not require pipe relocation and/or rehabilitation and falls within one of the following categories:

- 1) Street Grade Establishment plan review;
- 2) New or Relocated WSSC fire hydrant(s);
- 3) Grading over existing water and/or sewer main(s);
- 4) Abandonment of existing WSSC water and/or sewer main or easement.

Non-Residential Building or Occupancy: The classification non-residential shall apply to any building type or occupancy that does not meet the parameters of a Group R-3 occupancy as set forth in the International Building Code.

Off-Property Extensions. Water or sewer mains constructed beyond the limits of the Applicant's property.

Outstanding Conditions List. A list of remaining or outstanding items required for permit issuance submitted to the Applicant at the end of the "Design" phase for SEP and WWPS projects. A letter of *Outstanding Conditions* is also provided at the end of the "Construction" phase for Wastewater Pump Station projects. It details (a) the remaining items necessary for substantial completion, and (b) a punch list of items compiled after substantial completion

ACRONYMS AND DEFINITIONS

and acceptance. A Certification of Substantial Completion will not be given until all of the Outstanding Conditions have been met by the Applicant.

Part. A project may be broken into different construction phases depending upon how the developer proposed water and sewer sequencing. Each phase is a Part.

Partial Substantial Completion. The point in the construction phase when a portion of the project is ready to be used for its intended purpose. All testing is complete, and the portion of the overall project may be placed into service.

Partial Release for Service. Release for service of a portion of the overall project.

Payment Security. A security payable to WSSC to guarantee payment to the utility contractor, subcontractors, and suppliers who provide labor, materials, or construction equipment for the construction of the subdivision lines.

Performance Security. A security/bond issued by a bank or insurance company payable to WSSC to guarantee satisfactory construction, completion, and performance of a project by a contractor.

Person. Any individual; partnership; co-partnership; firm; company; corporation; association; joint stock company; trust; estate; Federal, State, and local governmental entity; society; group; or any other legal entity; or their legal representatives, agents, assigns or governmental entities.

Permittee. The person responsible for meeting the conditions of the permit.

Physical Acceptance Date. In instances where *Substantial Completion* is issued with outstanding punch list items, WSSC will establish the Physical Acceptance Date once all items have been completed. This date will signify that all contractual requirements at the site have been met.

Pipe-stem Lot. A narrow lot, usually rectangular, that provides street or road access in heavily-developed areas. The short side of the lot is the side bordering the road. Pipe-stem lots are commonly found where road frontage is at a premium, also typical in beachfront or lakefront developments. Pipe-stem lots are also referred to as flag lots, especially when the lot creates an L-shape.

Pre-Design. Plans are considered pre-design at the Government Referred and HPA stage.

Preliminary Design (40%). The design plans at the first submittal stage for Wastewater Pump Station designs only and normally at 40% complete. They shall include all design details and address comments from the pre-design review.

Private Easement Agreement. A recorded legal document granting an area of property for a specific use (water and/or sewer connection) to an individual(s). The agreement is between two private property owners and not WSSC.

Property Line Cleanout. A pipe located near the property line which rises from the sewer

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line to about ground level and is capped. It is used to access the sewer lateral pipeline.

Qualified Project. An Applicant may be eligible to receive *System Development Charge (SDC) Credit* for the design and construction of a qualified *System Extension Process (SEP)* project. A project may be qualified if it:

- a) Is part of an approved WSSC *Capital Improvement Program (CIP)* project or,
- b) Provides only local service, is less than or equal to 2,000 feet in length and includes a large diameter main (defined as a sewer main of 15-inches or larger, or a water main of 16-inches or larger).

Qualified Project Scope. The specific scope of the qualified project. For pipelines built under an SEP, the specific scope will be included with the SDC Credit Agreement and will include pipeline lengths and diameters, valves, vaults, and any other appurtenant structures. For facility projects, the specific scope of work will be included with the MOU.

Qualified Property. The specific properties located within the geographic area which WSSC identifies as served by the Qualified Project, as defined in Section 1202.3.

Release for Service. The date ownership of the improvement transfers from the Applicant/Owner/Developer to WSSC. Upon issuance of the *Release for Service*, the Applicant agrees that title to the water and/or sewer system and appurtenances transfers to WSSC and WSSC shall assume ownership, maintenance and operation responsibility for the water and/or sewer system and appurtenances within the bounds of the easement conveyed to WSSC and in the public right of way.

Release of Liens. A form acceptable to WSSC; signed and notarized by the utility contractor and the Applicant, stating that the utility contractor and all subcontractors and suppliers have been paid.

Residential Unit. Refers to domestic abodes built for the purpose of housing or sheltering people for normal living intentions. Examples of a residential unit include but are not limited to: a single-family house, townhouse, apartment, or condominium.

Right-of-Way. An area dedicated by plat or deed for public use such as a street or road (also see *Easement*.)

Right-Of-Way Service Connection: A tap or tee that is constructed by the Commission or its designee into a Commission water or sewer main located in a right-of-way on private property. (Also see *Service Connection* and *Non-abutting Connection*.)

SCADA. Supervisory Control and Data Acquisition includes all process control and related database designed and developed in coordination with WSSC.

Sediment Control Permit. A permit issued by WSSC that allows for ground disturbance in support of water and sewer development.

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Service Connection. In general, a lateral service pipe that is constructed by WSSC or its designee from a WSSC water or sewer main to a property line or to the edge of a WSSC easement (also see *Non-abutting Service Connection* and *R/W Service Connection*.)

Shared Site Utility System Agreement. A recorded arrangement approved by WSSC where a shared service connection is allowed to serve multiple properties or buildings (other than Group R-3) that are under separate ownership but located on a common tract of land.

Signed Plan Letter. A letter approving construction plans for water/sewer extension and/or pump station at the development site. This letter is made available from WSSC to the Applicant stating the plans have been approved and the ‘Design’ phase of the SEP process is complete.

Site Utility (previously known as an ‘on-site system’). A system of privately owned water and/or sewer mains located on private property. These systems are also operated and maintained by the property owner. All Site Utility projects within the WSSD shall be administered, designed, constructed, and inspected through the Site Utility process described herein.

Submission Checklist. A list of items required of the developer at the time of submission of system extension and/or pump station designs and other reference documents for WSSC. The form is available on WSSC’s website.

Subordination Agreement. An agreement made between WSSC and Montgomery or Prince George’s Counties whereby one party agrees to subordinate their easement rights to the other party in instances of overlapping easements in the public road.

Subsequent Formal Review. A review after the *First Formal Review* to verify the Applicant has addressed all previous comments.

Substantial Completion. The point in the construction phase when a project is ready to be used for its intended purpose. All testing is completed and the system or facility is ready to be placed into service, at which time a *Certificate of Substantial Completion (CSC)* is issued.

Systems Development Charge (SDC). An impact fee to recover the cost of growth related systems and facilities within the WSSD. The fee is paid to the WSSC at the time of application for a plumbing permit intended to cover the cost of building CIP Projects needed to accommodate growth.

System Development Charge (SDC) Credit. A dollar value which is credited to an Applicant against SDC payable in connection with *Qualified Properties* and which equals the total eligible costs incurred by the Applicant in the Applicant’s design and construction of a Qualified Project or the amount of eligible private funding made by the Applicant to cover WSSC costs to design and construct a Qualified Project. An Applicant who designs a Qualified Project must also construct that Project in order to be eligible to receive SDC credits.

System Development Charge (SDC) Credit Agreement. An agreement that summarizes

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the eligible costs considered for SDC Credit. The SDC Credit Agreement is appended to an SEP. The credit agreement is included in the MOU as Attachment A.

System Development Charge (SDC) Ledger. The record of SDC credit authorized for an Applicant and the amount(s) of SDC credit issued or reimbursed to the Applicant for fixtures covered by plumbing permits obtained in the course of developing Qualified Properties associated with a Qualified Project.

System Extension Process (SEP). A project(s) that an Applicant will design and construct all systems, facilities, or connections in accordance with WSSC standards and technical criteria, and will transfer the same to WSSC for ownership, operation and maintenance when the construction and testing has been completed to the satisfaction of WSSC. All conditions set forth in the SEP are met and WSSC accepts the system or facility.

System Extension Process Permit (SEP Permit). A WSSC-issued permit for water and/or sewer extensions to WSSC systems. The SEP Permit is required for the Applicant to construct systems and appurtenances. The Applicant is responsible for maintaining a valid permit until the *Release for Service*. Upon issuance of the *Release for Service*, the Applicant agrees that title to the water and/or sewer system and appurtenances transfers to WSSC and WSSC shall assume ownership, maintenance and operation responsibility for the water and/or sewer system and appurtenances within the bounds of the easement conveyed to WSSC and in the public right of way. A qualified project built under a System Extension Permit issued without a signed accompanying SDC Credit Agreement is not eligible for SDC Applicant Credits or Reimbursement.

System Planning Forecast (SPF). An SPF is similar to an HPA review though less detailed. WSSC performs an SPF when a project is in service categories 5 or 6, when there are unknowns about the exact size/layout of the development, or when a project requires a major rezoning to develop the property as it is being proposed. The SPF will not include water or sewer main sizing of proposed or existing system and is not a commitment for service.

Systems. Water and sewer pipelines and appurtenances.

Transmission-Main Outage Protection Loop. A *water loop* required for the purpose of ensuring that WSSC can provide second-feed redundancy for domestic and *fire flow* during times when WSSC is inspecting, maintaining, or repairing large-diameter water mains including those made of pre-stressed concrete cylinder pipe (PCCP) with diameter equal to or greater than 36-inches, or cast iron pipe with diameter equal to or greater than 36-inches. These loops shall be required when an Applicant proposes to serve their development through a direct connection to a WSSC large-diameter water main made of pre-stressed concrete cylinder pipe (PCCP) with diameter equal to or greater than 36-inches, or cast iron pipe that has diameter equal to or greater than 36-inches.

Water Interconnection. A water line that is required-for-service and that has been determined to be hydraulically necessary during an HPA or Amended HPA review (or other types of reviews performed by the DSD) for the purpose of ensuring that adequate domestic and *fire flow* is provided at WSSC standard flows and pressures.

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Water Loop. A water segment connecting two networks of water mains. Its purpose is to provide alternate feed to either a single feed or an isolated network.

Water Service. A water pipe extending from the point of connection at the WSSC main line or private source and terminating at the building service valve, often called *Service Connection*.

Wet Weather Project. Proposed developments connecting into or upstream of CIP size trunk sewer stretches that have projected sanitary sewer overflows based on existing dry weather flow (including ground water) and rainfall dependent infiltration and inflow from a 2-year design storm (specified by WSSC.)

All other proposed developments projected to generate flows over 100,000 gallons per day (gpd) connecting into or upstream of CIP size trunk sewer stretches that have projected sanitary sewer overflows based on existing dry weather flow (including ground water) and rainfall dependent infiltration and inflow from a 10-year design storm (specified by WSSC).

WPSP (WSSC Pump Station Permit). A WSSC issued permit is required for the Applicant to build a future WSSC Wastewater Pump Station. Upon satisfactory completion WSSC will take over the facility for maintenance, operation, and ownership.

WSSC. The Washington Suburban Sanitary Commission, its employees, authorized agents, and representatives.

WSSC Built Job. A WSSC designed and constructed extension, usually to alleviate residential health hazards or to provide service to one new proposed single family home or existing single family residences. The Applicant has the option to use a private engineer for the design. Commercial construction and new multiple residential unit developments do not qualify as WSSC Built projects.

WSSC Pump Station Design Review. Review of the submitted pump station plans.

WSSC Website. www.wsscwater.com.

WSSD. The Washington Suburban Sanitary District. Generally, the entirety of Montgomery and Prince George's Counties, Maryland, excluding certain incorporated city limits and federal properties.

SECTION 204

DEFINITION OF FEE NAMES AND BUDGET CHARGES

204.1 General. All fees listed below are instituted to recover costs incurred by WSSC, are non-refundable, and non-transferable.

Chlorination Confirmation Test Fee. A fee to cover the cost of chlorinating and testing a newly constructed or repaired water main.

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Construction Services Fee. A fee to provide construction inspection services, final project testing, and the processing of the *certificate of substantial completion* and *release for service*.

Deficit Payment. A payment required of an Applicant for water and/or sewer service which will make it economically feasible for the Commission to provide the requested service.

Design Review Fee. A fee for reviews of signed and unsigned drawings for reviewing DRP, HPA, SEP, SU/MSU, Relocation/Rehabilitation and WWPS. The fee includes three reviews. Extra Review Fees will be assessed if additional reviews are required.

Dishonored Check Fee. A fee that is assessed in the event an Applicant's check or electronic payment does not clear.

Environmental Site Review Fee. A fee for completing a contamination screening and/or review of an ESA-1 Report for an applicant.

Extra Review Fee. A fee for additional reviews of signed and unsigned drawings for reviewing DRP, HPA, SEP, SU/MSU, Relocation/Rehabilitation and WWPS plans more than three times. The fee may not be charged if the changes are made as a result of a WSSC requested modification to the drawings.

- **Extra Review Fee for Minor Revisions.** A fee for reviewing minor changes to design drawings.
- **Extra Review Fee for Major Revision/Splitting Signed Drawings.** A fee for reviewing and processing major changes to signed drawings or splitting signed drawings into two or more separate projects.

Feasibility Review and Report Fee. For WSSC Built projects, a fee to cover the cost of WSSC's preparation of the Feasibility Review LOF.

Feasibility Submission Fee. For WSSC built projects, a fee to cover the cost of processing the application and conducting a preliminary review of project scope.

Front Foot Benefit Charge (FFBC). A cost levied against properties abutting and/or serviced by water and sewer main lines built by WSSC to recover costs for the construction and financing of the main lines; FFBC is collected annually via the benefitted property's tax bill.

Government Referred Plan Review Fee. A fee for reviewing plans submitted for Government Plan Review projects. The fee includes one review only. Additional fees will be assessed if extra reviews are required.

The Government Plan Review Fee structure consists of the following:

- a) Major Plan Review.** Development is for non-residential (used to be referred to as commercial) or more than ten residential properties.
- b) Major Re-Review.** Extra review to ensure that WSSC previous comments have

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been addressed from a prior major plan review.

c) Minor Plan Review. Development is for ten residential units or fewer.

d) Minor Re-Review. Extra review to ensure that WSSC's previous comments have been addressed from a prior minor plan review.

Health Hazard Subsidy. A WSSC provided deficit subsidy for any owner occupied, single family residential Applicant with a Health Department certified failing well or septic system. A subsidy is allowed for every property which could be served by the proposed extension. The subsidy is reduced by the assessment returns from those properties. The subsidy must be approved by the General Manager or Commissioners.

Hydraulic Planning Analysis Fees (Modeling Fees). A fee for hydraulic modeling of proposed water and/or sewer extensions to ensure it is compatible with WSSC's existing systems and with planned development. The actual fee amount is dependent on the number of development parts; whether the project requires water or sewer modeling or both; and whether pressure sewers are needed.

In-house Design Deposit. An estimate of the WSSC Design Costs required upon executing an Engineering Agreement with WSSC. This deposit is to be applied to the deficit amount or refunded to the Applicant at the time the construction stage begins (if the project is determined to be in a surplus) for WSSC Built projects.

Partial Release Fee. A fee for processing a *Partial Release for Service* on a project prior to the overall final *Release for Service*. Partial releases are allowed up to 50% of a projects' total connection permit count. The fee is applicable per each request submitted.

Special requests for partial releases exceeding 50% of a projects total permit count may be requested and will be considered up to a maximum of 75%. If approved, the fee is applicable per each permit released in excess of 50%.

Preparation of Hold Harmless Agreement Fee. A fee associated with the preparation, review, and recordation of a Hold Harmless Agreement.

Prescreen Resubmission Fee. An HPA/SEP/SU submittal may be rejected due to insufficient information or other inadequacies. In that event, a Prescreen Resubmission Fee will be assessed. The Applicant will ensure the Prescreen Resubmission Fee has been received by WSSC prior to or with the re-submittal of the project, otherwise the project will not be accepted.

Project Amendment Fee. A fee for processing an amendment or change to a public extension project.

Re-Test, Additional Tests, or Inspector Overtime Fee. A fee charged using an hourly rate to recover WSSC's cost for re-testing failed tests, for performing additional tests or for Inspector Overtime required for various reasons.

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Review Fee Exceptions. A review fee is not charged for Re-Zoning reviews or Service Area Category Change Request reviews. All Re-Zoning reviews and Service Area Category Change Request reviews are performed by WSSC hydraulics staff only.

Review fee for additional review of contract documents and as-builts. A fee for the pipeline construction division's additional reviews of contract documents and/or as-builts.

Shut Down/Charge Water Main Fee. A fee for shutting down a portion of WSSC's water system for construction.

Site Utility Review Fees. A fee for reviewing submitted Site Utility plans for compliance with WSSC design requirements. The fee amount is dependent on the length of water/sewer mains and whether the project qualifies as a Minor Site Utility. The fee includes three reviews. Additional fees will be assessed if extra reviews are required.

Site Utility Inspection Fees. A fee to provide construction inspection services, final project testing, and the processing of the *release for service*. The actual fee amount is dependent on the length of the water/sewer mains.

Systems Development Charge (SDC). A fee paid to the WSSC at the time of application for a plumbing permit intended to cover the cost of building CIP Projects needed to accommodate growth.

System Planning Forecast (SPF) Fees. A fee for the less detailed hydraulic planning review completed for projects in service area categories 5 or 6; unknowns regarding the exact size/layout of development; or when a project requires major rezoning in order to develop.

Transfer of Ownership Fee. A fee charged for the change or transfer of the property owner or project name. Transfer of Ownerships can be done as part of a project *amendment* if applicable without an additional fee.

Variance Review Fee. A fee for the review of requests for variance from design requirements in addition to the normal plan review.

WSSC Easement Release/Abandonment/Subordination Fee. A fee for the review and processing of documents for the release, abandonment, or subordination of an existing WSSC easement.

WSSC Pump Station Design Review Fee. A fee for the review of a Wastewater Pump Station (WWPS) project. The Applicant will pay a "pump station design review deposit" for 50% of WSSC's estimated costs (direct and overhead) incurred from the time of the Applicant's original request until completion of the 100% Design Drawings review. Prior to approval of the Pump Station plans, the Applicant will deposit the remaining estimated costs in cash to cover the balance of WSSC's estimated direct and overhead costs for construction of the Pump Station. If during the construction of this project WSSC's expenses exceed the amount deposited, WSSC shall provide the Applicant with an accounting of the total costs, plus overhead, incurred by WSSC and an additional deposit equaling the anticipated remaining direct costs to be incurred

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by WSSC, plus overhead will be required. After WSSC issues a Certificate of Final Acceptance, WSSC will prepare a final accounting of its total costs associated with the project and issue a refund for the excess of deposit(s) over actual total costs or will prepare an invoice to the Applicant for the excess of actual costs over deposit(s). Payment of the invoice will be due within 30 days.

CHAPTER 3

GOVERNMENT REFERRED PLAN REVIEW

SECTION 301 GENERAL

301.1 Government Referred Plan Review. Government Referred Plan Review projects are between an Applicant and a planning or a local Maryland or federal government entity. WSSC reviews plans and designs for Government Plan Review projects in the capacity of an expert resource.

SECTION 302 FEE SUBMISSION

302.1 Fee Submission. To request a Government Referred Plan Review by WSSC, the Applicant shall submit electronically through the WSSC ePermitting System, a completed Government Referred Plan Review Request along with the applicable Fee Submittal. The Applicant must supply the agency's assigned project number. When the project is for Montgomery County M-NCPPC or Prince George's County M-NCPPC, WSSC will not accept payment without a valid Park and Planning project number.

302.1.1 Government Plan Review Fee Types. The Government Plan Review Fee structure consists of the following:

- a) **Major Plan Review.** Development is for non-residential properties (used to be referred to as commercial) or more than ten residential properties.
- b) **Major Re-Review.** Extra review to ensure that WSSC's previous comments have been addressed from a prior major plan review.
- c) **Minor Plan Review.** Development is for ten or fewer residential units.
- d) **Minor Re-Review.** Extra review to ensure that WSSC's previous comments have been addressed from a prior minor plan review.

302.2 Review Fee Exceptions. A review fee is not charged for re-zoning reviews or Service Area Category Change Request reviews. All re-zoning reviews and service area category change request reviews are performed by WSSC hydraulics staff only.

302.3 Fee amounts. WSSC only accepts accurate fee amounts due. Inaccurate payments (either in excess or insufficient) will not be accepted or processed. Refer to the currently Approved Fee Schedule on the WSSC website for correct amounts.

302.4 Fee Payment Enforcement. WSSC will provide the Applicant with a dated payment receipt. This receipt is required by M-MNCPPC and P-MNCPPC at the final application stage before the Applicant's project can be scheduled on a Development Review Committee or Subdivision Review Committee meeting agenda. The payment receipt is not required at the initial submittal by the Applicant to the county.

SECTION 303 ***FORMAL REVIEW***

303.1 Review Initiation. All Government Referred Plan Review Project plans must be submitted to WSSC directly from the particular planning or government agency for WSSC to perform a review. WSSC will not perform reviews of Government Referred Plan Review Projects received directly from the Applicant.

303.2 Required Documents and Plans. The Applicant shall follow submission requirements set forth by the applicable planning or government agency and shall submit all required documents and plans to that agency only, not to WSSC.

303.3 Formal Review. WSSC, acting as an expert resource to the planning or government agencies, will review proposed land development plans and provide comments on WSSC's available service projections for new development or redevelopment projects.

303.4 Formal Review Comments. WSSC will provide review comments back to the requesting agency. Additional reviews by WSSC at HPA, SEP, SU or MSU stages may determine requirements not identified during the government review.

303.5 Subsequent Formal Review(s). If a *subsequent formal review* is requested, the Applicant shall submit the WSSC Government Referred Plan Review Fee payment through the ePermitting system. See Section 302 for information regarding re-review fees.

CHAPTER 4

**HYDRAULIC PLANNING ANALYSIS (HPA)
(SEP PHASE 1 – PLANNING)**

***SECTION 401
GENERAL***

401.1 Hydraulic Planning Analysis (HPA). WSSC performs a hydraulic review on an Applicant/Owner/Developer proposed development for a property or properties that are in county issued service category status of 1 to 4 and request water or sewer service that requires extension of the existing system. For Service Category definitions, please visit Montgomery and Prince George’s Counties Park and Planning web sites. The Hydraulic Planning Analysis is WSSC’s first phase of the development process when water or sewer extensions are proposed. During a hydraulic review, WSSC evaluates the impact of the proposed development on existing water and sewer systems and determines needed infrastructures and facilities to serve the proposed as well as nearby future development within an identified service area. WSSC also assesses the Applicant/Owner/Developer proposed water and sewer systems within the property, seeking the best engineering solution that reduces impacts on the environment, provides the best service for potential customers, optimizes system maintenance cost, and makes recommendations for sizes and alignments that meet WSSC water and sewer design standards. Findings related to the proposed development in this step of the process (Hydraulic Planning Analysis) are provided to the Applicant/Owner/Developer in a letter that is referred to as a ‘Letter of Findings’ or LOF. The Applicant/Owner/Developer must fulfill all conditions outlined in the LOF and approved color-coded project sketch including but not limited to alignment, size and need for facilities before a System Extension or Site Utility Permit is issued.

401.1.1 Montgomery County HPA. The Maryland-National Capital Park and Planning Commission’s Subdivision Regulations requires the Applicant submitting a proposed Preliminary Plan of Subdivision must submit verification from WSSC that they have applied for a Hydraulic Planning Analysis.

For development projects in Montgomery County, WSSC will complete an HPA review if a project meets one or more of the following:

- a) Mains exist or are under construction (Category 1);
- b) Mains are in final planning stages (Category 2)
note: currently Montgomery County does not use this category;
- c) Service is planned within 2 years (Category 3); or
- d) Service is planned within 4 to 6 years (Category 4).

HYDRAULIC PLANNING ANALYSIS (HPA)

401.1.2 Prince George’s County HPA. An Applicant submitting a proposed Preliminary Plan of Subdivision to M-NCPPC should submit an HPA request and be accepted by WSSC for review prior to submitting to Park and Planning. For development projects in Prince George’s County, WSSC will complete an HPA review if a project meets one or more of the following:

- a) Service may be provided (Category 3) or
- b) Service is planned for the near term (Category 4)

401.2 System Planning Forecast (SPF). For properties where:

- a) service is currently unplanned (county service categories 5 and 6) or,
- b) there are unknowns about the exact size/layout of the development or,
- c) when a project requires a major rezoning to develop the property as it is being proposed,

WSSC will conduct an SPF review and provide an ‘SPF LOF.’

401.2.1 Montgomery County SPF. For development projects in Montgomery County, an SPF review will be performed by WSSC if the project meets one or more of the following:

- a) Service is planned within 7 to 10 years (Category 5) or
- b) No service is planned (Category 6)

401.2.2 Prince George’s County SPF. For development projects in Prince George’s County, an SPF review will be performed by WSSC if service is planned in the future (Category 5).

401.2.3 SPF for projects with limited layout information. WSSC performs an SPF review on projects where detailed water and sewer layout within the property is unknown. This may include government owned or operated properties where detailed development layout is not for public information or properties that do not have full detail of water or sewer layout but are able to estimate the ultimate demand and sewer flow and would like to know the impact on the existing WSSC system.

SECTION 402 APPLICATION FOR HPA

402.1 Project Submittal Request Form. To initiate the HPA review process, the Applicant shall complete and submit through the ePermitting system a HPA Plan Review Request.

402.2 Review Fees. The Applicant shall remit through the ePermitting system all applicable

HPA review fees after the HPA Plan Review Request has been processed and accepted by the Permit Services Unit. The payment amount must be accurate; WSSC only accepts payment for the accurate fee amount due. Payments for insufficient sums or sums in excess of the amount owed will not be accepted or processed. Refer to the currently approved fee schedule on the WSSC website for correct amounts.

SECTION 403

SUBMISSION OF PLANS AND DOCUMENTS

403.1 Electronic Submission. All HPA projects must be reviewed using the WSSC ePlan Review system. The Applicant shall submit all required documents and plans using this system; in addition, documents requiring notarization must be submitted as hard copies. All review comments and approvals will be provided through the ePlan Review system.

403.1.1 ePlan Review Instructions. Instructions for accessing and using the ePlan Review system will be provided to the Applicant following submission of the ePlan Project Submittal Request form available on WSSC's website.

403.2 Required Documents and Plans. The Applicant must conform to the requirements listed on the current HPA Checklist, published on WSSC's website. The Applicant's first submittal shall include, but may not be limited to, the following:

- a) **Color-Coded Sketch.** A sketch showing the proposed water and sewer systems while following WSSC's Sketch Color Code standards and base sheet requirements as documented on the WSSC website;
- b) **Preliminary Plan or Record Plat(s).** M-NCPPC Preliminary Plan or Record Plats for the site, Record Plats for surrounding properties and, if applicable, Record Plats for water and sewer outfalls not located on Applicant's property;

403.3 Additional Required Information. Proposed development type, development location, and topography shall be included in the submittal. If the proposed development does not have an approved layout and there are outstanding issues impacting the hydraulic review, an SPF review may be conducted, and an additional hydraulic review will be required before the project can proceed to SEP Phase 2.

403.4 Environmental Site Contamination Review. The Applicant must submit a completed Environmental Questionnaire Form and the *Environmental Site Review Fee*. The Applicant must also submit one of the following:

- 1) A Phase 1 Environmental Site Assessment (ESA) report conducted in accordance with ASTM Standard E-1527 by a professional in good standing; or
- 2) An environmental Database Search for WSSC's review. The environmental database search must meet the following criteria:

HYDRAULIC PLANNING ANALYSIS (HPA)

- Meet the ASTM standard practice for environmental site assessments (E 1527-13).
- Include a search of federal environmental databases.
- Include a search of state and local environmental databases including MDE oil control program cases (historical AST's and UST's, LUST's, spills).
- Include identification of brownfields, landfills, and contaminated sites.
- Any property 'flagged' in the search must have a short descriptive history with any enforcement actions taken, including but not limited to violations, clean-ups, and active monitoring. The report must have both a 1-mile and a ¼-mile search radius map (standard) included with flagged sites.

3) Corrosion Survey Checklist.

Always refer to the current HPA Checklist requirements on WSSC's website prior to submission.

403.5 Prescreen Review. A prescreen review (cursory evaluation) of the HPA submittal will be completed upon initial submission of documents and plans. If any of the required documents are missing or incomplete or if the plans do not comply with requirements set forth in the HPA Checklist, the submittal will be rejected and returned to the Applicant with a rejection checklist specifying the incorrect and/or missing requirements. A Formal Review will not be performed until an acceptable submittal is received.

403.5.1 Prescreen Resubmission Fee. If the HPA submittal is rejected, a *Prescreen Resubmission Fee* will be assessed. The Applicant shall submit the *Prescreen Resubmission Fee* prior to re-submitting the project otherwise the project will not be accepted. Refer to the currently approved fee schedule on WSSC's website for fee amounts.

SECTION 404 ***HPA FORMAL REVIEW***

404.1 First Formal Review. Once the HPA submittal is accepted, the WSSC reviewer will determine the appropriate HPA complexity: Basic, Moderate or Complex. WSSC will then complete a formal review of the HPA submittal in order to: verify conformance of sketch requirements with this code, identify location of connection(s) to WSSC's system, determine appropriate pipe sizes, evaluate the alignment of mains, and note any conditions required to supply water and/or sewer service to the project. Refer to the WSSC website for the complete submission checklist. The reviewer's comments and marked-up sketch(es) will be provided to the Applicant via the ePlan Review system. The Applicant shall address all comments prior to the next submittal.

404.2 Subsequent Formal Review(s). The Applicant shall submit revised sketches that address all comments provided by WSSC following the *first formal review*. The Applicant shall submit any additional documents needed or other information requested by WSSC.

If previous review comments have not been fully addressed and therefore a LOF cannot be completed, an extra review and an *Extra Review Fee* shall be required. The Applicant shall submit the *Extra Review Fee* to WSSC prior to re-submitting the project otherwise the project will not be accepted. The Applicant will pay for extra reviews until the drawings are acceptable and a LOF can be issued.

404.3 Replacement Mains. WSSC may determine that the existing infrastructure is inadequate to support the proposed development. If additional capacity is needed to serve the development, this will be indicated in the LOF.

404.4 Required facilities and system augmentation. WSSC will evaluate the impact of a proposed development on WSSC's existing system within the service area and identify the need for required facilities such as WWPS, WPS, Elevated Tanks, trunk sewers, or transmission mains needed to serve the development.

404.4.1 Sewer System Rehabilitation Flow Credits. This section shall apply to all proposed developments that meet either of the following criteria for dynamic sewer modeling:

- a) Developments in sewer basins that have projected overflows on CIP-sized trunk sewers or pumping stations based on existing dry weather flow (including groundwater infiltration) and rainfall dependent I/I from a 2-year, 24-hour design storm specified by WSSC; or
- b) Developments projected to generate new flow over 100,000 gpd of base sanitary flow.
- c) For developments that meet either of these criteria but do not seek to make improvements by providing additional wet weather system capacity, WSSC may consider permitting an Applicant to perform sewer system rehabilitation to remove excess infiltration/inflow (I/I) as an alternate for system augmentation.
- d) If system rehabilitation to remove excess I/I is approved, the developer may be permitted to use existing available data from WSSC or conduct new SSES investigations using established techniques to document sources of wet weather I/I in the development's sewer basin. Permission to use existing WSSC data will be determined according to WSSC's security policies. As a condition of authorized capacity, the Applicant shall remove from the system documented sources of I/I and receive the following base sanitary flow credits:
 - 0.3 gpd per inch-diameter-linear foot for mainline replacement or cured-in-place mainline lining;

HYDRAULIC PLANNING ANALYSIS (HPA)

- 15 gpd per joint for mainline or lateral testing and sealing of deficient joints using non-structural grout;
- 150 gpd per service tap connection sealed using an acceptable structural lining,
 - mechanical, grouting or tapping system;
- 75 gpd per service tap connection sealed using non-structural grout;
- 50 gpd per lateral sealed from the sealed service tap connection to the property line, cleanout or 30' from tap connection, whichever is less;
- 50 gpd per private lateral sealed from the property line or cleanout to the house;
- 300 gpd for disconnection of roof drain system from a downspout directly connected to the sewer;
- 500 gpd for disconnection of an outside area drain connected to the sewer;
- 1,000 gpd for disconnection of a sump pump, punctured floor drain, or building drain directly connected to the sewer;
- 150 gpd for cleanout stack replacement and capping;
- 300 gpd for replacement of manhole frame and cover with watertight version;
- 50 gpd for manhole chimney interior sealed;
- 200 gpd for manhole bench, channel, and wall lining;
- Other rehabilitation measures or special conditions evaluated on a case by case basis.

The LOF or Amended LOF for sewer system rehabilitation projects will include the total required calculated equivalent capacity to be rehabilitated as an alternative for sewer system augmentation. The rehabilitation work will be designated on the sketch and LOF as a Part dependency and shall also be a separate and independent Part.

Prior to commencing any field investigation activities or the submission of any design plans for dependent parts, the Applicant shall provide all supporting documentation for the proposed rehabilitation SSES investigations for review by WSSC. The documentation shall include, but not be limited to:

- a) Proposed schedule of investigation work;

- b) Map of investigation areas;
- c) Description of investigation methods;
- d) Inspection Contractor contact information; and
- e) Notification to affected property owners' plan.

Rehabilitation work proposed under this section shall be done in accordance with the Developer Relocation/Rehabilitation Process described in Chapters 14 and 15.

404.5 FFBC Assessment Payoff. WSSC will determine if a FFBC assessment payoff is required by the Applicant prior to plan approval as required for plat subdivision.

404.6 Looping Policy. WSSC requires that redundancy for water outage protection be provided in parts of the water distribution system through the implementation and construction of *water loops* in the WSSD. Refer to Chapter 9 for detailed information on WSSC's looping of water mains code.

404.7 Project Changes Involving Other Projects. In the event that there are circumstances where one or more Applicants for SEP projects are impacted by the actions or inactions of another Applicant's project, WSSC upon request will respond to inquiries regarding the status of adjacent or otherwise related projects.

404.7.1 Documentation in LOF. As a result of WSSC's research, the LOF shall state if one Applicant's project is dependent on construction of all or part of another Applicant's project.

404.7.2 Project Dependencies. If an Applicant's project is dependent on another project and that project is inactive, delayed, or otherwise affects the timing for the dependent Applicant, the dependent Applicant may take over all or a portion of the project that he is dependent on. It will be the responsibility of the Applicants to work together to coordinate their projects and to amend their respective project HPA applications to reflect the changes subject to HPA *amendment*, review fees, and review time frames. All design, review, bonding, and construction costs are to be the responsibility of the Applicants. WSSC will review the amended applications for approval.

404.8 Part Dependencies. During the hydraulic review of a proposed development when part of a project is made dependent on another Part(s) or conditions within the same project, dependencies must be met before any dependent Part can be released for service.

SECTION 405

HPA LETTER OF FINDINGS

HPA Letter of Findings. Once the HPA formal review has been completed, the Applicant will receive a *Letter of Findings* (LOF) which will outline factors the Applicant must address in order to receive service from WSSC. This is the official determination that the

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project may or may not proceed to Phase 2 Design. If a proposed project is conceptually approved, it means that existing capacity and any additional capacity provided by replacement mains (see section 404.3) or the rehabilitation of mains (see section 404.4) if required for the project, is sufficient to support the project.

405.1.1 Sunset Clause for HPA LOF. If no action is taken by the Applicant on a project over the 3-year period following the issuance of the LOF, the LOF will expire. Action is defined as:

- a) The Applicant submits and WSSC accepts for review one or more Parts of the project to WSSC for Phase 2 Design Review; or
- b) The Applicant applies for and WSSC accepts an *amendment*; or

The LOF will remain valid for an additional 3 years from the last action listed above. A Transfer of Ownership or Name/Address Change does not reset the LOF expiration date.

Once a LOF is expired, the Applicant will forfeit WSSC's approval on service capacity making any WSSC statements in the LOF or any other verbal, written statements concerning WSSC capacity for the project null and void. WSSC is not responsible for notifying the Applicant of the expiration of the LOF. If the project moves forward in the future, the Applicant will need to start the process over and apply for a new HPA. All projects are subject to the Sunset Clause.

405.2 Systems Planning Forecast LOF. Pursuant to the Public Utilities Article, Division II of the Annotated Code of Maryland, WSSC may not grant water or sewer *service connections*, hookups or authorizations for service or otherwise extend water and sewer service to any new development within the WSSD unless the development is in conformance with adopted and approved plans, programs, and policies of the applicable County's comprehensive water and sewerage plan, amendment, or revision. Therefore, if the Applicant's property is in a Service Category Area of 5 or 6, WSSC will complete a SPF and issue a SPF LOF and commented color coded sketch. The SPF LOF will outline the factors the Applicant must address in order to receive service from WSSC. The letter does not have an expiration date and is not an authorization to proceed to Phase 2. SPF LOF's will not include water or sewer main sizing and is not a commitment for service. The Applicant will need to apply for an HPA when the property's service category is changed by the county to within the approved Category 1-4 range.

SECTION 406 AMENDMENTS

406.1 HPA Amendment Procedure. If the Applicant modifies the Project at any time after issuance of the LOF and approved color-coded sketch, an HPA *amendment* application shall be submitted to WSSC. Any portion of the original application that is impacted by the change shall be submitted as part of the *amendment* application. Submission of an *amendment* to a HPA color-coded sketch and LOF allows WSSC to review and revise any and all portions of the original conditions in the LOF. If a WSSC project number has been cancelled for any

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reason, an *amendment* cannot be approved, and the Applicant will be required to submit a new HPA application.

406.1.1 Extra Review Fees. An *Extra Review Fee* will apply as outlined in the current approved Fees Chart on the WSSC website. Other fees may apply. For example, if the Applicant changes what was originally sized, the new modeling would be subject to the Modeling Fee. If the resizing is for a multipart development and several parts have already been completed, the completed parts would be considered existing for the calculation of the new fee. All fees are due upon submittal.

406.1.2 Amended LOF. An amended LOF will be provided to the Applicant along with the new approved color-coded sketch. The Applicant shall comply with all the requirements outlined by WSSC in the amended LOF. The same sunset clause conditions for HPA LOF shall apply to Amended LOF.

406.1.3 Ownership or Name/Address Change. It is the Applicant's responsibility to notify WSSC should ownership, name, or address, change at any time during the project. The Applicant shall submit the appropriate form and fee to transfer a change in ownership, name, or address with WSSC.

406.2 HPA Administrative Amendments. An administrative HPA amendment is an amendment initiated by WSSC, with the agreement of the applicant.

An administrative HPA amendment:

1. Is an approved sketch or both the LOF and the approved sketch;
2. Must have the approval of the DSD section manager;
3. Is used for only minor changes. The change should have no hydraulic impact;
4. Is not to be used in cases where there are multiple options of serving a part or changes instigated by the applicant; and
5. May be required to coordinate with other projects.

CHAPTER 5

SYSTEM EXTENSION PROCESS (SEP) (SEP PHASE 2 – DESIGN)

SECTION 501 GENERAL

501.1 System Extension Process (SEP). WSSC will review and approve design plans prior to construction for all SEP projects.

501.2 Design Expense. All SEP projects are to be designed and built by the Applicant, at the Applicant's expense.

501.3 Facility Projects. See Chapter 13 under this Code for WWPS.

501.4 Prior Approvals. The Applicant must have a valid LOF and the results of the *Environmental Site Contamination Review* (HAZScreen Response Form) prior to submitting design plans for WSSC review.

SECTION 502 DESIGN

502.1 Design Engineer. A State of Maryland Registered Professional Engineer (Engineer) shall be responsible for the design of a System Extension and shall review plans and other documents prior to their submission to WSSC. Final documents submitted for WSSC approval shall have each sheet stamped, signed, and dated by the Engineer and shall include the Maryland Certification statement.

502.2 Plan Design. The engineer shall base the design on sound engineering principles in conjunction with the following, as applicable, which are available on WSSC's website:

- a) WSSC System Extension Design Checklist;
- b) Development Services Code (this Code);
- c) WSSC Pipeline Design Manual;
- d) WSSC Standard Details for Construction;
- e) WSSC SEP General Conditions and Standard Specifications (including Special Provisions);
- f) WSSC Plumbing Fuel and Gas Code;

- g)** WSSC SEP Base Sheet Template; and
- h)** WSSC DSD Drafting Standards.

Any deviation from these guidelines shall require submission of a Variance Approval Request Form.

502.3 Impact of Requirement Changes on SEP Projects. Changes to WSSC design requirements shall apply to all SEP projects except in the case of the following:

- a)** Project has had at least one formal phase 2 SEP design review prior to the design requirement change and the plans have been approved by WSSC electronically within the next 3 months of after the design change. This exception does not apply to changes by WSSC as to standard specifications are current per the date of electronically signed plan; or
- b)** Project has a valid (unexpired) SEP Permit or Plan Approval; or
- c)** Project is in Phase 3 (construction.)

502.4 Condominiums in Prince George’s County. Pursuant to State law, condominium, or cooperative ownership projects (or conversions to condominium or cooperative ownership) in Prince George’s County may not be served by a master meter. Each unit must have a separate meter, account, and shutoff in accordance with the WSSC Plumbing and Fuel Gas Code.

SECTION 503

APPLICATION FOR PLAN REVIEW

503.1 Project Submittal Request Form. To initiate the SEP design plan review process, the Applicant shall complete and submit through the ePermitting system a project submittal request.

503.2 Review Fees. The Applicant shall remit through the ePermitting system all applicable SEP review fees after the SEP Design Review request has been processed and accepted by the Permit Services Unit. The payment must be accurate. WSSC will accept payment for only the fee amount due; payments insufficient or in excess of the amount owed will not be accepted or processed. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

503.2.1 SEP Design Review Fee. The SEP Design Review Fee includes three reviews. If more than three reviews are required, an *Extra Review Fee* shall be submitted for each additional review thereafter.

503.2.2 Other Fees. Depending upon the design, the Applicant shall submit any other applicable fees when they are due.

SECTION 504
SUBMISSION OF PLANS AND DOCUMENTS

504.1 Electronic Submission. All SEP projects must be reviewed using the WSSC ePlan Review system. The Applicant shall submit all required documents and plans using this system. In addition, documents requiring notarization must be submitted as hard copies. All review comments and approvals will be provided through the system.

504.1.1 ePlan Review Instructions. Instructions for accessing and using the system will be provided to the Applicant following submission of the electronic project submittal request form.

504.2 Required Documents and Plans. The Applicant shall conform to the requirements listed on the current WSSC SEP Water and Sewer Design Checklist, published on WSSC's website. The Applicant's first submittal shall include, but may not be limited to, the following:

- a) **Corrosion Survey Checklist;**
- b) **Thrust Restraint Form Schedule "A";**
- c) **Color-coded Sketch.** A copy of the approved HPA color-coded sketch of the project;
- d) **Design drawings.** Design drawings for the Part submitted shall be prepared according to WSSC Pipeline Design Manual. Design Drawings must match the most current approved LOF and Color-coded Sketch. If Design Drawings do not match, an *amendment* will be required. Electronic submittal of design drawings will not be accepted prior to *amendment* submittal unless specifically approved in advance;
- e) **Detailed Site Plans.** Plans must show streets, lots, grading and proposed homes/buildings;
- f) **As-Builts of existing WSSC facilities.** Highlight existing easements on the as-built plan with the Liber and Folio designations. Show WSSC existing facilities on the SEP plan and profile;
- g) **Plans of Subdivision or Record Plats.** Although recorded plats are preferable, preliminary plans of subdivision or approved plans of subdivision are acceptable for first submittal only. Recorded plats are required prior to SEP Permit Issuance;
- h) **Storm Drain & Paving Plans;**
- i) **Approved Sediment Control Plans.** Non-approved plans will be considered if approved plans are not available for first and second submissions;

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- j) **Approved Street Grades Plans.** Non-approved plans will be considered if approved plans are not available for first submittal;
- k) **As-Builts of other existing utilities.** If As-Builts of existing dry utilities (gas, electric, telephone, cable TV, etc.) are not available for a project, the Applicant will provide proof that they were requested from the utility. This may be in the form of email or other correspondence;
- l) **Proposed Dry Utility Plans.** The plans shall include the location of all gas, electric, telephone, and cable utility lines as well as any other applicable utilities. Plans must include a legend, and follow the color-coding specifications used by Miss Utility (refer to the Miss Utility website for current specifications) or colors as required by the applicable county;
 - 1) **Labeling.** The plans must have sufficient labeling and be at a sufficient scale to enable clear identification of individual utilities and the spacing between the utilities and WSSC mains;
 - 2) **Location of Dry Utilities.** Location of all existing and proposed dry utilities location and/or utility easement should be shown on the SEP plan and profile.
- m) **Request to design and construct a Qualified Project.** For projects eligible for SDC Credit as indicated in the HPA LOF, a written request to design and construct the *Qualified Project* shall be submitted prior to, or included with, the initial design submittal. The request shall include a preliminary cost estimate itemized by part for all eligible parts of the SEP project;
- n) **Corporation/Entity Information Form.** Select and use the pertinent page only;
- o) **HAZScreen Response Form;**
- p) **Other plans and documents.** Other plans and documents as deemed necessary by WSSC.

504.3 Prescreen Review. A prescreen review (cursory evaluation) of the SEP design submittal will be completed upon initial submission of documents and plans. If any of the required documents are missing or incomplete or if the plans do not comply with requirements set forth in the SEP Design Checklist, the submittal will be rejected and returned to the Applicant with a rejection checklist specifying the incorrect and/or missing requirements. A Formal Review will not be performed until an acceptable submittal is received.

504.3.1 Prescreen Resubmission Fee. If the SEP submittal is rejected, a *Prescreen Resubmission Fee* will be assessed. The Applicant shall ensure the *Prescreen Resubmission Fee* has been received by WSSC prior to re-submitting the project, otherwise the project will not be accepted. Refer to the currently approved fee schedule on WSSC's website for fee amounts.

SECTION 505 PLAN REVIEW

505.1 First Formal Review. Once the SEP design submittal is accepted, WSSC will complete a formal review in order to verify the plans are in conformance with all design basis items listed in Section 502.2 of this Code. The reviewer's comments and marked-up plans will be provided to the Applicant via the ePlan Review system. The Applicant shall address all comments prior to the next submittal.

505.1.1 Incomplete Review. If during the *first formal review* an excessive number of design errors are encountered in the plans preventing WSSC from properly completing the review, the assigned Project Manager will return the submittal. In such cases, an additional formal review will be required, and an *Extra Review Fee* shall be assessed if more than three formal reviews are needed. The Applicant shall submit the *Extra Review Fee* to WSSC prior to re-submitting the project otherwise the project will not be accepted. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

505.2 Subsequent Formal Review(s). The Applicant shall submit revised plans that address all comments provided by WSSC following the first formal review. The Applicant shall also submit any additional documents needed or other information requested by WSSC.

505.2.1 Extra Review Fee. If previous review comments have not been fully addressed, an extra review and an *Extra Review Fee* shall be required. The Applicant shall ensure the *Extra Review Fee* has been submitted and received by WSSC prior to re-submitting the project, otherwise the project will be returned. The Applicant will be required to pay for extra reviews until the drawings are acceptable.

505.3 Sediment Control Approval. An approval must be issued by WSSC environmental programs section before SEP plans will be approved. This process will be initiated by WSSC once the plans are suitable for review.

505.3.1 Sediment Control Permit. The Applicant shall obtain a *sediment control permit* from WSSC's Environmental Programs Section at the pre-construction meeting.

Exemption Status. A sediment control sticker is not required from WSSC for Federal Government, State of Maryland (including University of Maryland), or county Public Works projects in Montgomery and Prince George's Counties. The Applicant is responsible for obtaining a MDE sediment control approval and permit.

505.4 Final Required Documents and Plans prior to SEP Batch Stamp Plan Approval. The Applicant shall submit the following additional documents prior to final SEP Plan review:

- a) **Construction Cost Estimate.** The cost estimate shall be submitted on WSSC's current standard cost estimating form.

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- 1) **Once approved.** The estimated construction cost will be used to determine the *construction services fee* and the amount of the payment and performance securities. The engineer may use the WSSC SEP Unit Cost estimate form available on the WSSC website to determine the estimated construction cost or the engineer may instead submit contractor's bid estimates from three contractors on WSSC's current standard Alternate Contractor's Cost Estimate form signed and dated by the contractor for WSSC to determine the *construction services fee* and the security amount. When three Contractor's Cost Estimates are submitted, WSSC will use the average of the three estimates to determine the *construction services fee* and security amounts.
 - 2) **Exception.** Costs for CIP-size portions of projects are not on WSSC standard prices. Include Schedule A for SDC Credit Agreements, if applicable. See Chapter 12 of this Code for more information on SDC projects. Some SDC Credit agreement projects (\$250,000 and greater) will require the Applicant to pay their construction contractor prevailing wages.
- b) **Storm Drain and Paving Plans;**
 - c) **Approved Sediment Control Plans;**
 - d) **Approved Street Grades;**
 - e) **Design-specific Requirements.** The Applicant shall submit the following documents if necessary for the design or if instructed to by the WSSC Project Manager assigned to the project:
 - 1) **Site Utility plans;**
 - 2) **Soils Report;**
 - 3) **Test Pit Report;**
 - 4) **Special design conditions.** (Deep MHs, C900 or profile pipe, etc.);

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- 5) **Correspondence from regulatory agencies.** To include restrictions relating to design, construction, and maintenance of the water and sewer system (National Park Service, Critical Area Commission, in addition to others);
- 6) **Evidence of compliance.** Compliance with all conditions stated in the HPA LOF provided to the Applicant following HPA review. For example, evidence of a Service Category change if the property was not in a category that allows WSSC service;
- 7) **Reserved Permit Numbers.** The ‘reserved’ service connection and/or abandonment permit application numbers must be shown on the final design plans;
- 8) **Other plans, reports, and documents.** Other plans, reports, and documents as deemed necessary by WSSC;

f) **Dry Utility Plans.**

SECTION 506 PLAN APPROVAL

506.1 Prior Requirements. The SEP plan approval process is two steps (Batch Stamp in ePlan and electronically signed plans.) Prior to WSSC SEP plan Batch Stamp, the Applicant must have completed a plan review including payment of all associated fees. Once all prior requirements have been met, WSSC will request remaining documentation from the Applicant as outlined below.

506.2 SEP Plan Signature Approval Requirements. The Applicant shall satisfy the following requirements before the plans can be electronically signed:

- a) **Batch Stamped Plans.** The plans must have a seal by the PE prior to batch stamp in ePlan.
- b) **CAD File Approval.** The applicant must provide the project manager with an email from engineering and environmental services division (EESD) confirming approval of the CAD files.

506.3 Approval Documentation. Upon WSSC’s plan approval, the following documents and plans will be made available to the Applicant via WSSC’s ePlan Review System:

- a) **Signed Plan Letter.** This letter will inform the Applicant that the design plans have been signed and are valid for three years from the approval date on the SEP Plan. It is the Applicant’s responsibility to ensure that all other required permits remain valid.
- b) **SEP Permit.** For the Applicant’s signature.

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- c) **SEP Outstanding Conditions Submission Checklist.** This is a list of outstanding items or additional requirements that must be met before the SEP permit can be issued.
- d) **SDC Credit Agreement (if applicable.)** For the Applicant's signature.
- e) **Signed plans.** Completed electronic envelope.
- f) **Special Provisions (If Applicable).**

506.4 Sunset Clause for Approved Design Plans. An approved SEP Plan is valid for three years if construction has not started. Once construction has started, the SEP plan and permit are valid through the two-year Maintenance Bond period following the Release for Service.

Expired plans will need to be updated and reapproved and the SEP Permit will need to be reissued. Review fees will be assessed at submittal. A valid HPA is required for re-approval of expired plans.

SECTION 507 ***SEP PERMIT ISSUANCE***

507.1 The SEP Permit shall be issued after the Applicant submits the following:

- a) One original hard copy of the SEP Permit signed and notarized by Applicant;
- b) One original hard copy of the SDC Credit Agreement with the Applicant's signature (if applicable);
- c) Contractor and geotechnical Engineer information;
- d) Contractor's insurance certificate;
- e) The Applicant shall provide WSSC with a copy of the Contractor's Construction Cost Estimate (bid). Additionally, the Applicant shall provide WSSC the Contractor's Construction Cost Estimate data transferred onto WSSC's Unit Cost Sheet.
- f) Sureties. Refer to WSSC website for acceptable forms of surety;
 - **Performance Security (Performance Bond).** This security shall be payable to WSSC in an amount equal to the estimated construction cost. Note: no security is required for SEP or DRP projects with an estimated construction cost of less than \$100,000 (see 505.4 b). The security may be provided in the form of:
 - 1) a certified check;
 - 2) a cash deposit;

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- 3) a certificate of deposit;
- 4) an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC;
- 5) or a bond executed by a surety company authorized to do business in the State of Maryland
- 6) or any other form of security acceptable to WSSC

The *performance security* shall be provided by either the Applicant of record or the General Contractor. A Utility Sub-Contractor cannot provide the *performance security*.

- **Payment Security (Labor/Material Bond).** This security shall be in an amount equal to the amount of the *performance security*. Note: no security is required for SEP or DRP projects with an estimated construction cost of less than \$100,000 (see 505.4 b). The security may be provided in the form of:
 - 1) a certified check;
 - 2) a cash deposit;
 - 3) a certificate of deposit;
 - 4) an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC; or
 - 5) a bond executed by a surety company authorized to do business in the State of Maryland or
 - 6) other form of security acceptable to WSSC

The *payment security* shall be provided by the Applicant of record. Neither the Utility Sub-Contractor nor the General Contractor can provide the *payment security*.

- **Maryland Prevailing Wage Statute Bond.** This security is required when a project is eligible for WSSC SDC Credit/Reimbursement with an estimated reimbursable amount of \$250,000 or greater which is subject to the Maryland Prevailing Wage Statute codified in the State Finance and Procurement Article of the Maryland Annotated Code. If applicable, this security shall be payable to WSSC in an amount equal to the estimated construction cost. The security may be provided in the form of:
 - 1) a certified check;
 - 2) a cash deposit;

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- 3) a certificate of deposit;
- 4) an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC;
- 5) a bond executed by a surety company authorized to do business in the State of Maryland;
- 6) or any other form of security acceptable to WSSC.

The Maryland prevailing wage statute bond shall be provided by the contractor.

- g) Outstanding project-specific items including, but not limited to, existing assessment payoff;
- h) *Construction Services Fee* as specified in the currently approved fee schedule on WSSC's website for fee amounts (see 505.4 b);
- i) Recorded Record Plat(s);
- j) Easements fully executed (see Chapter 8 – Easements);
- k) Payment of any additional outstanding fees
- l) Signed M-NCPPC work area permit (if applicable)
- m) Completed and Electronically Signed User Role Form.

507.2 SEP Permit Expiration. The SEP Permit (and SDC Credit Agreement if applicable) will expire with the expiration of the SEP Plan approval.

507.3 External Permits. The Applicant is responsible for obtaining all permits external to WSSC prior to construction.

SECTION 508 ***CONVERTING RESERVED PERMIT NUMBERS TO ISSUED*** ***AFTER SEP PLAN APPROVAL*** **(Issuance of Service Connection Permits)**

508.1 Request for 'Reserved' Connection Permit Numbers to 'Issued' Connection Permit Numbers. The Applicant must complete and submit a "Convert Reserved Service Connection to Issued Service Connection" form and other documentation through the WSSC ePlan Review system before *service connection* and/or abandonment permits, Building Certification Release (BCR), or plumbing permits will be issued. The Applicant shall upload the following documentation as PDF files into the 'Convert Reserved to Issued' folder on

SYSTEM EXTENSION PROCESS - CONSTRUCTION (SEP)

the SEP project in the WSSC ePlan Review system which will be verified against the most recently approved SEP plan including approved revisions.

- a) Request form to convert RESERVED Service Connection/Abandonment Permit Numbers to ISSUED Service Connection/Abandonment Permit Numbers;
- b) One copy of recorded plat(s) for all properties listed on ‘Convert Service Connection/Abandonment Permit Numbers’ form listed above. The permit numbers (properties) must encompass a complete recorded plat. WSSC does not process partial plats;
- c) The address assignment/notice of new subdivision (list of addresses) documentation from M-NCPPC;
- d) All legal documents including private easement agreements and covenants that may be applicable;
- e) Payment for cancelling any unused ‘reserved’ service connection/abandonment permit number(s) not used on the SEP Plan including any SEP Non-Applicant’s *service connection/abandonment* permit numbers built under the SEP project.

508.2 Building Certification Release. Once the *service connection* permits have been issued, the BCR will be provided. The Applicant is responsible for providing the county with a BCR as official documentation stating WSSC has approved plans for providing water and/or sewer service to the Applicant’s project as designed. The above requirements must be met by the Applicant prior to WSSC’s issuance of a BCR to ensure there are no conflicts with legal/property descriptions, legal requirements, or conditions that would affect the issuance of the Plumbing Permit and construction of the connection or structure.

508.3 Site Utility Projects Associated with SEP Project. Large diameter service connections may be built with the SEP prior to the submittal of a site utility plan. Before the BCR or plumbing permit can be issued for a SU plan (when service connections for the SU are constructed under the SEP plan), the Applicant must submit a Site Utility Project and all WSSC Permit Services Section comments must be addressed. This is to assure the service connections shown on the SEP are the correct size and in the correct location. All legal documents, including grants of easements and covenants, must be received prior to issuance of the BCR. In cases where a Site Utility Project is dependent on an SEP Project and the SEP Project is cancelled due to the Sunset Clause, WSSC will not approve the Site Utility Project.

CHAPTER 6

SYSTEM EXTENSION PROCESS (SEP)
(SEP PHASE 3 – CONSTRUCTION)

SECTION 601
GENERAL

601.1 Oversight. WSSC will perform inspections on all projects constructed by the Applicant. The Pipeline Construction Division (PCD) technical Contract supervisor and Inspectors are responsible for managing, performing, and coordinating the inspection, testing, and oversight of the projects.

601.2 Valid SEP Permit. The Applicant must have a valid SEP permit to begin construction.

SECTION 602
PRE-CONSTRUCTION

602.1 Materials. The Applicant must provide all materials required in accordance with the latest edition of the WSSC General Conditions and Standard Specifications, the Special Provisions (if applicable), and Standard Details.

602.1.1 Prior Approval. Any required materials submittals shall be provided to WSSC for approval prior to ordering. The Applicant must submit a material takeoff using the WSSC Pipeline Construction Division Materials Checklist form, which will serve as material certifications. Submission to and approval by WSSC is required prior to the request for material inspection and before water and sewer construction can begin.

602.1.2 Substitutions. Request for material substitutions to the contract are to be submitted to WSSC for approval prior to use. Substitutions should be submitted using the Substitutions for Specified Items form located in the attachments section of the SEP General Conditions and Standard Specifications book.

602.2 Pre-construction Meeting. A pre-construction meeting is required. It is the Applicant's responsibility to contact PCD to schedule a pre-construction meeting. The Applicant shall not initiate contact with PCD for a minimum of 5 business days after the issuance of the SEP Permit. All required permits are to be presented to the PCD Inspector at this meeting. The Applicant shall provide the name and registration number for the Registered Professional Land Surveyor or Property Line Surveyor to be used for the project.

602.2.1 Meeting Attendance. WSSC will attend and take part in the pre-construction meeting with the Applicant and all required parties (Montgomery County, Prince George's County, and any applicable party.)

SYSTEM EXTENSION PROCESS - CONSTRUCTION (SEP)

602.2.2 Sediment Control Permit. A WSSC Environmental Specialist will attend the pre-construction meeting to issue the *Sediment Control Permit*.

602.2.3 Construction Start Date. Following the pre-construction meeting, it is the Applicant's responsibility to notify PCD a minimum of 3 business days in advance of the construction start date.

SECTION 603 INSPECTION & TESTING

603.1 Inspections. WSSC will inspect all projects constructed by the Applicant. Inspections may include, but are not limited to, the following aspects of the project:

- a) Materials inspections (e.g. pipe, manholes, valves.);
- b) Measurements and placement of blocking;
- c) Special pipe bedding;
- d) *Service connections* and/or taps to existing water and/or sewer mains;
- e) Polyethylene encasements;
- f) Cathodic protection;
- g) Restrained joints and pipe;
- h) Structural concrete work;
- i) Special backfill depths and locations;
- j) Appurtenances/fittings/restrained pipe joints;
- k) Bentonite collars;
- l) Drop manhole and service connections;
- m) Grouting at manhole connections;
- n) Traffic control and safety of work;
- o) Abandonments; and
- p) Any other special requirements

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603.2 Compaction Tests. Compaction Tests are to be taken in accordance with Special Provisions 02315 by the Applicant's Geotechnical Engineer and submitted to WSSC within 2 weeks of testing.

603.2.1 Certification. Applicant must submit certification of the soil tests by a registered State of Maryland Professional Engineer.

603.2.2 Spot Checks. WSSC may spot check the Applicant's compaction tests and require the Contractor to provide test holes.

603.2.3 Additional Tests. The Applicant, PCD, Geotechnical Engineer or appropriate jurisdictional entity in which the project is located may demand additional soil samples, compaction tests, locations, and depths of tests and special backfill needs.

603.3 Structural Integrity Testing. When construction is complete and all compaction tests have passed, WSSC will witness the following tests (if applicable) to be performed by the Applicant in accordance with the current version of the WSSC SEP General Conditions and Standard Specifications (including Special Provisions):

- a) Visual of the mainline sewer and manholes;
- b) Mandrel testing of all mainline sewer;
- c) Air testing of all sewer lines;
- d) Televising of sewer *service connections* and sanitary sewer manholes;
- e) Hydrostatic testing of all pressure sewers or force mains; and
- f) Hydrostatic testing of water mains and *service connections*.

603.4 Water Quality Testing. The Applicant shall clean and chlorinate all water mains in accordance with WSSC SEP General Conditions and Standard Specifications.

603.4.1 Chlorine Samples. WSSC will take chlorine samples for analysis prior to processing an applicant's request for hook-up to the existing system.

603.5 Testing Equipment. All equipment necessary for testing is to be provided by the Applicant.

603.6 Retest Fee. A retest fee will be assessed for overseeing any retesting required.

603.7 Hook-up. After approval of the chlorine samples, the Applicant shall submit a written request for hook-up to the existing system. Once approved, hook-up must be completed with WSSC oversight.

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603.7.1 Small Valve Shutdowns. The Applicant will schedule and perform shutdowns on valves 10-inch and smaller. Valves shall not be operated without a WSSC Inspector present.

603.7.2 Large Valve Shutdowns. The Applicant will schedule and WSSC will perform shutdowns on valves 12-inch and larger.

603.7.3 Public Notification. WSSC will inform residents of any water outages required for hook-ups to existing main(s).

SECTION 604 ***SUBSTANTIAL COMPLETION***

604.1 Certificate of Substantial Completion. After all testing is complete, approved, and lines have been connected to existing mains (with water lines charged), the Applicant or the applicant's designated representative may submit a request for a full or partial *Certificate of Substantial Completion* (CSC) through the electronic document platform. An electronically generated signed CSC is required prior to *Release for Service*.

After receiving the CSC request through the electronic document platform, WSSC will review all construction documents for completeness and accuracy. Upon satisfaction of the documents, the technical contract supervisor will request the applicant or the applicant's representing agent to submit the as-built drawings and documents.

As-built drawings and documents must be uploaded into the electronic document platform in the intake folder. The Maryland registered professional engineer (PE) or the Maryland registered professional land surveyor or property line surveyor will not sign the as-built drawings until WSSC completes the as-built review process and issues the as-built drawings through an electronic envelope for signatures. The PE of record (design engineer) and the pe or licensed surveyor who provides the as-built drawings does not have to be the same. The email contact for the pe or the licensed surveyor sealing the as-built should be shown clearly on the plan to allow WSSC to issue the electronic envelope.

Upon approval of all as-built documents, the CSC will automatically be issued through the electronic document platform.

604.2 Certificate of Partial Substantial Completion. A Certificate of *Partial Substantial Completion* is required if Applicant is seeking a *Partial Release for Service*. Refer to *Partial Release for Service* of this code for more information.

604.3 Electronic As-BUILTs. Once WSSC approves the As-BUILTs submitted for the CSC (or Partial CSC), the Applicant shall submit an electronic version of the CAD file to facilitate incorporation of the new information into WSSC's GIS database. This requirement may be waived at the sole discretion of WSSC if an acceptable CAD file was provided at the time of final plan approval and the location of all WSSC assets have not changed.

604.3.1 CAD Standards. The electronic As-Built must conform to the published

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CAD standards, which are described on the Land Services Section page of WSSC's website.

604.4 Physical Acceptance Letter. WSSC may issue a CSC with 'Exceptions as to Guarantees'. Once the Applicant has fulfilled all conditions listed, WSSC will issue a 'Physical Acceptance Letter' to the Applicant.

604.5 Bond Release. The Performance Bond and the Labor/Materials Bond may be released to the Applicant after the project is *Released for Service* but only if a *Maintenance Bond* has been established.

604.5.1 In the event the Applicant fails to complete construction of an SEP Project and WSSC builds it using the established Performance Bond, the following shall apply:

- a) If the bond amount covers all of WSSC's costs, no Front Foot Benefit Charges will be assessed to the properties;
- b) If the project did not require posting a bond because the estimated construction cost was less than \$100,000 and WSSC pays all costs to complete the project, Front Foot Benefit Charges pursuant to the Public Utilities Article, Division II of the Maryland Annotated Code will be assessed to each property served;
- c) If the bond only partially covers the costs of construction, the sum of costs not paid by the bond will be assessed to the properties as a Front Foot Benefit Charge according to the provisions of the Public Utilities Article, Division II of the Maryland Annotated Code.

604.6 Sunset Clause for 'Certificate of Substantial Completion'. A *Certificate of Substantial Completion* will expire after 1-year from the date of issuance. In the event the SEP project is not *Released for Service* officially transferring ownership of the improvement to WSSC for operation and maintenance within the 1-year period that the *Certificate of Substantial Completion* is valid, the Applicant must obtain a new *Certificate of Substantial Completion* from the Pipeline Construction Division's Contract Manager for the project. A new *Certificate of Substantial Completion* will require:

- Updated structural integrity testing and applicable fee(s) and;
- Updated water quality testing and applicable fee(s).

SECTION 605 ***RELEASE FOR SERVICE***

605.1 Release for Service. Occurs when construction and testing have been completed to the satisfaction of WSSC and all conditions set forth in the SEP Permit have been met. The Applicant must request a *Release for Service*. Upon issuance of the *Release for Service*, the Applicant agrees that title to the water and/or sewer system and appurtenances transfers to

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WSSC and WSSC shall assume ownership, maintenance and operation responsibility for the water and/or sewer system and appurtenances within the bounds of the easement conveyed to WSSC and in the public right of way. WSSC's assumption of ownership, maintenance and operational responsibilities shall not relieve the Applicant or its' surety of their obligations under the SEP Permit and Maintenance Bond during the maintenance bond period.

605.1.1 Partial Release for Service. Occurs when WSSC agrees to release a portion of the project (up to 50% of a project's permit count) before the overall final *Release for Service* is issued.

605.2. Release for Service Request. Once the project is *substantially completed* and the permit numbers have been issued, a *Release for Service* Request package must be submitted to DSD Permit Services Section (Intake) and must include the following items:

- a) A completed **Release for Service** Request form;
- b) **Maintenance Bond, if applicable.** A *Maintenance Bond* is only required for projects with construction costs in excess of \$100,000;
- c) **Certified Release of Liens.** This is required only if the release for service request is made within 180 days from the date the project was *Substantially Completed*; and
- d) **Asset Management of the System.** All items needed by WSSC for commissioning (Asset Management) of the system as required.

605.3 Maintenance Bond/Security. When a *Maintenance Bond/Security* is required, it shall name WSSC as the beneficiary and shall remain in effect for two years after the *Release for Service* date. For the first year after *Release for Service*, the bond/security shall be for an amount equal to 50% of the Performance Bond and for the second year equal to 25% of the Performance Bond. The *Maintenance Bond/Security* must be written using WSSC's form. No modifications will be permitted. Once the *Maintenance Bond/Security* is established and a *Release of Liens* has been accepted, the Labor and Materials Bond and Performance Bond may be released to the Applicant.

The security may be provided in the form of a certified check, a cash deposit, a certificate of deposit or an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC. The bond must be executed by a surety company authorized to do business in the State of Maryland. The security can be provided by the Applicant or General Contractor.

605.4 Release of Liens. In cases where ownership has changed prior to *Release for Service*, a *Release of Liens* is not required as long as a lien has not been filed within 180 days from the *Substantial Completion* date. The Applicant is responsible for submitting to WSSC documentation demonstrating this, which may include an insured Title Search specifically looking for liens and certifying 'none exist'. Other conditions may be required by WSSC to assure the Commission's protection.

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605.5 Release for Service Letter. WSSC will issue a *Release for Service* Letter to the Applicant following review and approval of the *Release for Service* Request package. During review, WSSC will verify the following:

- a) All required forms have been submitted and approved;
- b) All fees (for all SEP phases) have been paid in full;
- c) All project dependencies have been met; and
- d) All other outstanding conditions have been met.

605.6 Meter Installation Request. Following *Release for Service*, the Applicant shall contact WSSC Customer Service Department to request installation of the meters.

605.7 Maintenance Bond Period. The Applicant will be notified of any deficiencies noted during the *Maintenance Bond* period. The Applicant shall respond and take corrective action within 14 calendar days of receiving notification. For emergency situations, the Applicant shall respond and take corrective action within 4 hours of notification.

605.7.1 Failure to Respond. If the Applicant fails to respond and correct the issue within the allotted timeframes established, WSSC may take reasonable and appropriate actions necessary to correct construction deficiencies and/or damage to installations attributed to the Applicant including, but not limited to, direct and administrative overhead costs, court costs, and attorney fees associated with the collection of these costs.

605.8 Facility Projects. For Facility Projects (i.e. Wastewater Pump Stations) the regulations set forth in Chapter 13 of this code shall apply.

605.9 Final Field Inspections. WSSC will perform field inspections of the facilities and appurtenances at various times including:

- a) Prior to termination of the *maintenance bond* or prior to base paving;
- b) During installation of curb and gutter;
- c) After base paving; and
- d) After final paving.

605.9.1 Adjustment of Appurtenances. The Applicant shall adjust all WSSC appurtenances flush with surface after final paving and grading to ensure they are at the appropriate height. If the Applicant fails to make the necessary adjustments, WSSC may use the Applicant's *Maintenance Bond* to cover the cost of this effort or invoice the Applicant.

605.10 Temporary Facilities. For projects with temporary facilities to be operated and

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maintained by WSSC, the following requirements shall apply:

605.10.1 Liability Insurance Policy. To protect WSSC interests during the period it maintains and operates any temporary facilities, the Applicant shall furnish WSSC a liability insurance policy, until the facilities are abandoned and removed. The amount of insurance shall be stated on the SEP permit.

605.10.2 Deposit. The Applicant will furnish a bond, irrevocable letter of credit, or a deposit acceptable to WSSC to cover the costs of abandoning and/or operating (if applicable) temporary facilities.

605.10.3 Abandonment. When temporary facilities are ready to be abandoned, WSSC will notify the Applicant to undertake the necessary work. The Applicant will be required to abandon the facilities at the Applicant's expense and to the satisfaction of WSSC.

605.10.4 Unsatisfactory Abandonment. If the Applicant does not complete the abandonment or the abandonment is not completed to the satisfaction of WSSC:

- a) The deposit will be utilized and WSSC and/or its contractor(s) can complete the project; and
- b) The Applicant will be responsible for any costs incurred above and beyond the deposit amount;

By this Code, WSSC is authorized to perform any emergency actions necessary to maintain reliable and safe water and sewer services to affected properties.

605.10.5 Satisfactory Abandonment. Upon completion of the required abandonment, and if acceptable to WSSC, the project will be released in writing and any deposits, letters of credit, or bonds, together with any easements granted to WSSC will return to the Applicant.

SECTION 606 ***PARTIAL RELEASE FOR SERVICE***

606.1 Partial Release for Service. *Partial Release for Service* occurs when WSSC allows a portion of a project to be released prior to final *Release for Service* of the overall project. *Partial Release for Service* may only be granted after either a *Certificate of Substantial Completion* or a *Partial Substantial Completion Certificate* has been issued by PCD and after all 'reserved' permit numbers have been converted to 'issued' permit numbers by Permit Services.

- **606.1.1** *Partial Release for Service* must not exceed 50% of the total number of permits reserved/issued in the overall project. Special requests for *partial releases* exceeding 50% of a projects total permit count may be requested and will be considered up to a maximum of 75%. If approved, a fee is applicable per

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each permit released in excess of 50%.

606.2 Partial Release Fee. A fee is required for the processing of a Partial Release request. The fee is due when a Certificate of *Partial Substantial Completion* is requested. Refer to Currently Approved Fee Schedule on WSSC website for amounts.

606.3 Partial Release Notification. WSSC will notify the Applicant following review and approval of a *Partial Release for Service* Request. During review, WSSC will verify the area(s) being released is hydraulically adequate as well as the following partial release:

606.3.1 All required forms have been submitted and approved;

606.3.2 All WSSC easements and/or required permits for the portion of the contract being partially released have been granted and Recorded;

606.3.3 All LOF and/or plan specified project dependencies have been met.

606.4 Meter Installation. Following *Partial Release for Service*, the Applicant shall contact WSSC Utility Services Department to request installation of the meters.

CHAPTER 7

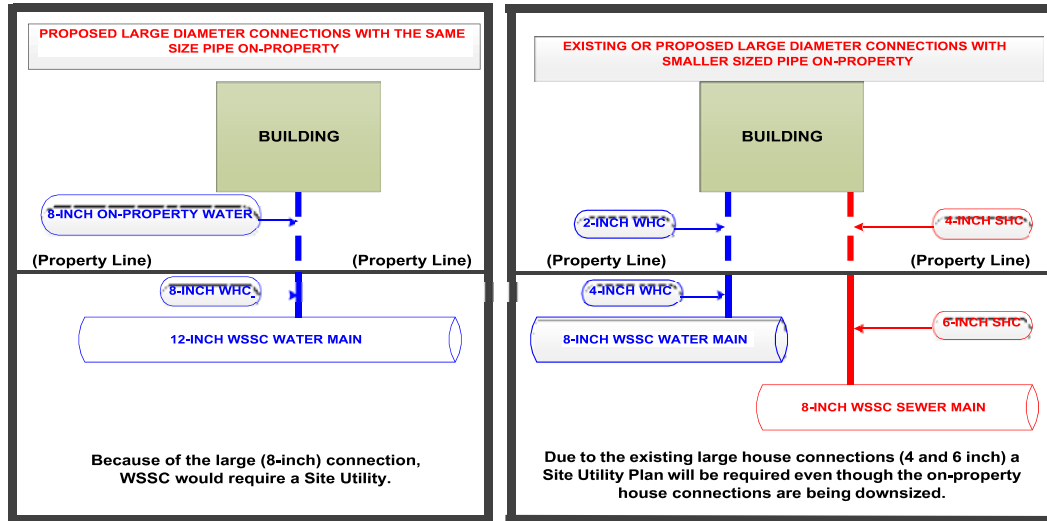
SITE UTILITY SYSTEMS

***SECTION 701
GENERAL***

701.1 Site Utility. All Site Utility projects within the WSSD shall be administered, designed, constructed, and inspected through the Site Utility process described herein.

701.1.1 Standard Site Utility (SU). A Standard Site Utility Plan (SU) shall be required for all sites with:

- A new water service connection(s) 4-inch in diameter or larger regardless of the proposed length of the on-property (private) water pipeline and/or;
- A new sewer service connection(s) 6-inch in diameter or larger regardless of the proposed length of the on-property (private) sewer pipeline;
- Any non-residential pressure sewer system and/or;
- Any new development or re-development or change of use that results in an increase of demand shall be subject to a SU review;
- When the on-property pipe is being downsized from either an existing water house connection of 4-inches in diameter or larger or from an existing sewer house connection of 6-inches in diameter or larger;
- A Site Utility Plan shall be required when adding new pipeline to an existing private system for sites.



701.1.2 Minor Site Utility (MSU). At the discretion of WSSC, site-utility designs of less complexity and or developed length may be waived from the site-utility document review process as outlined in this chapter and may be designated as a ‘Minor Site Utility’ system. A minor site utility plan (MSU) shall be allowed under the following conditions unless otherwise determined by WSSC:

- No new or abandoned water and/or sewer service connections; and
- The proposed new additional on-property (private) water line is 4-inches in diameter or larger and the length is 25-feet or less or; and
- The proposed new additional on-property (private) sewer line length is 25-feet or less; and
- Any length of existing pipe on-property to be abandoned.

701.1.3 Smaller Diameter Systems. *Water service* piping 3-inches in diameter or smaller and *building sewer* piping 4-inches in diameter or smaller shall not be governed by this code except as cited in Section 701.2. A WSSC plumbing permit shall govern the review, installation, and inspection of such smaller systems.

701.2 Mixed Systems. When either the building *water service* or the *building sewer* qualify as a SU/MSU based on pipe size pursuant to Section 701.1.1 and either the building water or sewer are smaller in diameter as cited in Section 701.1.3, the entire system shall be

designed, approved, and constructed as a SU/MSU in accordance with requirements cited in this Chapter.

701.3 Local Municipal Governance. In general, any property to be served by a WSSC public water/sewer system is subject to requirements of this Code. Site Utility Systems may or may not require WSSC Site Utility Plan review, permit, or inspection according to 701.1.1 through 701.1.3 of this Code for the following Cities or Municipalities:

701.3.1 City of Bowie. Certain residential and commercial properties located within the City of Bowie are served by a separate municipal water and sewer utility system operated by the City of Bowie. Agency duties are detailed and defined as:

- **City of Bowie:**
 - 1) Maintains the water and sewer mainlines and service connections;
 - 2) Is responsible for metering schemes including location of service connections, meters, and size.

- **WSSC responsibilities within the City of Bowie:**
 - 1) Reviews site utility plans and plumbing plans;
 - 2) Permits and inspects plumbing plans for any City of Bowie property served by private well and/or septic system(s);
 - 3) Issues site utility permits and plumbing permits;
 - 4) Performs site utility (water and/or sewer) and plumbing inspections.

WSSC DOES NOT: provide any hydraulic analysis or mainline review for the City of Bowie system.

701.3.2 City of Rockville. Certain residential and commercial properties located within the City of Rockville are served by a separate municipal water and sewer system operated by the City of Rockville. Agency duties are detailed and defined as:

- **City of Rockville:**
 - 1) Issues permits and performs on-property water and/or sewer system inspections;
 - 2) Performs plumbing inspections;
 - 3) Permits and inspects plumbing plans for any City of Rockville property served by private well and/or septic system(s);

SITE UTILITY SYSTEMS

- 4) Maintains the water/sewer mainlines and service connections;
- 5) Is responsible for metering schemes including location of service connections, meters, and size.

WSSC DOES NOT - provide any hydraulic analysis, mainline review, service connections, site utility review, permit issuance or plumbing inspections for the City of Rockville.

701.3.3 City of Poolesville. Certain residential and commercial properties located within the City of Poolesville are served by a separate municipal water and sewer system operated by the City of Poolesville. Agency duties are detailed as:

- **City of Poolesville:**

- 1) Issues permits and performs on-property water and/or sewer system inspections;
- 2) Performs plumbing inspections;
- 3) Permits and inspects plumbing plans for any City of Poolesville property served by private well and/or septic system(s);
- 4) Maintains the water/sewer mainlines and service connections;
- 5) Is responsible for metering schemes including location of service connections, meters, and size.

WSSC DOES NOT: provide any hydraulic analysis, mainline review, site utility review or plumbing inspections for the City of Poolesville system.

701.4 Federal Properties. Properties owned by the Federal Government (not including privately owned properties that are leased and operated by the Federal Government) are exempt from the formal site utility review, permitting, and plumbing inspections with exception of the following:

- Cross-Connection Control/Backflow Prevention;
- Industrial Discharge Control (Pretreatment); and
- Fats, Oils, & Grease (FOG) Program.

WSSC responsibilities within Federal Government owned properties:

- 1) Perform HPA to determine the water pressure at the point of connection and the adequacy of downstream sewer;

- 2) Completes a SU review for connection, meter, and backflow only (Site Utility plans for Federal properties for onsite piping will be reviewed on an individual basis if requested) and;
- 3) Reviews Plumbing Plans for SDC fixture quantity takeoff Federal properties are subject to SDC.

SECTION 702 DESIGN

702.1 Design Engineer. A State of Maryland Registered Professional Engineer (Engineer) shall be responsible for the design of a SU/MSU and shall review plans and other documents prior to their submission to WSSC. Final drawings submitted for WSSC approval shall have each sheet stamped, signed, and dated by the Engineer and shall include the Maryland Certification statement. The engineer shall not be required to or shall not be prohibited from being the engineer designated to oversee the installation process, where applicable.

702.2 Plan Design. The Engineer shall base the design on sound engineering principles in conjunction and compliance with the following available on WSSC website:

- a) WSSC Site Utility Water and Sewer Design Checklist;
- b) Development Services Code (this Code);
- c) WSSC Pipeline Design Manual (use for public portion only – i.e. not required for any portion that does not become a WSSC owned asset);
- d) WSSC Standard Details for Construction (use for public portion only – i.e. not required for any portion that does not become a WSSC owned asset);
- e) WSSC General Conditions and Standard Specifications;
- f) WSSC Plumbing Fuel and Gas Code;
- g) WSSC Site Utility Base Sheet Template; and
- h) WSSC DSD Drafting Standards.

702.3 Design Coordination with the Building Water Distribution and the Building Drain.

702.3.1 Water. The SU/MSU water service shall terminate either 5-feet outside of the building wall/foundation or at the ‘first flange’ within 1-foot inside of the building foundation and 1-foot above the lowest slab.

702.3.2 Sewer. The SU/MSU sewer must terminate within 5-feet outside of the

building wall/foundation or within 5-feet downstream of an oil/grease interceptor with a clean out.

702.4 Manhole Requirements. All *building sewers* 6-inches and large, and greater than 80-feet in *developed piping length* shall have a manhole within 100-feet of the junction with the *building drain* at each change in direction or slope, and at intervals not to exceed 400-feet.

702.5 Meter Requirement. All non-fire protection SU system flow shall be metered, either with a master meter or individual meters. See the WSSC Plumbing and Fuel Gas Code, Chapter 1- Administration and Chapter 6- WSSC Water Meters for requirements relating to meter vaults and meter settings.

702.5.1 Condominiums in Prince George’s County. Pursuant to State law, condominium, or cooperative ownership projects in Prince George’s County (or conversions to condominium or cooperative ownership) may not be served by a master meter. Each unit must have a separate meter, account, and shutoff valve in accordance with the WSSC Plumbing and Fuel Gas Code.

702.5.1.1 Common Areas. Condominium common areas or other typical ‘submeter’ usage (e.g. for irrigation, cooling towers, etc.) shall also be individually metered.

702.5.2 Meter and Shutoff Location. All projects which are designed with individual meters, either by requirement or choice, shall either provide individual shutoff valves at the property line or connection to the mainline for each meter or provide a building meter room accessible from the outside per the requirements of the WSSC Plumbing and Fuel Gas Code.

702.5.3 WSSC Access. As a condition for Site Utility Plan Approval, the Developer or Applicant is required to:

1) Add language to the condominium association or homeowner’s association recordable covenants or recordable documents granting the right of ingress and egress to WSSC, its agents and contractors over through and across the private property of the development and into the meter room(s) in order to access WSSC meters, or

2) Record a separate easement granting WSSC those same rights in section 1) above. These conditions apply to:

A. All condominium developments in Prince George’s County.

B. Any project designed with individual WSSC meters when the development has private streets and alleys and is utilizing a private water or sewer distribution system.

702.6 Order of Approval for Service Connections. Critical factors shall include but are not

limited to: sizing in accordance with the permit and Commission right-sizing policy, freeze protection, required area and access, and must adhere to Commission Standard Details with the service connections built under either an SEP, DRP or WSSC Built mainline extension or relocation project.

- When the Applicant for the mainline extension or relocation project and SU/MSU are the same, the mainline plans must be approved prior to the SU/MSU plan approval and the SU permit being issued.
- If the Applicant for the mainline extension or relocation project is different from the Applicant for the SU and the service connections are part of the mainline project, the BCR cannot be issued until after approval of the mainline plan.
- When the Applicant for the mainline extension or relocation project is different from the Applicant for the SU and the service connections are not part of the mainline project (connections being done using the ‘Applicant-built’ process) the SCP cannot be issued until after the mainline project is *Released for Service*.

SECTION 703 APPLICATION FOR PLAN REVIEW

703.1 ePlan Submittal Request Form. To begin the SU/MSU design plan review process, the Applicant shall complete and submit through the ePermitting system a Site Utility Project Submittal Request.

703.2 Review Fees. The Applicant shall remit through the ePermitting system all applicable SU/MSU review fees after the SU/MSU design plan review has been processed and accepted by the Permit Services Unit. The payment amount must be accurate. WSSC only accepts payment for the actual fee amount due; payments for less than or exceeding the amount owed will not be accepted or processed. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

703.2.1 The Site Utility Review Fee based on pipe length includes three reviews. If more than three reviews are required, an *Extra Review Fee* shall be submitted for each additional review.

703.2.2 Additional *Site Utility Review Fee* will be assessed if the Applicant did not accurately calculate the fee due upon first submittal or if the pipe length increases for any reason throughout the review process.

SECTION 704 SUBMISSION OF PLANS AND DOCUMENTS

704.1 Electronic Submission. All SU/MSU projects must be reviewed using the WSSC ePlan Review system. The Applicant shall submit all required documents and plans using this system unless an original signature is required on a document, then hard copies of that document must be submitted. All review comments and approvals will be provided through

the system as well.

704.1.1 ePlan Review Instructions. Instructions for accessing and using the system will be provided to the Applicant following submission of the electronic project submittal request form.

704.2 Required Documents and Plans. The Applicant shall always use and conform to the requirements listed on the current Site Utility Water and Sewer Design Checklist which is published on WSSC's website. The Applicant's first submittal shall include, but may not be limited to, the following:

- a. **Design Drawings.** Drawings shall be in accordance with WSSC Site Utility Base Template (WSSC-OS.dwt), the DSD Drafting Standards, and the current Site Utility Water and Sewer System Design Checklist;
- b. **HIS.** A completed HIS is required for each new proposed and each affected existing water *service connection* to WSSC's system;

Should WSSC determine the pressure/flow available at the point of water *service connection* to the main is insufficient to meet fire flow demand as indicated in the Pipeline Design Manual, either offsite improvements to the existing system will be required by the Applicant at the Applicant's expense or a waiver from the Fire Marshall must be obtained by the Applicant.

- c. **Sewer Capacity.** As determined by WSSC, a hydraulic review of the existing offsite sewer system will be performed. If additional sewer capacity is necessary, it will be required by the Applicant for the completion of the SU/MSU project;
- d. **WSSC Contract Plans.** WSSC contract plans for water and/or sewer mains (with property highlighted);
- e. **Approved Sediment Control Plans.** If approved plans are not available at time of submittal, proposed plans may be considered for first review only;
- f. **Storm Drain/SWM/ESD plans** (if applicable);
- g. **Other plans and documents.** Other plans and documents as deemed necessary by WSSC.

704.3 Prescreen Review. A prescreen review will be completed upon initial submission of plans and documents. If any of the required documents specified in Section 704.2 of this code are missing or incomplete or if the plans do not comply with requirements set forth in the Site Utility Water and Sewer Design Checklist, the submission shall be rejected and returned to the Applicant with a rejection outlining the incorrect and/or missing requirements. A formal review will not be performed until an acceptable submittal is received.

704.3.1 Prescreen Resubmission Fee. If the SU/MSU submittal is rejected, a *Prescreen Resubmission Fee* will be assessed. The Applicant shall ensure the *Prescreen Resubmission Fee* has been received by WSSC prior to re-submitting the project, otherwise the project will not be accepted. Refer to the currently approved fee schedule on WSSC's website for fee amounts.

SECTION 705 ***PLAN REVIEW***

705.1 First Formal Review. Once the SU/MSU design submittal is accepted, WSSC will complete a formal review in order to verify the plans are in conformance with all Design Basis items listed in Section 702.2 of this Code. The reviewer's comments and marked-up plans will be provided to the Applicant via the ePlan Review system. The Applicant shall address all comments prior to the next submittal.

705.1.1 Incomplete Review. If during the *first formal review* an excessive number of design errors are encountered in the plans preventing WSSC from properly completing the review, the assigned Project Manager will return the submittal. In such cases, an additional formal review may be required, and an *Extra Review Fee* may be assessed if more than three formal reviews are needed. The Applicant shall ensure the *Extra Review Fee* has been received by WSSC prior to re-submitting the project, otherwise, the project will not be accepted. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

705.2 Subsequent Formal Review(s). The Applicant shall submit revised plans that address all comments provided by WSSC following the first formal review. The Applicant shall also submit any additional documents needed or other information requested by WSSC.

705.2.1 Extra Review Fee. If previous review comments have not been fully addressed, an extra review and an *Extra Review Fee* shall be required. The Applicant shall submit the *Extra Review Fee* to WSSC prior to re-submitting the project, otherwise the project will be returned. The Applicant will be required to pay for extra reviews until the drawings are acceptable.

705.3 Sediment Control Approval. An approval must be issued by WSSC environmental programs section before SU/MSU plans will be approved. This process will be initiated by WSSC once the plans are suitable for review.

705.3.1 Sediment Control Permit. The Applicant shall obtain a *sediment control permit* (if required) from WSSC's Environmental programs section Support Unit prior to plan approval.

705.3.2 Exemption Status. A sediment control approval is not required from WSSC for Federal Government, State of Maryland (including University of Maryland), or County Public Works projects in Montgomery and Prince George's counties. The Applicant is responsible for obtaining MDE sediment control approval and permit.

705.4 Final Required Documents and Plans (for plan approval). Prior to Batch Stamp of the plans the Applicant shall be required to submit additional documents (if applicable) including but not limited to the following:

- a) **Storm Drain and Paving Plans;**
- b) **Approved Sediment Control Plans;**
- c) **Recorded Private Easements (If Applicable);**
- d) **WSSC Easements Fully Executed (See Chapter 8 – Easements):**
- e) **Recorded Declaration Of Covenant;**
- f) **Shared Site Utility System Maintenance and Billing Agreement.** An agreement with conditions approved by WSSC shall be required with or between multiple property owners for use of a site utility system to serve multiple buildings separately owned and located on different properties. The Applicant will obtain all necessary covenants and easements relating to the maintenance of the shared site utility system which WSSC will counter execute and record among county land records;
- g) **Multiple Building Covenant.** A fully executed multiple building Covenant agreement shall be required when multiple buildings owned by the same person/entity are served by a single service connection to WSSC's system;
- h) **All Applicable Service Connection Fees Are Paid.**

705.5 Transfer of Ownership of WSSC Mains (Giveback). WSSC may allow or require an Applicant to assume ownership of any existing WSSC-owned water or sewer main if any of the following conditions apply:

- The main is located on the Applicant's property and serves and/or will only serve the Applicants building(s);
- WSSC does not have an easement for the main or;
- Other utilities or structures exist in the vicinity of the main, which would violate WSSC's current encroachment policy or clearance requirements.

705.5.1 Ownership Transferal of WSSC Mains (Giveback). If transferal of WSSC main(s) is accepted, the following items may be required:

- a) If there is an existing easement associated with the public main, a release of the WSSC easement will be required as part of the give back process and;
- b) Payoff of any assessment amount remaining owed on the pipeline will be required. As part of the Site Utility review process, the Property

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Assessments Section will determine if the main being transferred has been paid for in full or whether any assessment amount remains which will require payment before transferring ownership;

- c) A 'Deed and Transfer Agreement' will be executed and recorded (among the appropriate county's Land Records) between the Developer and WSSC in order to transfer the ownership and maintenance of the main(s).

705.5.2 Other Considerations:

- a) A Site Utility Plan will be required as part of the give back process in order to establish a clear record of the transfer of a public main to a private Site Utility;
- b) Establishment of new water meter(s) and/or sewer connection(s) will be required at the delineation between the public main and the transferred private main.

SECTION 706
PLAN APPROVAL

706.1 Prior Requirements. Prior to WSSC beginning SU/MSU plan approval, the Applicant must have completed a plan review including payment of all associated fees and have fully executed all WSSC easements necessary for the project. Once these prior requirements have been met, WSSC will request remaining documentation from the Applicant as outlined below.

706.2 SU/MSU Plan Approval Requirements. The SU/MSU plan approval process is two steps (Batch Stamp in ePlan and electronically signed plans) Prior to WSSC SU/MSU plan Batch Stamp, the Applicant must have completed a plan review including payment of all associated fees and have fully executed (by the Applicant) all WSSC easements necessary for the project. Once all prior requirements have been met, WSSC will request remaining documentation from the Applicant as outlined below:

706.3 Plan Signature Approval Requirements. The applicant shall satisfy the following requirements before the plans can be electronically signed;

- a) **Batch Stamped Plans.** The plans must have a seal by the PE prior to batch stamp in ePlan.
- b) **CAD File Approval.** The CAD file of final design plans must meet requirements and standards specified on the Engineering and Environmental Services Division, Land Services Section website. Applicant must provide the project manager with an email from engineering and Environmental Services Division (EESD) confirming approval of the CAD files.
- c) **Erosion and Sediment Control permit fee;**
- d) **Inspection Fee.** WSSC will notify the Applicant of the inspection fee due. The inspection fee is due prior to permit issuance. Refer to the currently approved fee schedule on the WSSC website for fee amounts. This fee is not required for MSU projects;
- e) **SU Permit.** The Applicant shall sign and submit an original SU permit at the time of mylar submission. Once all outstanding conditions have been met, the permit will be counter-executed by WSSC and made available to the Applicant through ePlan Review. Not applicable for MSU projects.

706.4 Approval Documentation. Upon WSSC's plan Signature Approval, the following documents and plans will be made available to the Applicant via WSSC's ePlan Review System:

- a) **Sign Plan Letter.** This letter will inform the Applicant that the design plans have been approved and are valid for 3 years from the approval date on the SU/MSU Plan. It is the Applicant's responsibility to ensure that all other required permits remain valid.
- b) **SU Permit.** For the Applicant's signature.
- c) **SU/MSU Outstanding Conditions Submission Checklist.** A list of outstanding items or additional requirements that must be met before the SEP permit can be issued.
- d) **Signed plans.** Completed Electronic Envelope.

706.5 External Permits. The Applicant is responsible for obtaining all permits external to WSSC prior to construction.

706.6 Sunset Clause. All MSU/SU Plans are valid for three years from the date the plans are signed by WSSC. For expired approved plans in which construction has not started, design plans will need to be updated and reapproved to incorporate any new requirements established since the previous review and approval. The applicant will need to submit all applicable re-review fees for re-approval of the expired plan.

Where construction has stopped, if it is the same developer the project can continue as the permit is still valid. If there is a new developer, a plan revision update and new permit will be required.

A site utility permit is valid through the release for service if construction has started. If construction started and stopped and there is a new applicant, the new applicant will need a new plan and permit.

SECTION 707 ***PERMITS***

707.1 SU Permit. The site utility permit shall be issued after the applicant submits its site utility permit issuance package which shall contain the following:

- a) **Site Utility Permit Signed By Applicant;**
- b) **WSSC Erosion And Sediment Control Permit Fee;**
- c) **WSSC Inspection Fee;**
- d) **Electronic Document User Role Form;**

- e) **WSSC Easements.** For requirements, refer to Chapter 8 – Easements; And
- f) **Recorded Plats.** Recorded plats shall be submitted, if applicable.

707.1.1 City of Bowie. For properties located within the City of Bowie, a signed service release letter is required from the city of Bowie prior to issuance of a site utility permit from WSSC.

707.1.2 Permit Expiration. A SU permit will expire with the expiration of the SU plan approval.

707.2 Plumbing permit. Prior to the construction of an MSU, the Applicant shall have a WSSC-registered Master Plumber secure a WSSC plumbing permit.

Other Required permits. The Applicant will be notified when the required WSSC permits, if any, may be applied for. The Applicant shall obtain all required permits before SU/MSU plans may be approved. Required permits may include:

- a) **Service Connection Permit (SCP).** The SCP is a two-step process (Service Connection Permit Issuance and Service Connection Construction Permit). When a SU is contingent upon a new *service connection*, the SCP shall be issued prior to plan approval.
 - 1) **Service Connection Permit Issuance.** When all Permit Services comments on the SU plan have been addressed, the Applicant will be notified when to apply for the issuance of the Service Connection Permit(s). In order to apply for this the Applicant will be required to provide the following:
 - WSSC Easements executed by the Applicant and WSSC Chief Engineer
 - Private Easements recorded

The previously issued Service Connection Permit number is now considered activated and the BCR is considered issued.

- 2) **Service Connection Construction Permit Issuance.** Once the SU plan is signed by WSSC, the applicant is required to submit an *applicant built package*. The first plumbing permit will be issued upon processing of the completed *applicant built package* and signature of the service connection construction permit by WSSC. The applicant built package is to be submitted along with the site utility permit issuance package. WSSC will reject the packages if any part of either package is missing information. The applicant built package shall contain the following:

- a) **Letter advising the name of the utility contractor;**

- b) **Certificate of insurance from the utility contractor;**
- c) **A copy of approved site utility plans;**
- d) **Security for the payment bond;**
- e) **Security for the performance bond;**
- f) **Two copies of all applicable agency and government permits.**
- g) **Water and sewer plans (public plans) showing location of connections;**
- h) **Wssc 200-ft sheets with property highlighted; and**
- i) **Wssc service connection permit.**

b) Service Connection Abandonment Permit. When a SU/MSU requires existing service connection abandonment, the service connection/abandonment permit shall be secured prior to plan approval.

c) Concurrent SEP Plan. For service connections/abandonments built under a concurrent SEP plan, the Applicant shall submit the Conversion of Reserved Permit Numbers Request to Permit Services for processing. All ‘reserved’ service connection/abandonment permit numbers must be converted to ‘issued’ service connection/abandonment permit numbers before those permit numbers may be considered issued and before the SU/MSU plan may be signed.

d) Outside Meter Vault Permit. When a SU/MSU is contingent upon a new outside meter vault permit, the Applicant shall obtain the meter vault permit prior to plan approval.

SEP Plan Approval. When a SU/MSU is dependent upon an SEP Project, the SEP Project must be approved first, and associated SCP’s processed prior to SU/MSU approval.

SECTION 708 ***INSTALLATION***

708.1 Utility Contractor. All work shall be installed by a utility contractor or by a WSSC-licensed Master Plumber.

708.2 Pre-construction Meeting. It is the Applicant’s responsibility to contact the PCD to schedule a pre-construction meeting. Contact with PCD shall not be made until a minimum of 5 business days following issuance of the SU Permit. The Applicant shall provide the name and registration number for the Registered Professional Land Surveyor or Property Line Surveyor to be used for the project. Although the *sediment control permit* has already

been issued, it is the Applicant's responsibility to notify WSSC's Environmental Programs Section a minimum of 48-hours before beginning any construction.

708.3 Oversight. WSSC will provide oversight of the installation process for SU/MSU projects.

708.3.1 WSSC Inspections. WSSC will inspect all projects. The inspections shall be conducted in accordance with the protocols outlined in this Chapter and as noted on the approved plans. Inspection Fees will be collected prior to the SU Permit being issued. If WSSC does not inspect the project due to lack of proper notifications by the Applicant/Contractor, WSSC may require excavation and removal of the work.

708.3.2 MSU Projects. For MSU projects, inspection shall follow protocols established for water and sewer inspections performed under a WSSC plumbing permit. Refer to WSSC Plumbing and Fuel Gas Code –Inspections and Testing.

708.4 Materials. The contractor shall provide a materials list to WSSC and WSSC will validate that all applicable materials comply with WSSC standards and this Code.

708.5 Supervision. General supervision of the pipeline installation and related appurtenances, inspection over the work, project milestones, and decisions shall be completed by WSSC. Key components of inspection shall include but not be limited to the following:

- a) Open trench inspections, unless otherwise indicated on the approved plan;
- b) Alignment and sizing in accordance with approved construction documents;
- c) Installation, including bedding, in accordance with manufacturer's specifications and WSSC General Conditions and Standard Specifications;
- d) Uniform slope of sewer pipelines; and
- e) Backfill with care and with suitable fill material.

708.6 Deviation. Minor changes to alignment and elevation shall be permissible as a result of unforeseen field conditions as follows:

708.6.1 WSSC personnel will determine whether the extent of the deviation is permissible to proceed and whether it will be documented through the as-built process or will require redesign and revised plan approval.

SECTION 709

WATER QUALITY AND TESTING

709.1 Equipment. The contractor shall furnish and operate all testing equipment.

709.2 Coordination. The contractor shall coordinate and schedule all testing and ensure that the designated WSSC Systems Inspector or WSSC Plumbing inspector, as applicable, is present during testing.

709.3 Water Quality.

709.3.1 Chlorination. Water system piping exceeding 50-feet in developed length shall be chlorinated during installation. After installation, the system shall be flushed to lower chlorine residual, prior to water sampling. Water system piping 50-feet or less in developed length shall be thoroughly flushed upon connection to WSSC's system; chlorinating and sampling shall not be required.

709.3.2 Water Samples. Where pipe has been chlorinated, water samples shall be taken by the Applicant from the end of the longest run within the system and from laterals exceeding 50-feet in developed length.

709.3.3 Accredited Laboratory. Water quality testing shall be performed and reported by a State of Maryland accredited laboratory.

709.3.4 Reports. Water quality test reports shall contain the following information:

- a) WSSC Site Utility or minor site utility project number;
- b) Acceptable chlorine residual;
- c) Absence of bacteria; and
- d) Compliance Statement: "This sample meets federal standards for drinking water and is safe for human consumption"

709.4 Water Main Testing. All SU water systems shall be hydrostatically tested as specified in the WSSC 'Standard Specifications' and Pipeline Design Manual. The minimum test pressure shall be 200 psi unless a greater pressure is designated on the approved construction documents for the duration of 2 hours and shall show no sign(s) of leakage.

709.5 Gravity Sewer Testing.

709.5.1 Pressure Test. All SU sewer systems greater than 50-feet in developed length shall be pressure tested with air at 4 psi for a duration of 5 minutes and shall show no sign of leakage.

709.5.2 Mandrel Test. All SU sewer systems 6-inches in diameter and larger and that incorporate 1 or more manholes, shall have a mandrel pulled through each segment greater than 50-feet in developed length to disclose any defect, distortion, or misalignment of pipe.

- SHC's less than 50-feet will require CCTV in lieu of mandrel. These video reports will be furnished to WSSC by uploading to the intake folder within the electronic document platform

709.6 Pressure Sewer. All SU pressure sewer piping shall be hydrostatically tested as specified in the WSSC ‘Standard Specifications.’ The minimum test pressure shall be 100 psi for the duration of 2-hours.

709.7 WSSC’s Responsibility.

709.7.1 Validation. A WSSC Systems Inspector will validate that all testing protocols comply with this Code and the General Site Utility Water and Sewer Notes shown on the approved construction documents.

709.7.2 Witness Tests. WSSC will witness all required tests. Test failures shall require corrections. Re-testing will be necessary until all tests are satisfactory.

709.7.3 Reporting. WSSC personnel will record all test results.

709.7.4 MSU Projects. For MSU projects, a WSSC plumbing inspector will witness all required tests for water and sewer installations performed under a WSSC plumbing permit. See WSSC Plumbing Code for all testing procedures and protocols. At their discretion, the plumbing inspector may accept a third-party engineer's test report for water line testing.

SECTION 710
HOOK-UP (CONNECTION) AND ACTIVATION

710.1 Connection to WSSC Mains.

710.1.1 SU Projects. The contractor shall connect the SU to WSSC’s system under the following conditions, unless otherwise approved by the Commission:

- a) WSSC’s system and *service connection* has been released for service.
- b) A WSSC inspector is present and observes the installation and testing of the SU and has issued the *CSC*.
- c) A WSSC inspector is present and observes the final connection to WSSC’s system.

710.1.2 MSU Projects. A WSSC registered Master Plumber shall connect the MSU to WSSC’s system only after WSSC’s system has been released for service.

710.2 Connection to Building Piping. Only a WSSC-licensed master plumber shall connect the building water and drainage systems to the SU. A SU contractor shall not connect to the building plumbing systems. Prior to connection, the SU shall be ‘Released for Service’ or released ‘for connection to building only’ by the code official. If released ‘for connection to building only’, the building systems and the SU may not be activated until the SU is Released for Service.

710.2.1 Water. The plumber shall connect the water distribution system to the terminal point of the SU water service.

710.2.2 Sewer. The plumber shall connect the *building drain* to the SU sewer within 5-feet outside of the building wall/foundation.

SECTION 711 RELEASE FOR SERVICE

711.1 General. A *Release for Service* of the SU Permit shall be contingent upon complete documentation by the engineer (see 711.2, 711.3 and 711.4 below) and release for service of all dependent WSSC systems. A release for service will not be issued for a part of a Site Utility plan. Final approval of a MSU shall be by a WSSC Plumbing Inspector.

711.2 As-Built Drawings. All as-built drawings are to be uploaded into the intake folder within the electronic document platform for review. After the as-built information has been approved by the WSSC technical contract manager, PCD will create an electronic envelope for signatures. The as-builts can be signed by a state of Maryland registered professional engineer (PE), Maryland professional registered land or property line surveyor. The pe of record (design engineer) and the PE or licensed surveyor who provides the as-built drawings do not have to be the same. As-builts are not required for MSU projects.

711.3 Electronic As-Builts. Once WSSC approves the As-Builts submitted for the SU CSC, the Applicant shall submit an electronic version of the CAD file to facilitate incorporation of the new information into WSSC's GIS database. This requirement may be waived at the sole discretion of WSSC if an acceptable CAD file was provided at the time of final plan approval and assets related to water and/or sewer have not moved.

711.3.1 CAD Standards. The electronic As-Built must conform to the published CAD standards, which are described on the Engineering and Environmental Services Division, Land Services Section page of WSSC's website.

711.4 SU Release for Service. Release for service of a SU shall be contingent upon the following if applicable:

- a) A CSC from PCD for the SU and the associated service connection(s) and/or abandonments;
- b) A completed *Release for Service* request form from applicant/engineer;
- c) A *Release for Service* for an associated SEP Project;
- d) A *Release for Service* for an associated Relocation Project;
- e) An approved as-built for the SU;

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- f) All approved test results and certifications;
- g) Certified release of liens for the service connection(s) and/or abandonment(s).
- h) Release of a SU Permit is required prior to final plumbing approval of WSSC Plumbing Permits.

711.5 Meter Installation. Following the SU Release for Service, the Applicant shall contact WSSC's Customer Service Department to request installation of the meter.

CHAPTER 8

EASEMENTS

SECTION 801

GENERAL

801.1 WSSC Easements. The Applicant, at their expense, shall acquire all necessary easements. WSSC may also require, at no cost to WSSC, easements for future water and/or sewer extensions. Refer to WSSC Pipeline Design Manual for easement width requirements. The SEP or DRP Permit will not be issued for a project until all required on-property and off-property easements are fully executed. The SU/MSU will not receive *Batch Stamp* plan approval for a project until all required on-property and off-property easements are executed by the Applicant.

801.1.1 Technical Easement Documents. For each required WSSC easement shown on the plan (both on-property and off-property easements), the Applicant shall provide the following information for each property owner to be encumbered by an easement, as specified on WSSC's website:

- a) Easement Intake Form;
- b) Two original copies of Schedule 'A' (description of easement), signed and sealed by a Maryland licensed surveyor (original signature is required);
- c) Colored copy of Schedule 'B' (sketch);
- d) Black and white paper copy of Schedule 'B' (sketch);
- e) Black and white mylar copy of Schedule 'B' (sketch);
- f) Two copies of colored plan sheets; and
- g) Applicable plats and deed.

801.1.2 Easement Document

- a) Once the technical easement documentation has been submitted and WSSC has reviewed and approved the technical submissions, the applicant will be sent a WSSC easement template granting an easement to WSSC, for signature.
- b) WSSC will record the easement once the easement is fully executed by the applicant and WSSC.

801.2 On-property Easements. The Applicant shall, at no cost to WSSC, grant all necessary easements on the Applicant's property to WSSC. The Applicant shall submit the easement

descriptions as set forth in the WSSC Pipeline Design Manual. WSSC will prepare the necessary legal documents to grant the easements to WSSC and send them to the Applicant for execution. The Applicant shall sign the documents and return them to WSSC for counter execution. If the Applicant is not the owner of the property, the easement documents must be signed by the owner of the property.

801.3 Off-property Easements. The Applicant shall, at their expense, acquire any necessary off-property easements. The Applicant shall submit the easement descriptions as set forth in the WSSC Pipeline Design Manual. WSSC will prepare the necessary legal documents to grant the easements to WSSC and send them to the Applicant for execution by the property owner. The Applicant shall return the executed documents by the property owner to WSSC for counter execution.

801.3.1 Leases/Permits. In special cases, when off-property easements are unable to be obtained from landowners such as railroads, government agencies and utilities, the WSSC may accept submittal of leases, highway agency permits, and/or maintenance agreements in lieu of easements.

801.4 Private Easements. A *private easement* is required when a private water or sewer service line that serves a property crosses into or over the property of a different owner. The Applicant shall submit evidence that a private easement has been recorded before WSSC will issue a SCP. A recording receipt from the appropriate County is sufficient evidence.

801.5 Declaration of Covenant. A *Declaration of Covenant* is required when private water or sewer service lines that serve a property cross into or over a separate property owned by the same entity. The Applicant shall submit evidence that a *Declaration of Covenant* has been recorded before WSSC will issue a SCP. A recording receipt from the appropriate County is sufficient evidence.

801.6 WSSC Easement Overlap.

801.6.1 PUE Overlap. A WSSC easement may not overlap a PUE except when crossing perpendicular or as otherwise approved by the Commission.

801.6.2 PIE Overlap. It is the sole discretion of WSSC whether a PIE overlap, other than a perpendicular crossing, will be permitted.

801.6.3 Forest Conservation Easements. A WSSC easement may not overlap a Forest Conservation easement.

801.6.4 Stormdrain Overlap. A WSSC easement may overlap a public stormdrain/ESD easement.

Condemnation procedures. If the Applicant is unable to obtain an off-property easement, a request can be made for WSSC staff to petition the Commissioners to acquire such easement via condemnation procedures. Staff and the Commissioners may reject this request without reason. The Applicant's request must provide evidence acceptable to the staff that the acquisition is for public use and that no other alignment for services is possible. Should staff petition the

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Commission for authority to obtain the property by condemnation procedure and in the event the Commissioners grant staff the authority to seek condemnation, the Applicant is solely responsible for all costs incurred by WSSC in its effort to obtain the easement, including, but not limited to, reimbursement of the direct and indirect costs of the easement, appraisals, title reports, court fees, attorney's fees, and staff time or associated staff augmentation costs, including fringe benefits, allocated costs and all overhead. An up-front deposit of the estimated costs will be required, and an agreement must be executed if WSSC elects to move forward.

801.6.5 Other Government Agency Condemnation Procedures. WSSC may allow approval of SEP, SU, or SCP projects if another Government Agency initiates condemnation procedures provided the agency submits proof that the condemnation process has begun.

801.7 Signature Responsibility. The Applicant shall obtain owner signatures on all legal documents and submit them to WSSC for counter execution and recordation.

801.8 WSSC Easement Release/Abandonment/Relocation. For projects that require an existing WSSC easement to be released, relocated or abandoned, easement release documents will not be processed until the new easement documents have been recorded and the relocated WSSC water and sewer lines have been released for service .

801.9 WSSC Easement Subordination. WSSC will only agree to 'subordinate' its existing easement rights to the appropriate county if the easement areas are contained within streets that are dedicated (or will be dedicated) to public use.

801.10 WSSC Easement and Paper Planned Public Roads without existing easement in place. WSSC will require an easement on county or SHA planned roads if construction is required prior to street dedication. Supporting documents shall be submitted with the request.

801.11 HOLD HARMLESS AGREEMENTS. If structures or amenities are proposed to be located in a WSSC easement, including but not limited to a private storm drain, ESD, landscaping, and hardscaping, a hold harmless agreement may be needed as determined by WSSC.

CHAPTER 9

LOOPING POLICY

SECTION 901

GENERAL

901.1. WSSC requires redundancy for water outage protection in parts of the water distribution system through the implementation and construction of *water loops* in the WSSD. WSSC considers the following three items associated with looping that the Applicants shall be responsible for implementing for proposed development projects:

- a) **Water interconnections** - which are hydraulically required system improvements resulting from increased demand loads (domestic and fire flow) from the Applicant's proposed development.
- b) **Domestic outage protection loops** - which are built to provide a 2nd feed for domestic water only to WSSC customers during short-term outages of water mains. These loops may be required when the Applicant's proposed development aggravates an existing single-feed situation (and current WSSC customers in the vicinity of the proposed development project would benefit from a new secondary feed in addition to the Applicant's proposed development). These secondary feeds will be required when the Applicant's proposed development creates a new single-feed situation and current WSSC customers would not benefit from this secondary feed.
- c) **Transmission main outage protection loops** - are loops for ensuring outage-protection (domestic and fire flow) when large-diameter water transmission mains made of PCCP or cast iron pipe are undergoing periodic maintenance, repair, and/or inspection.

901.2 Water Interconnections & Hydraulically Required System Improvements. The Applicant shall design, obtain all permits, obtain all easements, and construct all required infrastructure necessary to satisfy all items hydraulically required as identified by WSSC in the LOF or Amended LOF. The WSSC Development Services Division will use the results of WSSC hydraulic modeling for applicable projects to develop this requirement. Water lines and associated appurtenances are considered to be hydraulically required when they are determined to be necessary to ensure that the WSSC is able to provide adequate flow to supply domestic and fire flow (either to hydrants or other fire appurtenances) to projects at standard prescribed flows and pressures during all phases of project build-out (including full build-out), as well as to ensure service can be provided to customers within the range of standard prescribed domestic pressures. These requirements shall be outlined in a WSSC LOF and Amended LOF to the Applicant or in directions given as a result of WSSC evaluation of the Applicant's Hydraulic Information Sheet (HIS) for Site Utilities. Refer to

the appropriate WSSC Development Services Code sections and WSSC's website for submittal requirements.

901.3 Domestic Outage Protection Loops. These loops are sub-categorized into two kinds of loops: **1)** loops that alleviate situations where an Applicant's proposed development aggravates an existing single-feed situation and current customers in the vicinity of the proposed development project could benefit from the secondary feed; **2)** loops that alleviate situations where an Applicant's proposed development creates a new single-feed situation and current customers do not benefit from the secondary feed. WSSC will determine which looping situation(s) is (are) applicable during reviews of HPA's or Amended HPA's and the Applicant will be required to follow the applicable guideline(s) set-forth below for the design and construction of Domestic Outage Protection Loops. If WSSC determines a new or existing valve scheme assuring domestic flows meets the intent domestic outage protection loop, a major loop construction may be avoided.

901.3.1 Applicant's proposed development aggravates existing single-feed situation. Where an Applicant proposes to connect to an existing WSSC water main in a development that is not already back-fed by domestic outage protection and current WSSC customers would benefit from a secondary feed, WSSC will cost share and the Applicant shall adhere to the following guidelines:

- a) The general alignment of the loop shall be specified by WSSC. The diameter of the domestic outage protection loop shall be specified by WSSC and shall be constructed using a water line with a diameter no less than 8-inches.
- b) The Applicant shall be responsible for all design, permitting, and construction of the portion of the loop/secondary feed as calculated per requirements defined and set-forth in this regulation regardless of whether the loop/secondary feed is located on the Applicant's property in the public right-of-way, built through other existing easements, on other lands owned by the Applicant, or on any other lands not owned by the Applicant.
- c) The Applicant shall provide all easements associated with the loop/secondary feed to the WSSC, as per standard WSSC and DSD System Extension Permit requirements.
- d) The Applicant shall design, permit, and construct the loop/secondary feed to provide the proposed development with outage-protection associated with the Applicant's project under the following circumstances:
 - 1) While a project is undergoing construction, the Applicant may construct up to 250 residential units before the loop/secondary feed is required to be fully built and released for service. The Applicant must design the water system such that the design plans indicate no more than 50 residential units (proposed) will be out of water at any time when the entire development project is completed; or

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- 2) While a project is undergoing construction, the Applicant can construct up to 50,000 gpd of equivalent-water-use (average demand) of some combination of residential, non-residential, and/or mixed-use development (e.g. office, retail, hotel, commercial) before the loop is fully built and placed in-service. The Applicant must design the water system such that no more than 11,000 gpd of equivalent-water-use of residential, non-residential, or mixed-use development will be out of water at any time when the entire development project is completed; or
 - 3) For domestic-flow to critical customers or any other customers that WSSC considers special or exceptional cases (e.g. hospitals, nursing homes, hospice-care), the loop/secondary feed must be fully built and released for service before any water service is allowed into critical facilities other than for testing purposes.
- e) The portion of the loop/secondary feed the Applicant will be responsible for will be assigned using the length criteria defined below. If there is a remaining-length or “balance” to be built over-and-above the Applicant’s portion for any Domestic Outage Protection Loop specified in a LOF or Amended LOF, the balance shall be designed, permitted, and constructed by WSSC if funding is available. Under certain circumstances WSSC and the Applicant may enter into an agreement whereby the Applicant constructs the balance of the loop/secondary feed. The Applicant’s portion of the loop/secondary feed starts at the Applicant side and progresses towards the WSSC second tie-in main.
- f) The criteria that will be used to determine the length required to be completed by the Applicant in cases where the loop or secondary feed for ‘*Domestic Outage Protection Loops*’ is proposed and defined as follows:
- 1) up to 25 feet per protected-domestic-unit; or
 - 2) up to 0.04 feet per square foot of non-residential space; or
 - 3) a proportional length equivalent for combined residential and non-residential developments (i.e. for proposed developments that meet the 11,000 gpd water use equivalent discussed above); or
 - 4) for critical customers, there is no limitation on the loop/secondary feed length required by the Applicant.

901.3.2 Applicant's proposed development creates new single-feed situation. In situations where an Applicant proposes to connect to existing WSSC water mains that are not already back-fed by a domestic outage protection loop/secondary feed and current WSSC rate-payers would not benefit from the loop/secondary feed, the Applicant will be expected to adhere to the following guidelines:

- a) The general alignment of this type of loop shall be specified by WSSC. The diameter of the domestic outage protection loop shall be specified by WSSC and shall be constructed using water line with diameter no less than 8-inches.
- b) The Applicant shall be responsible for all design, permitting, and construction of the loop as set-forth in this regulation, regardless of whether the loop is located on the Applicant's property, in the public *right-of-way*, built through other existing easements, on other lands owned by the Applicant or on any other lands not owned by the Applicant.
- c) The Applicant will be required to provide any and all easements associated with the loop to the WSSC, as per standard WSSC and/or DSD System Extension Permit requirements.
- d) The Applicant shall be required to design, permit, and construct the loop to provide the proposed development with outage-protection associated with the Applicant's subject project under the following circumstances:
 - 1) While a project is undergoing construction, the Applicant can construct up to 250 residential units before the loop/secondary feed is required to be fully built and released for service but the Applicant must assure and design plans must indicate that no more than 50 residential units will be out of water at any time when the entire development project is completed; or
 - 2) While a project is undergoing construction, the Applicant can construct up to 50,000 gpd of equivalent-water-use (average-demand) of some combination of residential, non-residential, and/or mixed-use development (e.g. office, retail, hotel, commercial) before the loop/secondary feed is required to be fully built and placed in-service but the Applicant must assure and design plans must indicate that no more than 11,000 gpd of equivalent-water-use of non-residential, mixed-use development will be out of water at any time when the entire development project is completed; or
 - 3) For domestic-flow to critical customers, or any other customers that WSSC may consider as special or exceptional cases (e.g. nursing homes, hospice-care, hospitals), the loop must be fully

built and released for service before any water service will be allowed into critical facilities other than for testing purposes.

- e) The Applicant shall build the entire length of the domestic outage protection loop, up to a length of 10,000 feet. If the loop/secondary feed length is longer than 10,000 feet and there are special mitigating field circumstances (e.g. environmentally sensitive areas, documented by Applicant prohibitive objections from private off-site property owners regarding granting easements), then WSSC and the Applicant will negotiate a solution. This section does not apply to critical customers.

- f) For critical customers, there is no limitation on the loop/secondary feed length.

901.4 Transmission Main Outage Protection Loops. The Applicant shall follow the guidelines set-forth below for the construction of Transmission Main Outage Protection Loops. A major loop construction may be avoided if WSSC determines a new or existing valve scheme assures that domestic and fire flows meet the intent of this section.

- a) The Applicant shall design, permit, and construct a transmission main outage protection loop in accordance with the regulations stated herein to serve the proposed development when the Applicant proposes to serve its development through a direct connection to a WSSC large-diameter (36-inch or greater) water main made of pre-stressed concrete cylinder pipe (PCCP) or cast iron pipe. This requirement is driven entirely from the WSSC inspection program of these large-diameter water mains.

- b) The general alignment of this type of loop shall be specified by WSSC. The diameter of the transmission main outage protection loop shall be specified by WSSC and shall be constructed using a water line with a diameter no less than 8-inches.

- c) The Applicant shall design, permit, and construct the portion of the loop as calculated per requirements defined and set forth in this regulation, regardless of whether the loop is located on the Applicant's property, in the public right-of-way, built through other existing easements, on other lands owned by the Applicant, or on other lands not owned by the Applicant.

- d) In the event the transmission main outage protection loop/secondary feed necessitates construction through land the Applicant does not own or where no right-of-way or easement exists to accommodate the loop/secondary feed, the Applicant shall be responsible for acquiring the easements for this loop/secondary feed. The Applicant shall provide all easements associated with the loop/secondary feed to WSSC as per standard WSSC and/or DSD System Extension Permit requirements.

- e) WSSC may cost share on these loops/secondary feeds. The length of the transmission main outage protection loop that the Applicant shall be required to design, permit, install and construct shall be determined by the following criteria:

Applicant Portion:

- 1) up to 25 feet per protected-domestic-unit; or
- 2) up to 0.04 feet per square foot of non-residential space; or
- 3) a proportional length equivalent for combined residential and non-residential developments; or
- 4) for *critical customers* there is no limitation on the loop/secondary feed length required by the Applicant.

WSSC Portion. The balance of the Transmission Main Outage Protection Loop shall be designed, permitted, and constructed by WSSC if funding is available. WSSC and the Applicant may enter into an agreement whereby the Applicant constructs the remaining balance of the Transmission Main Outage Protection Loop (see Section 901.6).

901.5 Inclusion of Specialty Valves & Appurtenances in Loops. In the event any loops are required and in cases where loops will be required to have a system Pressure Reducing Valve (PRedV) and/or a Pressure Relief Valve (PReIV) built onto them to serve a new or existing water pressure zone, the new PRedV and/or PReIV built as part of the loop is required to have WSSC-approved system valves installed into the vaults. WSSC will specify the sizes, settings, types of valves to be used and the locations of vaults that will house the valves in these circumstances. This same condition applies for all other water main appurtenances, such as valves, and reducers, etc.

901.6 Location of Loops. The intent of the Looping Policy is to provide and enhance the redundancy of the overall WSSC water supply system through interconnection, including but not limited to the proposed development. Two connections or feeds to the same main do not meet the intent of the policy, even though that main is fed from multiple directions. This option may be allowed by WSSC if WSSC has determined that there is no other reasonable option available. The location of any proposed loops shall be at the sole discretion of WSSC.

CHAPTER 10

LOW PRESSURE SEWER SYSTEMS

SECTION 1001

GENERAL

This chapter does not apply to Individual Grinder Pump Units that are discharged directly to a WSSC gravity sewer main. Refer to the Plumbing Code for information on Individual Grinder Pumps.

1001.1 Low Pressure Sewer Systems (LPSS) Service Policy. Low pressure and grinder pump service are the last option that shall be considered for service and are allowed only when the extension of gravity service and the use of a centralized pumping station/force main system in serving a property are determined to be unfeasible by WSSC. The preferred approaches of providing wastewater collection service to an area is: **(1)** gravity service as the primary method of service, followed by: **(2)** a centralized wastewater pumping station/force main system, and finally: **(3)** a LPSS. A LPSS shall only serve single family detached or townhouse dwellings. All pumps in a LPSS shall conform to the same design, flow criteria, and operate similarly. WSSC shall determine whether an LPSS may be utilized. The portion of the LPSS in the public right-of-way or in a WSSC easement will be transferred to and maintained by WSSC. The portion of the LPSS located outside of a public right-of-way or a WSSC easement will be privately owned and maintained.

1001.1.1 County. Any use of LPSS must be compatible with county water and sewer service plans, land-use plans, master plans, and policies for surrounding properties.

1001.1.2 Dedicated LPSS. Dedicated LPSS shall be used to serve a single non-residential property or one multifamily dwelling. Additional requirements that apply to Dedicated LPSS include the following:

- a) A Dedicated LPSS will be designed to serve the subject property only; and
- b) Once the extent of the property or area to be served is defined and the system is built and operational, additional customers will not be permitted to connect to any Dedicated LPSS;

The LPSS shall be hydraulically designed to serve the property for its proposed specific land use type and development density. Future changes in the land use type and density at the property can potentially affect the hydraulics and system operation of the LPSS.

- c) If more than one pump is necessary for service in a dedicated LPSS, pumps used must conform to the same design and flow criteria and operate similarly.

LOW PRESSURE SEWER SYSTEMS

1001.2 HPA Review. WSSC's evaluation of a proposed LPSS or dedicated LPSS is included as part of the HPA review process. Refer to Chapter 4 for detailed information on HPA reviews.

1001.3 Alternative Study. For proposed developments of 50 or more units to be served by a LPSS, the Applicant shall prepare an alternative study comparing a centralized wastewater pumping station alternative to both gravity service and LPSS alternatives. The Alternatives Study, shall at a minimum, include a detailed cost comparison of all service alternatives based on the full number of units within the entire project, not just those to be served by the low pressure sewer. This shall include construction and future operations and maintenance costs over an estimated life cycle period borne by the Applicant, future property owner, WSSC and any others. Additional considerations shall be included in the Study such as the ability to service additional area, known future development projects within the service area, potential for SDC reimbursement, easement and right-of-way acquisition requirements, environmental impacts, and County concerns.

1001.4 Mitigation Measures. Some grinder system approvals may be dependent on mitigation procedures to minimize potential odors.

CHAPTER 11

SERVICE CONNECTIONS

SECTION 1101

STANDARD CONNECTIONS ABUTTING

1101.1 Standard Service Connection. In general, a standard service connection is a lateral service pipe that is constructed by the WSSC or its designee from a WSSC water and/or sewer main (mostly at a 90° angle) to a property line or to the edge of a WSSC easement. Pursuant to the Public Utilities Article, Division II of the Annotated Code of Maryland, WSSC may not grant water or sewer *service connections*, hookups or authorizations for service or otherwise extend water and sewer service to any new development within the WSSD unless the development is in conformance with adopted and approved plans, programs, and policies of the applicable county's comprehensive water and sewerage plan, amendment, or revision. (Figure 11.1)

1101.2 Hook-up. A connection pipe is needed to hook-up the on-site plumbing system(s). Work done to install and hook-up lines from the property line (connection) to a building or home is the sole responsibility of the property owner. Such work must be done by a registered master plumber and not the WSSC.

1101.3 Abutting property. A WSSC main will be located either in a Dedicated WSSC Easement or a Public Right-of-Way and is considered to abut a property when:

a) The main:

- 1) extends to a property's boundary line or;
- 2) lies within a property's boundary line or;
- 3) is located in a public right-of-way which is parallel or adjacent to any of the property's boundary lines. (Figures 11.1 and 11.2)

b) The main terminates at or near a roadway intersection and the property(ies) directly ahead of the main located at the top of the intersection is considered abutting regardless of whether FFBC have been assessed or not. Note: if the main were to be extended to the property line(s) and it falls between two lots or parcels, both properties will be considered abutting. (Figures 11.3 and 11.4)

c) The WSSC easement line(s) coincides with the property line or is located within the private property. (Figure 11.5)

1101.4 Service Connections May Be Allowed If

- a)** The connection is to 24-inch and smaller ductile iron or cast iron water mains;

- b) The connection is to 12-inch and smaller gravity sewer mains;
- c) Connections into existing Low Pressure Sewer Mains of any size if capacity is available.

1101.5 Special Conditions.

- a) **Large/Busy Roadways.** A standard connection does not apply when a main is abutting a property and it is located on the opposite side of a large or busy roadway. If two or more properties are located on the road opposite the main, a mainline extension across the road will be required to get service on the correct side. From there, the main can be extended as needed to serve properties on that side of the large/busy roadway.
(Figure 11.6)
- b) **Non-abutting Flag Lots.** Flag lots that do not have front footage abutting the public roadway and are located behind lots completely separating them from the public roadway must be served by an extension built in a dedicated private easement to serve them. Because the ‘shared ingress/egress easement’ they use to access their lots (shared driveway) is not wide enough to contain individual water or sewer connections for each property, a mainline extension may be built in the shared ingress/egress easement (shared driveway) to serve all the lots. (Figure 11.7)

***SECTION 1102
NON-ABUTTING SERVICE CONNECTIONS***

1102.1 General. Non-abutting service connections are generally not allowed except under the below specified conditions. In addition, pursuant to the Public Utilities Article, Division II of the Annotated Code of Maryland, WSSC may not grant water or sewer *service connections*, hookups or authorizations for service or otherwise extend water and sewer service to any new development within the WSSD unless the development is in conformance with adopted and approved plans, programs, and policies of the applicable county’s comprehensive water and sewerage plan, amendment, or revision.

1102.1.1 Qualifying Factors for Non-abutting Service Connections.

- a) A maximum of two non-abutting properties (including flag-lots) are left to be served. In the event there are additional properties beyond the Applicants’ that will require service in the future, a mainline extension is required. (Figure 11.8)
- b) The distance (footage) from the main to the property line does not exceed 200 feet +/- . (Figure 11.9) The distance criteria is based on:
 - 1) Limiting WSSC construction costs, maintenance and clean-out to 200-feet;
 - 2) Multiple connections tying into the line closely or loss of water pressure;

- 3) Maintenance considerations - specifically leakage resulting from multiple pipe sections and construction or alignment of connections;
- 4) Other considerations include hydraulic and mainline sizing factors.

1102.2 WSSC may allow non-abutting connections for the following special conditions.

- a) WSSC determines that a non-abutting service connection is the most practical and efficient way of providing service to a property.
 - 1) Acceptable condition: if the property to be served is located only one property lot away from an existing WSSC pipe and appurtenances that could possibly serve it and the applicant is successful in obtaining a private easement from the adjacent property owner, then WSSC will allow the non-abutting connection. (figure 11.10)
- b) **Grinder Pump or Low Pressure Sewer Service.** Whenever a non-abutting connection can provide gravity sewer service to a property in lieu of a grinder pump service from a gravity main or extension of a pressure sewer main, the gravity non-abutting connection will be recommended. (Figure 11.11)
- c) **Front Foot Benefit Charge (FFBC) was previously assessed.** The mainline does not abut the property however the property's county tax account was assessed a front foot benefit charge due to an administrative error. A non-abutting connection may be built as long as the distance does not exceed 200-linear feet in length. (Figure 11.12)
- d) **Extensions 25-feet or less.** If the estimated length of a main to be extended is 25-linear feet or less to reach the Applicant's property, a non-abutting connection may be granted. (Figure 11.13)
- e) **Cul-de-sac or Dead-end Street.** When the existing main is located within a public easement and terminates in a cul-de-sac or dead-end street, all properties abutting the cul-de-sac or dead-end may be served from it. (Figure 11.9) Service connections may be issued to all properties provided:
 - 1) Sewer connections do not contain bends and there is at least 9-inches between each sewer house connection channel in the manhole;
 - 2) Water taps must be at least 18-inches apart;
 - 3) If the distances listed above cannot be achieved when serving all the properties, connections will be granted on a first-come, first-serve basis. Note: there are no restraints for tight angles as long as the distances are maintained. Water connections may cross over sewer connections. Water and sewer connections serving the same property are not required to be built in the same ditch however, straight connections (rather than bends) should be preserved.

1102.3 Health Hazards. Health hazard properties and conditions are given the same consideration as other requests for non-abutting connections using the established regulations in this Code.

SECTION 1103
FIGURES

The following pages illustrate some of the different scenarios involved with Non-abutting connections:

Figure 11.1

Figure 11.2

Figure 11.3

Figure 11.4

Figure 11.5

Figure 11.6

Figure 11.7

Figure 11.8

Figure 11.9

Figure 11.10

Figure 11.11

Figure 11.12

Figure 11.13

Figure 11.1

All twelve properties along the street about both the water and sewer mains and can connect to them for service.

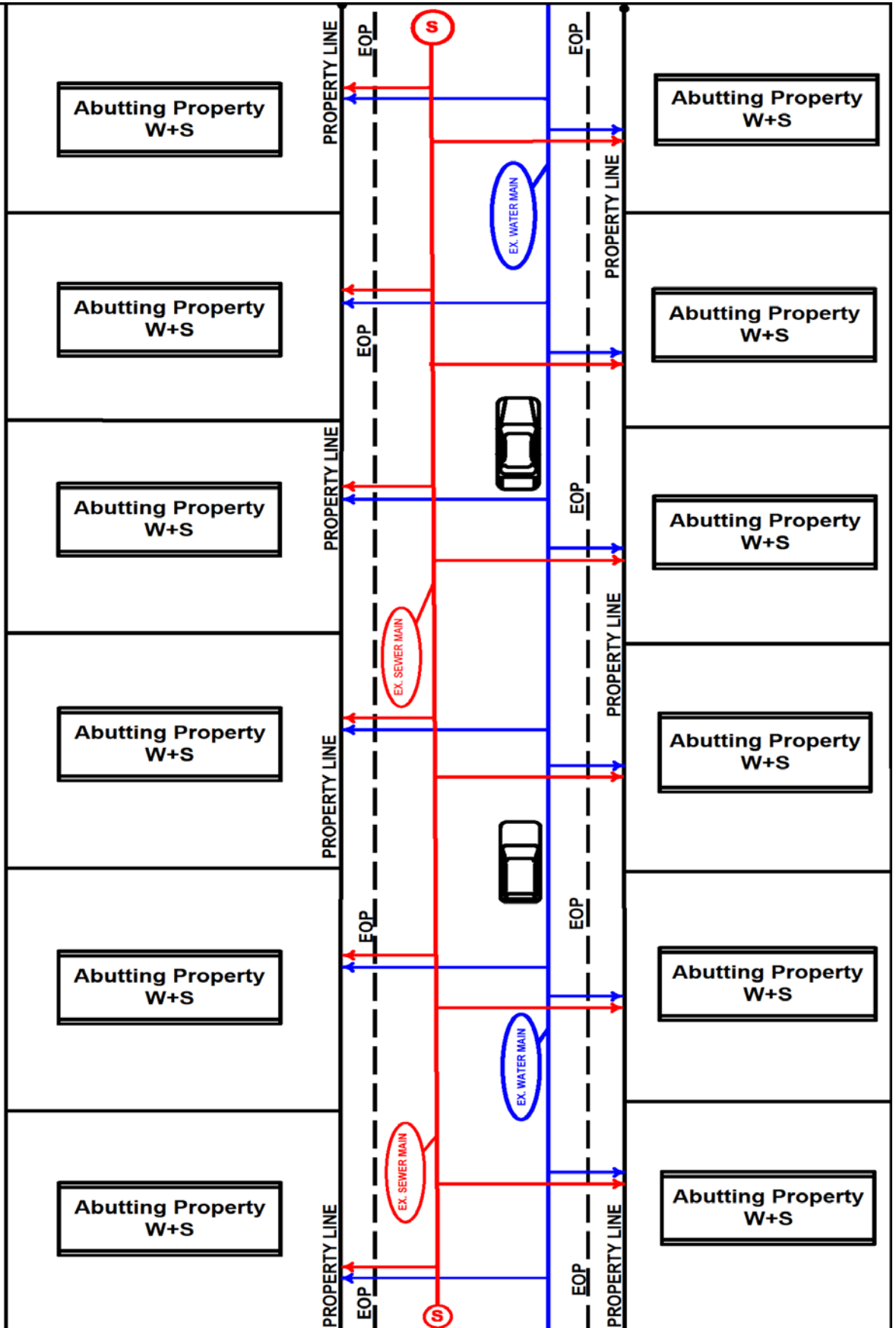


Figure 11.2

Lots 1 through 7 are abutting the sewer main. Lots 8 and 9 do not abut the sewer but could possibly connect if they are granted a Non-abutting Connection. Lots 10 through 12 would need to extend the sewer in order to connect.

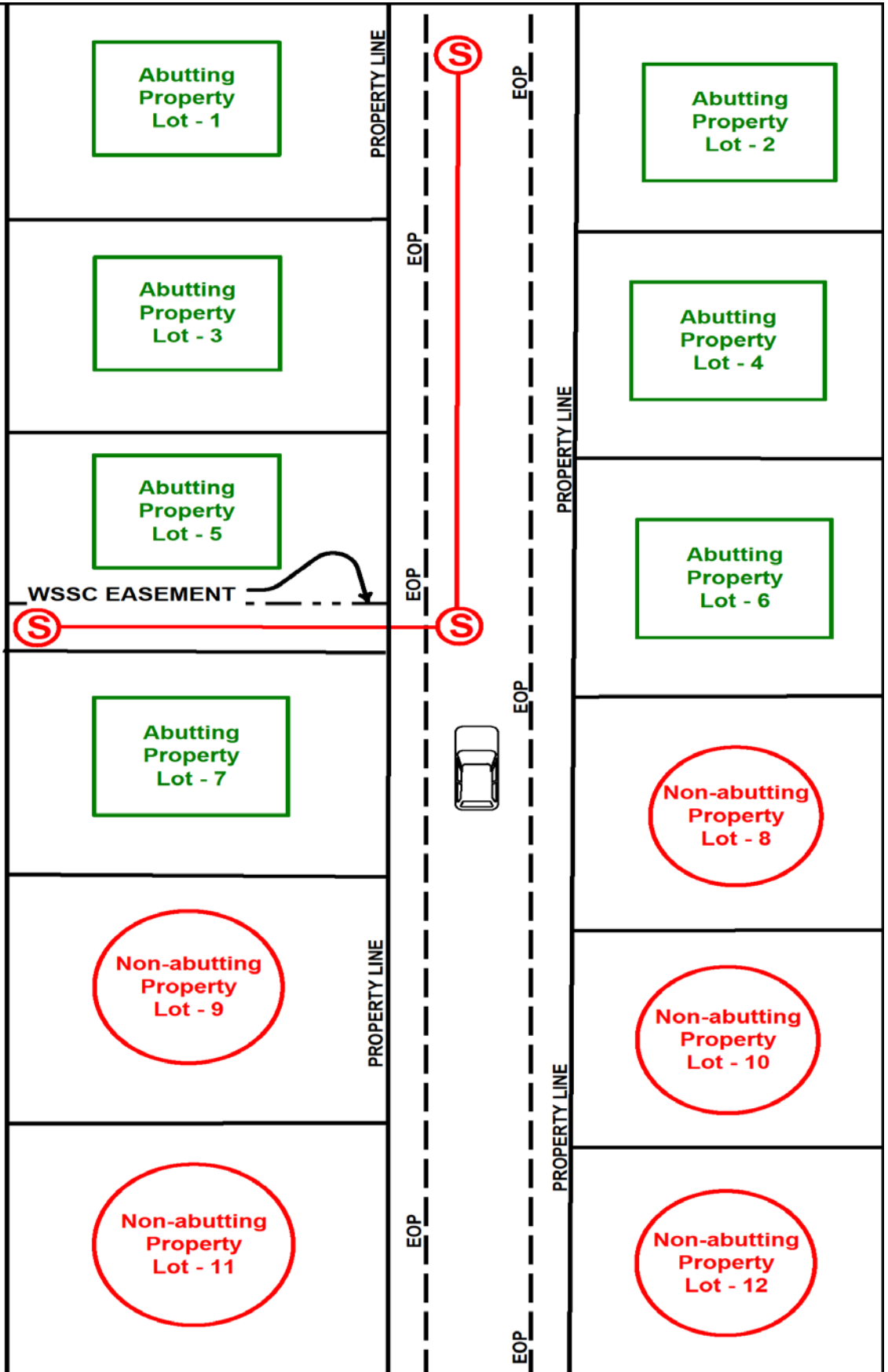


Figure 11.3

Two corner lots and the property directly across from the sewer manhole are abutting. Beside them are 4 non-abutting properties that could possibly get a connection if their neighbors grant them an easement through their properties. Easements cannot overlap PUE. The outer 4 non-abutting lots would require a sewer extension in order to serve them.

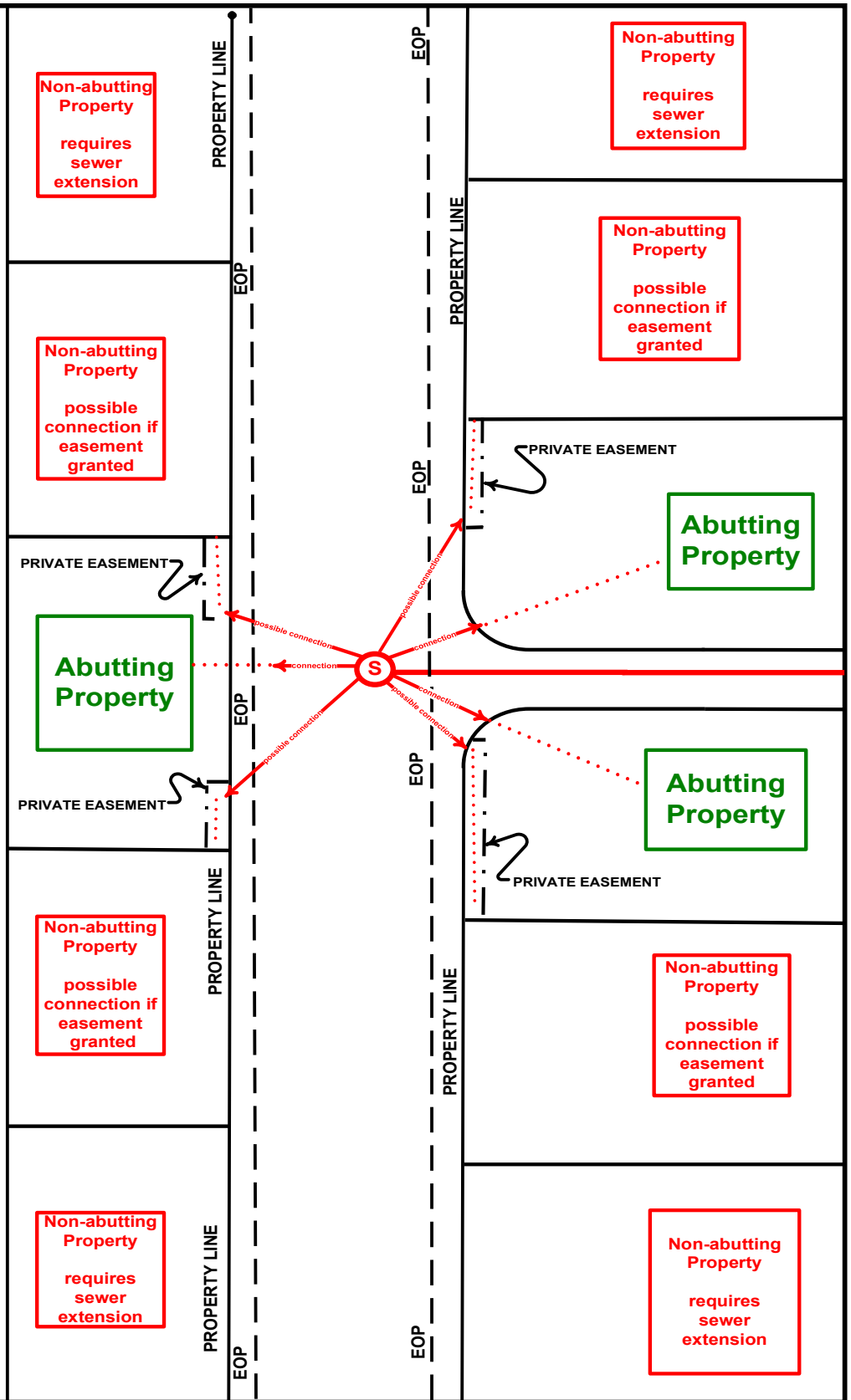


Figure 11.4

Lots 3, 4, 9 + 10 are all abutting the sewer main and can connect. Lot numbers 2, 5, 8 + 11 could possibly obtain an easement through their neighbors property to obtain a non-abutting connection. The remaining 4 lots (1, 6, 7, + 12) will require a sewer extension in order to be served.

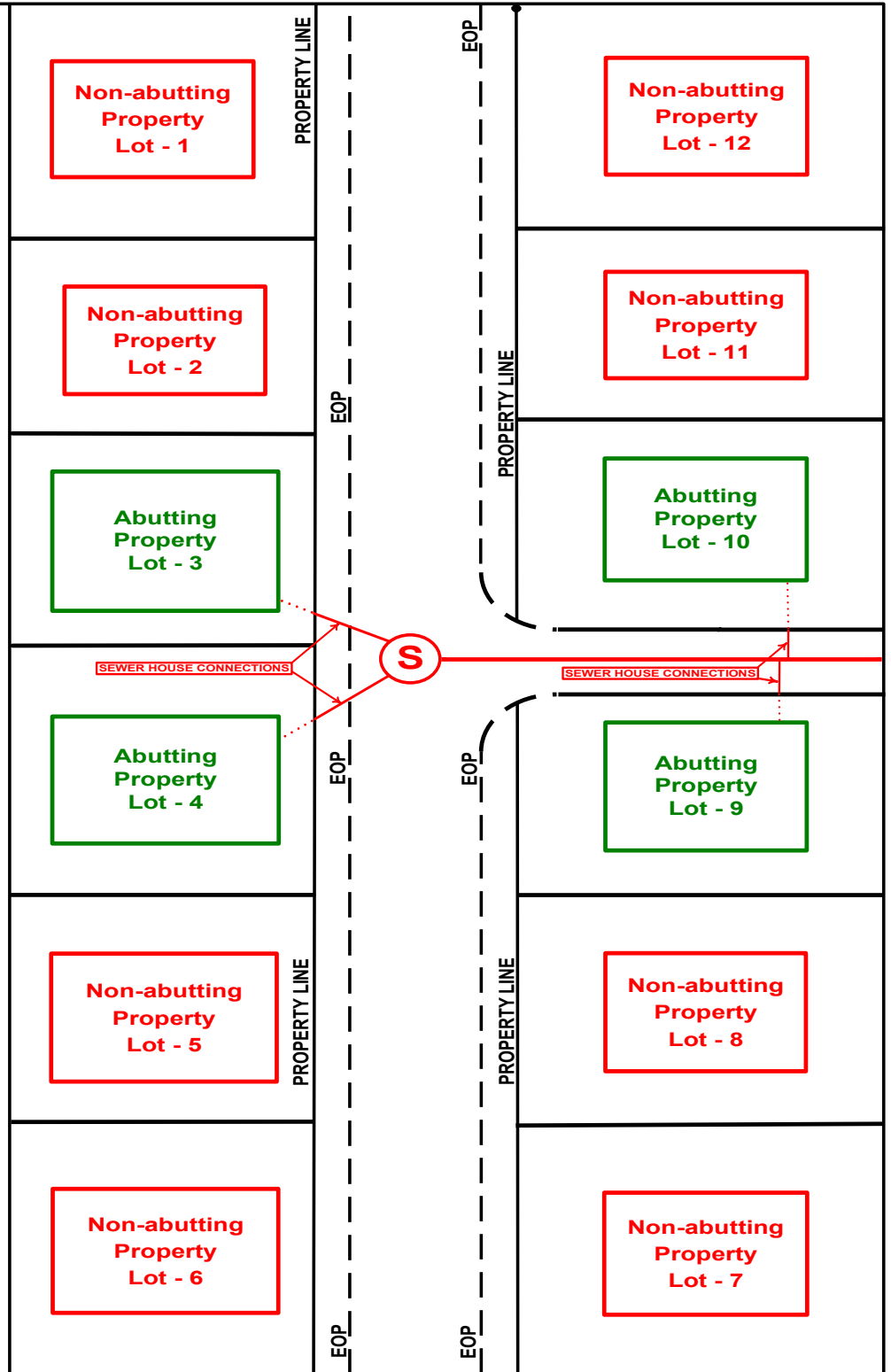


Figure 11.5

Only the five properties where the sewer main is located directly behind them in an easement are considered abutting and can connect to the sewer.

WSSC Easement



WSSC Easement

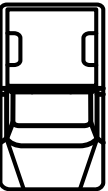
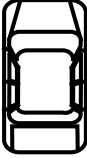
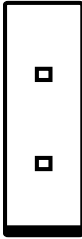
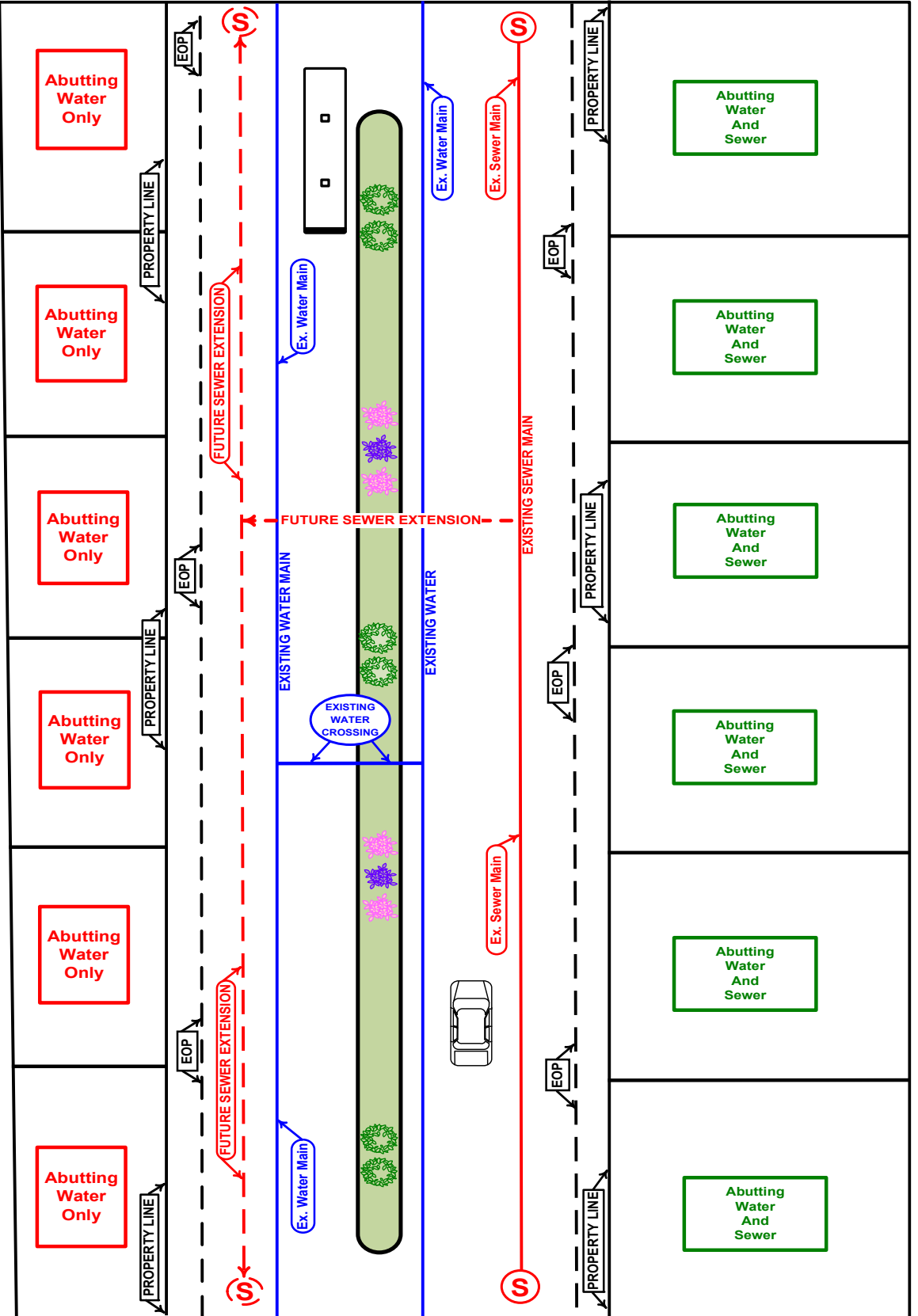


Figure 11.6

The properties that abut the water main only will need to do a sewer mainline extension across the divided busy road to get sewer on their side of the highway. Then as needed, the sewer main can be extended up and down their side of the busy road to abut the properties requiring sewer service in the future.



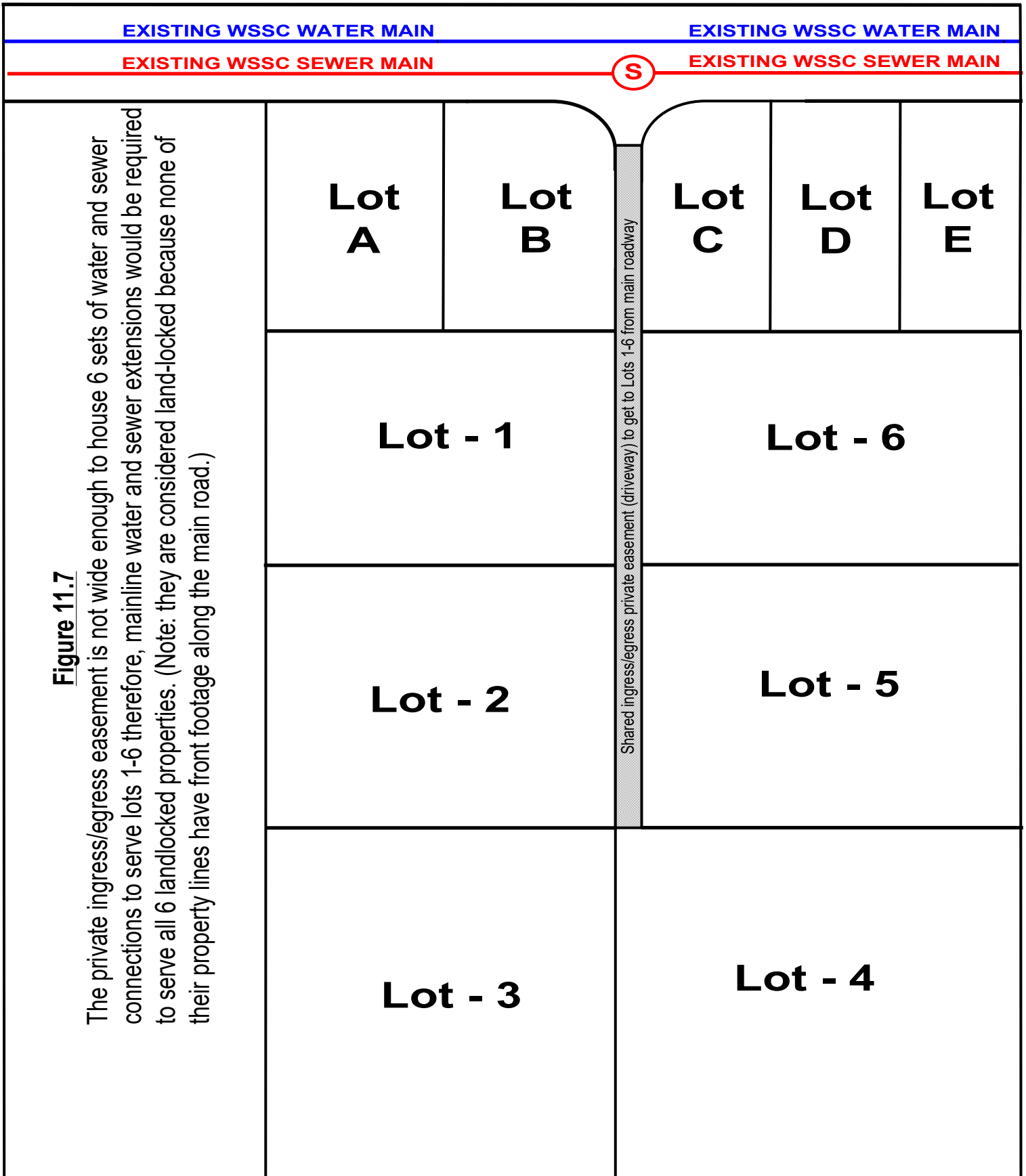


Figure 11.8

The applicant and three additional properties could be served by the sewer extension. The next two non-abutting properties could possibly get a connection if their neighbors grant them an easement. The last two cannot connect however the sewer is now closer to their properties and less footage they would have to build when needed.

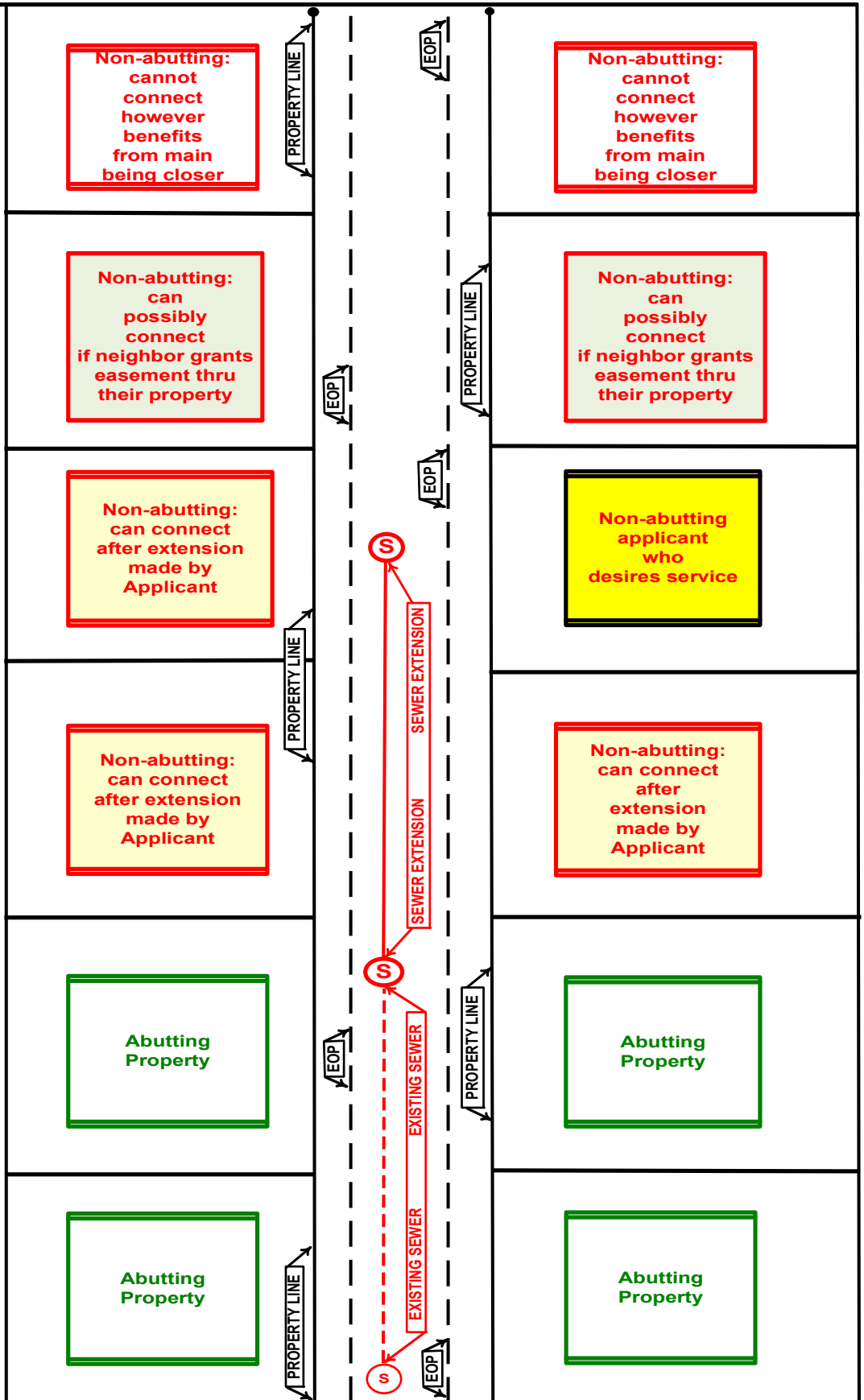


Figure 11.9
The sewer does not extend all the way to the dead-end street however, the connections are less than 200-feet away from the manhole so an extension is not required and connections are allowed.

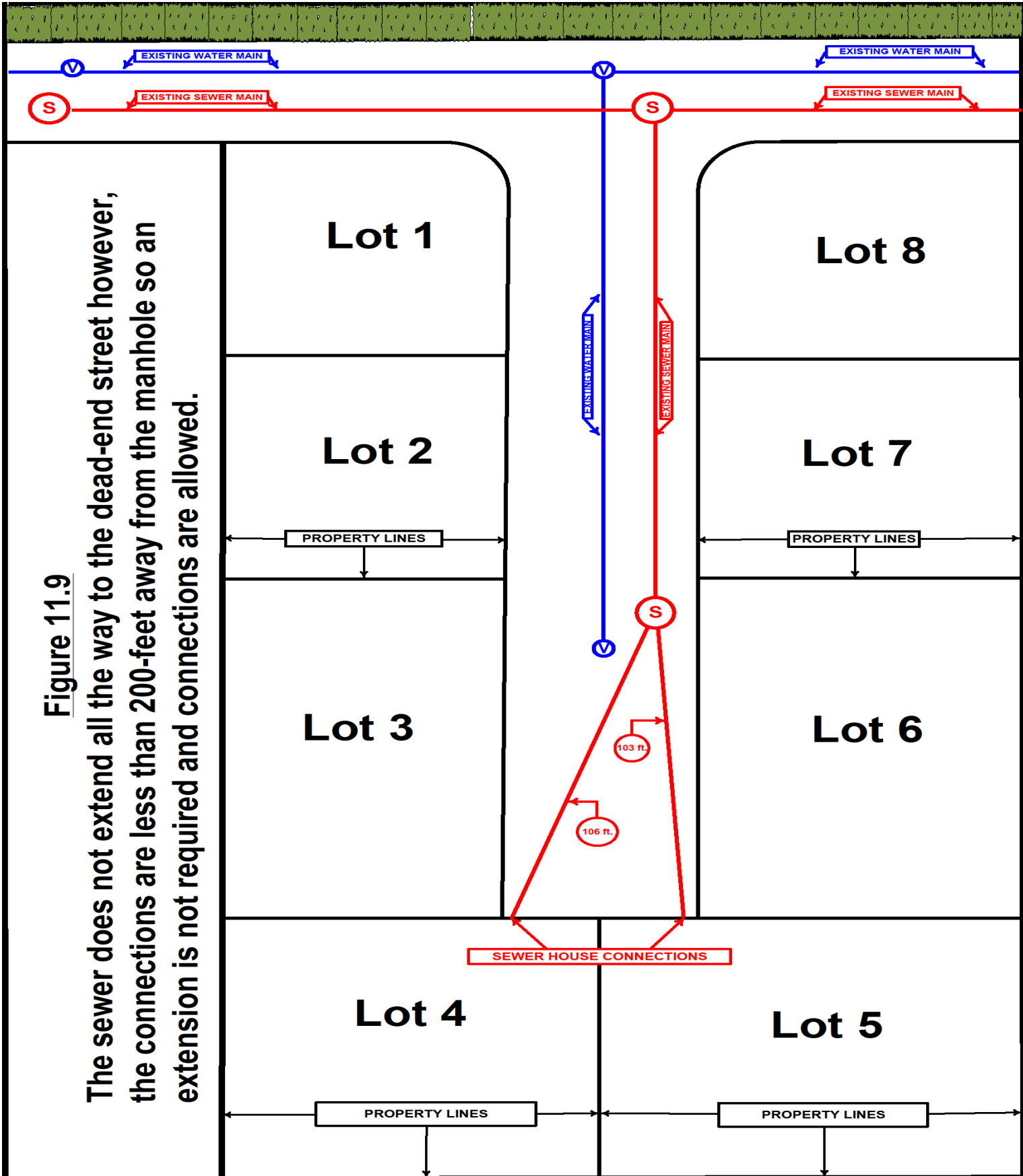


Figure 11.10
The applicant was able to obtain a private easement from the neighbor located behind them allowing a non-abutting sewer connection.

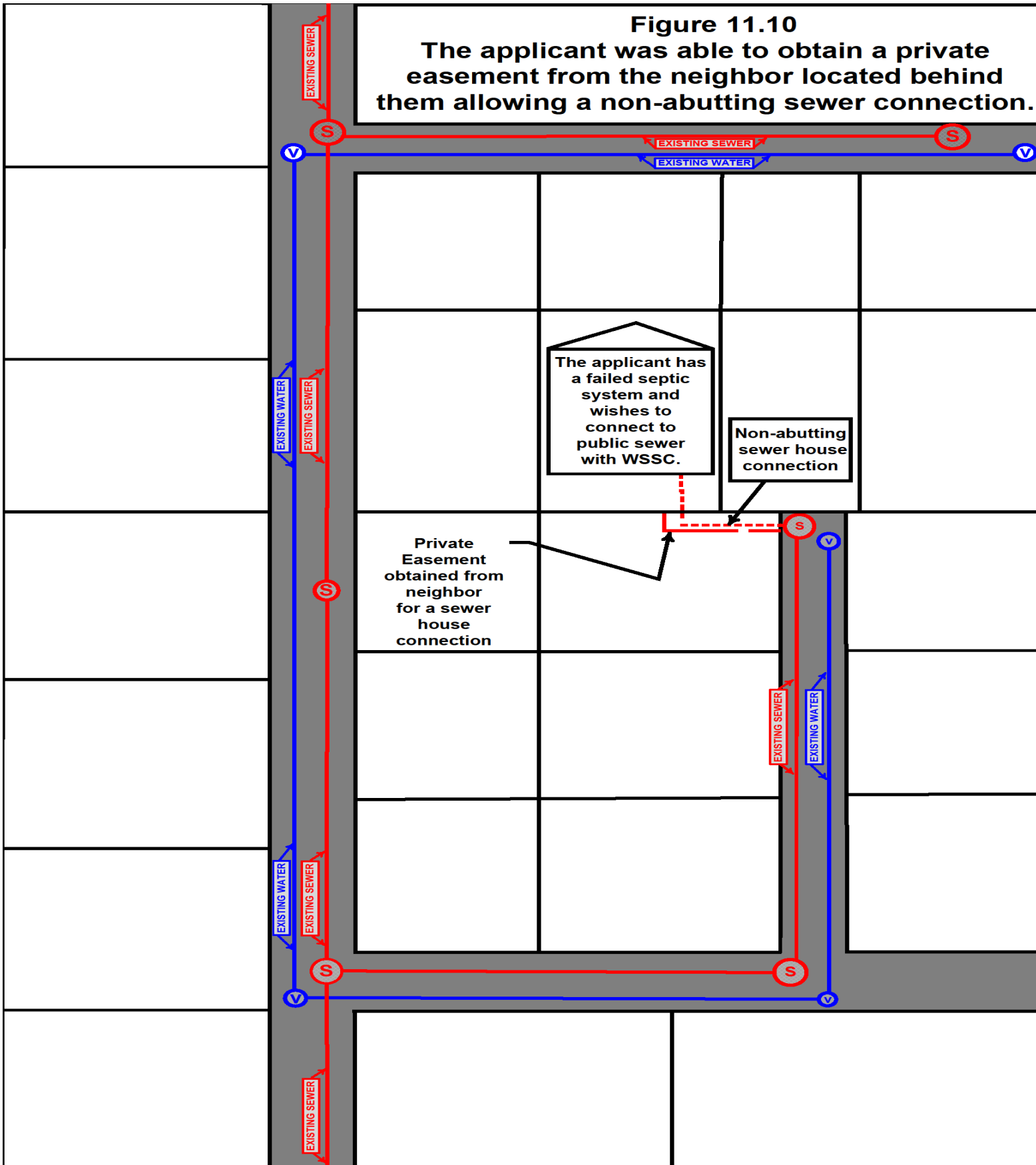
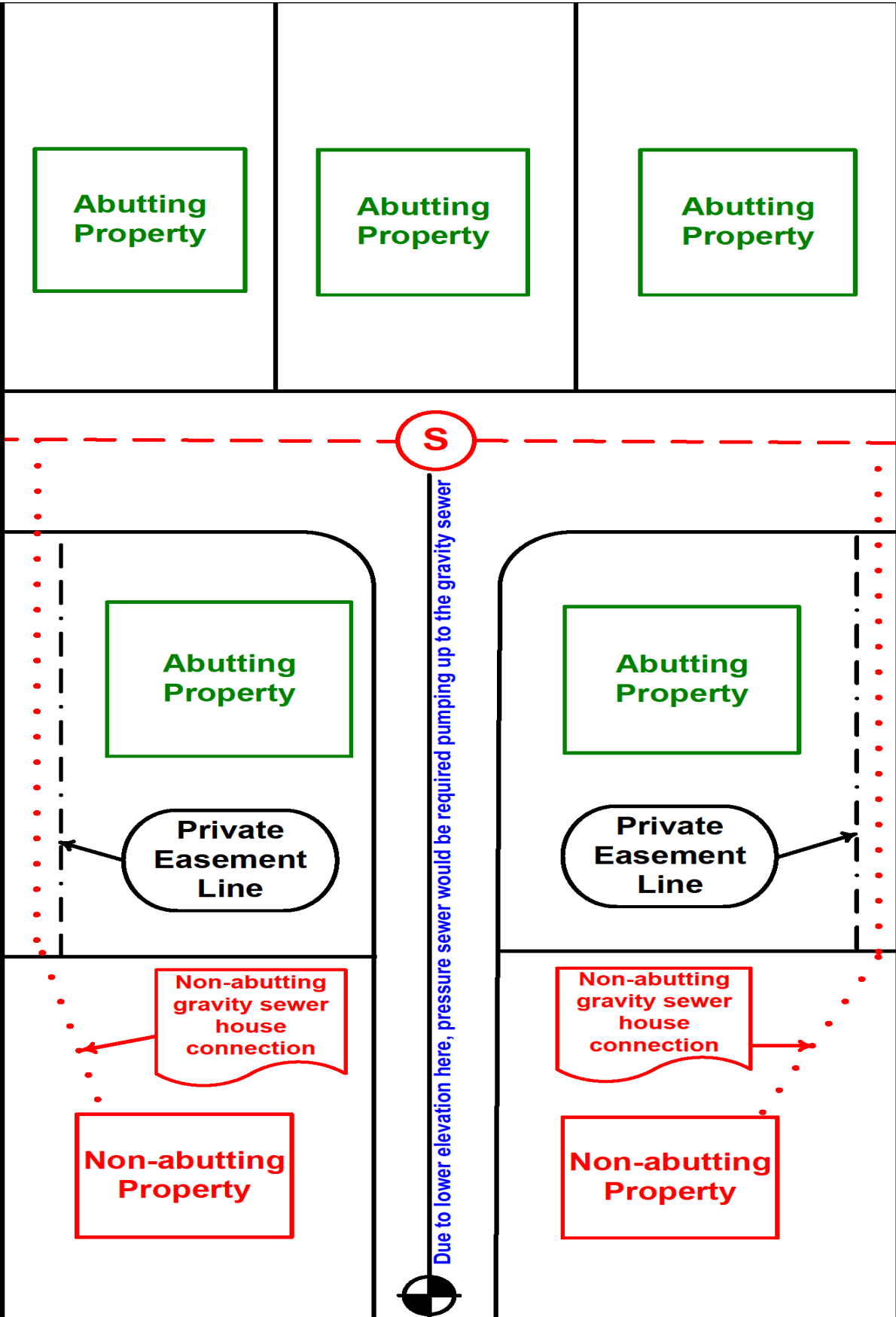


Figure 11.11

Non-abutting connections through private easements can provide gravity service to properties whereas an extension would require grinder pumps and/or pressure sewer.



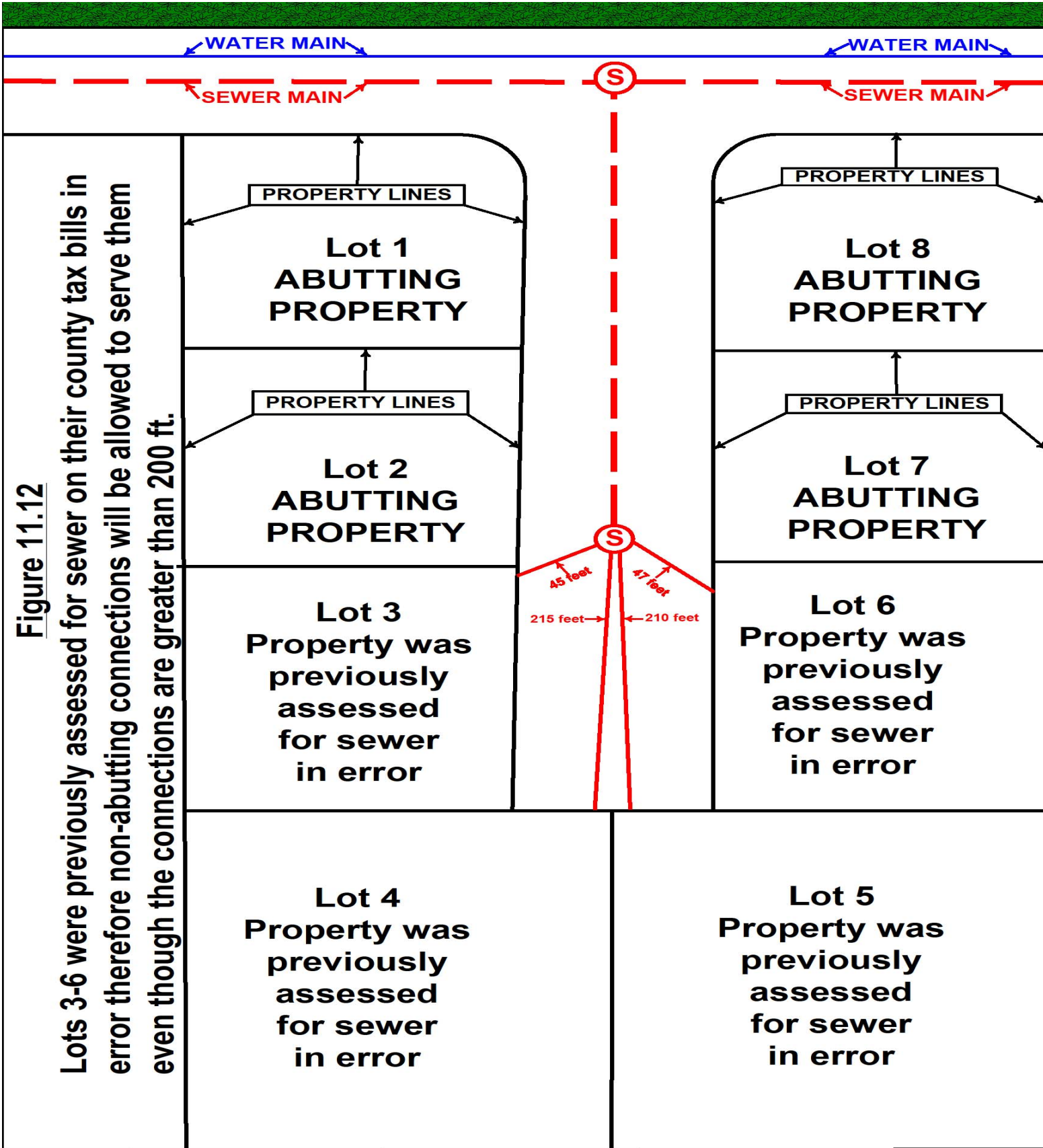
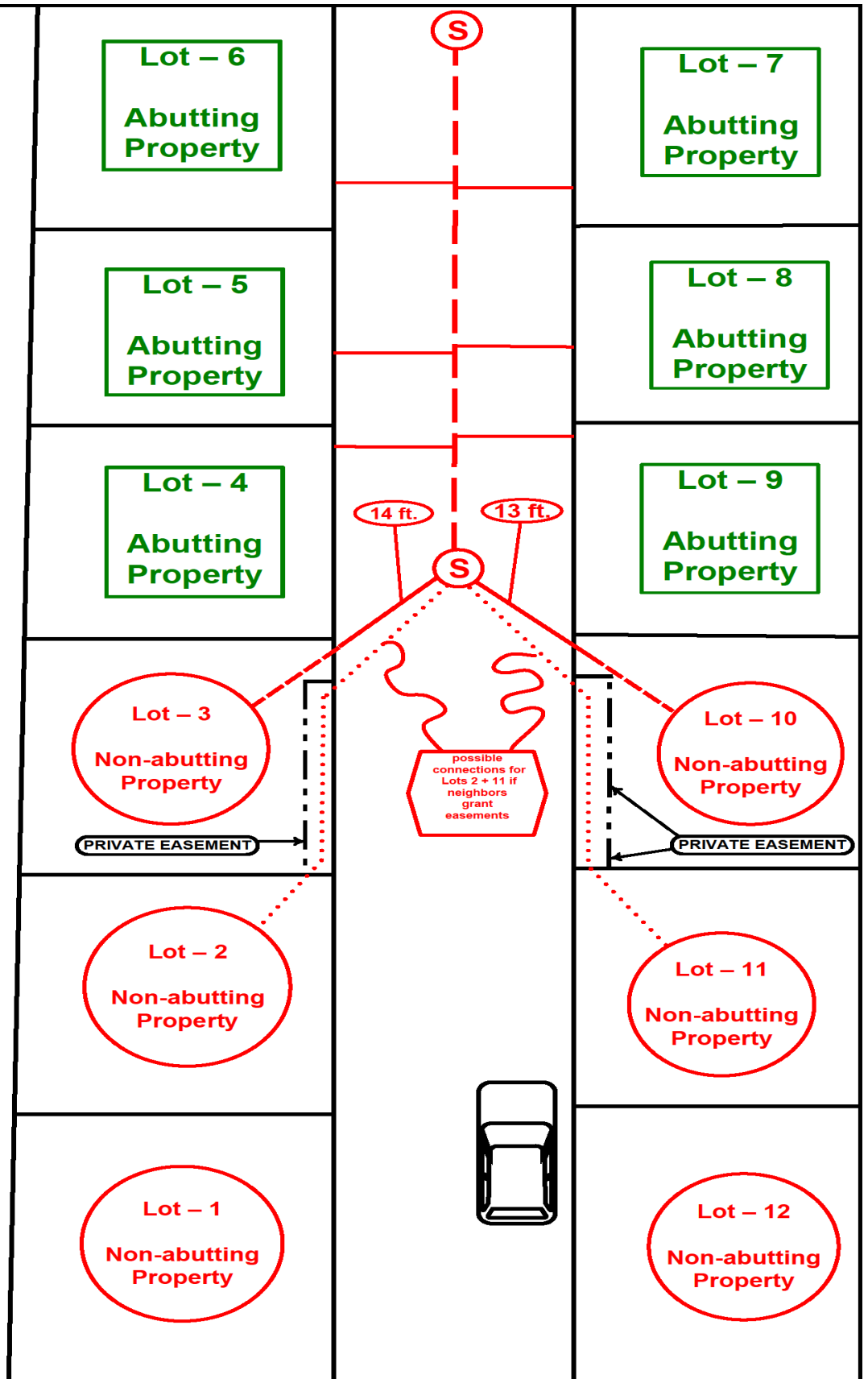


Figure 11.13

Connections are less than 15-feet in length for lots 3 and 10. Lots 2 and 11 can possibly obtain connections if the owners of lots 3 and 10 grant them an easement across the front of their properties. Lots 1 & 12 would be required to do a short main line extension in order to connect to the sewer.



SECTION 1104
LARGE/SMALL SERVICE CONNECTIONS

1104.1 Service Connections Allowed.

- a) Service connections to gravity sewer main(s) from 6-inches to 12-inches provided the connection is at least 400-feet downstream of a force main or a Low Pressure Sewer system. If the distance is questionable, a review as described in Section 1104.3 of this code will be required.
- b) Service connections to water main(s) from 6-inches to 16-inches.

1104.2 Service Connections Not Allowed.

- a) Service connections to sewer force main(s);
- b) Service connections to gravity sewer main(s) 30-inches and larger;
- c) Service connections to water main(s) 30-inches and larger;
- d) Service connections to Dedicated Low Pressure Sewer systems.

1104.3 Service Connections Requiring Review. Applications shall be submitted to the Permit Services Unit for consideration.

- a) **Service connections to sewer main(s) 15-inches through 27-inches (if approved).**
 - 1) For mains which are 15-inches or less in diameter, connections may be made using a tee or tap provided the service connection is 4 to 6 inches in diameter. Service connections 8-inches in diameter and larger require a manhole.
 - 2) Mains which are 18-inches and larger in diameter require all connections have a manhole.
 - 3) Upgrades on existing connections to a larger service connection size where the existing service connection is being abandoned (residential or commercial):
 - If the existing service connection is on a 15-inch to 27-inch diameter sewer main, no review is required.
 - If the existing service connection is on a 30-inch diameter sewer main, a review is required.
 - Additional service connection(s) require a review (i.e. property already has an existing service connection and requests a second or additional service connection).

1104.4 Service connections to sewer main(s) within 400-feet of a force main or Low Pressure Sewer system. Due to possible odor problems within homes, service connections closer than 400-feet from a grinder system or a force main's transition manhole will generally not be approved.

b) Service connections to water main(s) 20-inch diameter or 24-inch diameter.

- 1) Requests for new service connections.
- 2) Upgrades on existing connections to a larger service connection size where the existing service connection is being abandoned (residential or commercial):
 - If the existing service connection is on a 20-inch or 24-inch diameter water main, no review is required.
 - If the existing service connection is on a 30-inch diameter water main, a review is required.
 - Additional service connection(s) require a review (i.e. property already has an existing service connection and requests a second or additional service connection).

c) Service connections to existing low pressure sewer systems (also known as grinder systems). Low pressure sewer systems are designed for a certain number of connections at certain locations and particular elevations. Sometimes adding an additional house(s) to an existing grinder system may be accommodated. Other times, the addition of a single connection will mean sections of pipe will have to be excavated and replaced with a larger diameter pipe in order for the system to continue to operate properly. This would be done solely at the Applicant's expense.

d) Service connections to existing water and/or sewer mains 4-inches in diameter and smaller. Review is required to determine if adequate pressure or flow can be provided.

e) Upgrades on existing connections to a larger service connection size. A review is required if the existing connection is on a water or sewer main 4-inches or smaller and the Applicant is requesting an upgraded larger connection.

SECTION 1105
SERVICE CONNECTION EASEMENTS

1105.1 Private Easement Document. A legal document granting an area of property for a specific use (water or sewer connection) to an individual(s). This type of agreement is between two private property owners and not WSSC. It is possible multiple private easements may be required depending on the situation.

1105.1.1 A Private Easement Document is needed if the private water or sewer pipe (connection) constructed to serve the property from the WSSC pipes and appurtenances crosses over a separate,

adjacent property owned by a separate entity. The recorded *Private Easement Document* is required by WSSC at the time application is made for the water or sewer connection.

- a) The WSSC website contains a form that may be used as a guide which provides some appropriate legal language.

- b) A *Private Easement Document* is a legal document and needs to include specific, important legal terms making the document valid. WSSC will accept a completed document with the required information, worded correctly and notarized and recorded among the appropriate county land records. The *Private Easement Document* shall include:
 - 1) Property address and accurate legal description of property including: Lot, Block, Subdivision Name, Parcel, Liber/Folio and Property Tax ID;
 - 2) Specify the type of service connection the easement(s) is being provided for: water, sewer or water and sewer;
 - 3) The required schedule A (a metes and bounds description) and B (sketch) sometimes referred to as exhibits, must be prepared, signed and sealed by a Registered Surveyor;
 - 4) The document must provide a money amount greater than zero. The money amount field on the *Private Easement Document* form cannot be blank or zero.

1105.1.2 Submittal of *Private Easement Document* to WSSC. Once the *Private Easement Agreement* including schedules A and B, are completed and notarized, it must be taken to the appropriate county land records office for recordation.

Montgomery County

Clerk of the Circuit Court
Avenue
Rockville, MD 20850

Prince George’s County Recording Department

Land Recording Department
14741 Governor Oden Bowie Drive 50 Maryland
Room L65
Upper Marlboro, MD 20772

The county will stamp a Liber and Folio number on each sheet of the *Private Easement Document* and schedules as proof the document was recorded. A complete copy of the recorded *Private Easement Document* (including schedules) must be submitted to WSSC when application is made for a service connection.

1105.2 Declaration of Covenant. A legal document designating an area of property for a specific use (water and/or sewer connection) and providing notice of connection(s). It is possible multiple covenants may be required depending on the situation.

1105.2.1 A *Declaration of Covenant* is needed when the Applicant is the owner of two adjacent properties and the private water or sewer pipe (connection) constructed to serve one of the properties from the WSSC mains and appurtenances crosses over or into the separate adjacent property (also

owned by the Applicant) to serve the first property. The *Declaration of Covenant* is required by WSSC at the time application is made for the water or sewer service connection.

- a) The WSSC website contains a form that may be used as a guide which provides some appropriate legal language.

- b) A *Declaration of Covenant* is a legal document and needs to include specific, important legal terms making the document valid. WSSC will accept a completed document with the required information, worded correctly and is notarized and recorded among the appropriate county land records. The *Declaration of Covenant* shall include:
 - 1) Property address and accurate legal description of property including: Lot, Block, Subdivision Name, Parcel, Liber/Folio and Property Tax ID;

 - 2) Specify the type of service connection the covenant is being provided for: water, sewer or water and sewer;

 - 3) The required schedule A (metes and bounds description) and B (sketch) sometimes referred to as exhibits, prepared, signed and sealed by a Registered Surveyor.

1105.2.2 Submittal of a Declaration of Covenant to WSSC. Once the *Declaration of Covenant* including schedules A and B are completed and notarized, they must be taken to the appropriate county land records office for recordation.

Montgomery County

Clerk of the Circuit Court
Avenue
Rockville, MD 20850

Prince George’s County Recording Department
Land Recording Department
14741 Governor Oden Bowie Drive 50 Maryland
Room L65
Upper Marlboro, MD 20772

The county will stamp a Liber and Folio number on each sheet of the *Declaration of Covenant* and schedules as proof the document was recorded. A complete copy of the recorded *Declaration of Covenant* (including schedules) must be submitted to WSSC when application is made for a service connection.

1105.3 Private Easement and Declaration of Covenant widths. The width of the easement granted depends on the number and size of the connection being built and crossing an adjacent property. The below table illustrates recommended easement widths for normal water and/or sewer service connections.

ITEM	RECOMMENDED WIDTH	HORIZONTAL SEPARATION
Water Connection Only	15-feet	N/A
Normal Depth Sewer Connection only (no more than 12-feet deep)	20-feet	N/A
Pressure Sewer Connection only	15-feet	N/A
Water and Pressure Sewer Connection	25-feet	10-feet minimum
Water and Gravity Sewer Connection	20-feet	1.5-feet
<ul style="list-style-type: none"> • For deep sewer connections greater than 12-feet, add 5-feet additional easement width. • Vertical separation: Water 1.5-feet above gravity sewer for horizontal separations less than 10-feet. • Minimum distance between water, gravity sewer or pressure connection and edge of easement is 7-feet. • Minimum distance between pressure sewer connection and any water line is 10-feet. 		

CHAPTER 12

SYSTEM DEVELOPMENT CHARGE (SDC)

SECTION 1201

Refer to the WSSC Code of Regulations – Chapter 5.90 SDC levy and collection

***COPY OF SDC CREDITS AND REIMBURSEMENTS STANDARD
PROCEDURE NUMBER: REG-IFSM-EC-2016- 004***

SECTION 1202

***COPY OF SDC CREDITS AND REIMBURSEMENTS STANDARD PROCEDURE
NUMBER: REG-IFSM-EC-2016- 004***

Refer to the WSSC code of regulations – Chapter 5.95 SDC Credits and Reimbursements

CHAPTER 13

WASTEWATER PUMP STATIONS

*SECTION 1301
GENERAL*

1301.1 General. This chapter applies to Applicants for design, construction and commissioning of wastewater pump stations in Montgomery and Prince George’s Counties and any other counties in Maryland in which a wastewater pump station is constructed that will be owned and operated by WSSC.

1301.2 Purpose. Establish the Applicant’s process for design, construction, and commissioning of wastewater pump stations for transfer to WSSC for operation and maintenance.

1301.3 Authorization. The Commission may allow construction of a Wastewater Pump Station by the Applicant/Developer, if the construction for the facility is necessary to the Applicant/Developer’s project and the following conditions are met:

1301.3.1 The Wastewater Pump Station is a major project included in the Commission’s CIP, and the 10-year comprehensive Water Supply and Sewerage System Plan adopted by the county councils.

1301.3.2 Is a project that includes a sewer main or water main that:

- a) provides only local service;
- b) is 2,000 feet or less;
- c) has a diameter of:
 - 1) 15-inches or more if it is a sewer main; or
 - 2) 16-inches or more if it is a water main; and
- d) is built to avoid unnecessary and uneconomical duplication when a major project is constructed.

*SECTION 1302
APPLICATION FOR HPA*

1302.1 Hydraulic Planning Analysis. The need for a development built Wastewater Pump Station will be identified in an HPA for a proposed development.

WASTEWATER PUMP STATIONS

1302.1.1 Procedure. The need for a wastewater pumping station and general parameters for wastewater pumping station/force main design are established through a Hydraulic Planning Analysis submitted to WSSC by the Applicant as part of the Development Services SEP Process. The letter of findings of the Hydraulic Planning Analysis shall outline the criteria to be used in the design of the wastewater pumping station. The wastewater pumping station plans will generally be separate from SEP pipeline and/or force-main plans associated with the development.

- a) Refer to Chapter 4, Hydraulic Planning Analysis (HPA) of this Code for procedure and requirements.
- b) Sunset Clause for HPA outlined in Chapter 4 is applicable to WWPS projects.

SECTION 1303 DESIGN

1303.1 Design Engineer. A State of Maryland Registered Professional Engineer (Engineer) shall be responsible for the design of a Wastewater Pump Station and shall review plans and other documents prior to their submission to WSSC. Final documents submitted for WSSC approval shall have each sheet stamped, signed, and dated by the Engineer and shall include the Maryland Certification statement.

1303.2 Plan Design. The Engineer shall base the design on sound engineering principles in conjunction with the following documents available on WSSC's website:

- a) WSSC Wastewater Pump Station Design Checklist;
- b) Development Services Code (this Code and Regulation);
- c) WSSC Pipeline Design Manual;
- d) WSSC Standard Details for Construction;
- e) WSSC SEP General Conditions and Standard Specifications (including Special Provisions);
- f) WSSC Plumbing Fuel and Gas Code;
- g) WSSC SEP Base Sheet Template;
- h) WSSC DSD Drafting Standards and;
- i) WSSC Design Guidelines for Wastewater Pump Stations.

Any deviation from these guidelines shall require submission of a Variance Approval Request Form.

WASTEWATER PUMP STATIONS

1303.3 Impact of Requirement Changes on Wastewater Pump Station Projects. Changes to WSSC design requirements in Section 1303.2 of this Code shall apply to all Wastewater Pump Station projects except in the case of the following:

- a) Project is in Phase 3 (construction) or;
- b) Project has a valid (unexpired) Wastewater Pump Station Permit or Plan Approval.

1303.4 Memorandum of Understanding (MOU). A memorandum of understanding (MOU) shall be provided by the Applicant noting the design and construction process decisions agreed upon by the Applicant (and/or their Architect/Engineer) and WSSC. The MOU must be fully executed by all parties and the requisite deposit paid prior to submittal of plans to WSSC.

1303.4.1 Scope of Work (SOW). The scope of work will detail the design and construction criterion that must be met during the wastewater pump station process. This document is included as a part of the MOU that is executed for the project and therefore is agreed upon by all parties prior to any submissions.

1303.5 Pre-Design Meeting. The Applicant shall contact WSSC Development Unit to coordinate a pre-design meeting if desired.

SECTION 1304 APPLICATION FOR DESIGN REVIEW

1304.1 Project Submittal Request Form. To initiate the Wastewater Pump Station design plan review process, the Applicant shall complete and submit an electronic project submittal request form with applicable fee. The Applicant (or their Architect/Engineer) must also submit a 50% deposit of WSSC fees towards the Wastewater Pumping Station Design Review Fee outlined in the MOU.

1304.2 Review Fees. The Applicant shall remit all applicable Wastewater Pump Station review fees before or with the submittal of a new ePlan review request. WSSC only accepts payment for the actual fee amount due; payments for less than or exceeding the amount owed will not be accepted or processed.

1304.2.1 Wastewater Pump Station Deposit Payment. The Wastewater Pump Station Design Review Fee outlined in the MOU includes three reviews to be completed. If more than three reviews are required to achieve design plan approval, an *Extra Review Fee* shall be submitted for each additional review thereafter.

1304.2.2 Other Fees. Depending upon the details of the design, the applicant shall submit any other applicable fees when they are due.

SECTION 1305

SUBMISSION OF PLANS AND DOCUMENTS

1305.1 Electronic Submission. All Wastewater Pump Station projects must be submitted using the WSSC ePlan Review system. All review comments and approvals will be provided through the system as well.

1305.1.1 ePlan Review Instructions. Instructions for accessing and using the system will be provided to the Applicant following submission of the electronic project submittal request form.

1305.2 Prescreen Review. A prescreen review (cursory evaluation) of the Wastewater Pump Station design submittal will be completed upon initial submission of documents and plans. If any of the required documents are missing, incomplete or if the plans do not comply with requirements set forth in the Wastewater Pump Station Design Checklist, the submittal will be rejected and returned to the Applicant with a rejection checklist specifying the incorrect and/or missing requirements. A Formal Review will not be performed until an acceptable submittal is received.

1305.2.1 Prescreen Resubmission Fee. If the Wastewater Pump Station submittal is rejected, a *Prescreen Resubmission Fee* will be assessed. The Applicant shall submit the *Prescreen Resubmission Fee* to WSSC prior to resubmitting the project otherwise the project will not be accepted. Refer to the currently approved fee schedule on WSSC's website for fee amounts.

SECTION 1306

PLAN REVIEW

1306.1 Submittals Required. The Applicant shall be required to submit three submissions: two final design reviews (100% complete design) and one ready for final approval as part of the Wastewater Pump Station review process.

1306.2 Submittals. Once the Wastewater Pump Station design submittal is accepted, WSSC will complete three design reviews in order to verify the plans are in conformance with all design basis items listed in Section 1303.2 of this Code. As stated in Section 1305.1 of this

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Code, all reviewer's comments and marked-up plans will be provided to the Applicant via the ePlan Review system. The Applicant shall address all comments prior to progressing in the process.

1306.2.1 Incomplete Review. If during the first design review an excessive number of design errors are encountered in the plans preventing WSSC from properly completing the review, the assigned Project Manager will return the submittal. In such cases, an additional design review may be required and an *Extra Review Fee* may be assessed if more than three design reviews are needed. The Applicant shall submit the *Extra Review Fee* to WSSC prior to re-submitting the project otherwise the project will not be accepted. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

1306.2.2 Subsequent Design Review(s). The Applicant shall submit revised plans that address all comments provided by WSSC following the first formal review. The Applicant shall also submit any additional documents needed or other information requested by WSSC.

1306.2.3 Extra Review Fee. If reviewer's comments have not been fully addressed, an additional review and an *Extra Review Fee* shall be required. The Applicant shall submit the *Extra Review Fee* to WSSC prior to re-submitting the project, otherwise the project will be returned. The Applicant will be required to pay for extra reviews until the drawings are acceptable.

1306.3 Sediment Control Approval. An approval must be issued by WSSC environmental programs section before SEP plans will be approved. This process will be initiated by WSSC once the plans are suitable for review.

1306.3.1 Sediment Control Permit. The Applicant shall submit a WSSC Sediment Control Permit application along with the first design review. This will allow the Applicant to obtain a *Sediment Control Permit* from WSSC's Environmental Program Section at the pre-construction meeting.

1306.3.2 Exemption Status. A sediment control sticker is not required from WSSC for Federal Government, State of Maryland (including University of Maryland), or county Public Works projects in Montgomery and Prince George's Counties. The Applicant is responsible for obtaining MDE and/or County sediment control approvals and permits prior to construction.

1306.4 First Final Design Review. The Applicant or their Architect/Engineer shall electronically submit Contract Drawings and Specifications to be prepared according to the applicable WSSC Pump Station Design Guidelines as indicated in the LOF from the Hydraulic Planning Analysis. The submission must be in agreement with any predesign review comments or meeting discussions and include a Design Criteria Report.

1306.4.1 Final Design Criteria Report. The final design report (100% complete) will be the reference document for the Wastewater Pump Station design. The prepared final Design Criteria Report must be signed and sealed by the professional

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engineer in each area of expertise. the final criteria design report will include (but is not limited to) the following information:

- a) Table of contents;
- b) Introduction;
- c) Site Development:
 - 1) Layout, including property lines;
 - 2) Rights-of-way/land requirements;
 - 3) Access;
 - 4) Sediment control;
 - 5) Landscaping;
 - 6) Utilities existing and proposed (power, telephone, force mains, gravity, sewers, potable water etc.) plans and profiles;
 - 7) Floodplain, wetland, forest stand delineations and stormwater management (ESD);
 - 8) Permit requirements.
- d) Structural Design:
 - 1) Standards and codes;
 - 2) Loading criteria;
 - 3) Soils/geotechnical criteria, including the design ground water elevation;
 - 4) Materials;
 - 5) Foundation criteria, including allowable bearing pressure and design lateral earth pressure;
 - 6) Building construction;
 - 7) Storage requirements.

- e) Architectural Design/Style:
 - 1) Type of roof and roof trusses if any;
 - 2) Ceilings and insulation;
 - 3) Drainage (gutters, downspouts);
 - 4) Building materials and fire code requirements.

- f) Hydraulic Analysis – the entire hydraulic system will be included in the analysis and include the following:
 - 1) Flow data summary (present/future) “Basis for sizing (force main and gravity sewer, wet well and submergence requirement for pump vortex control);
 - 2) Static and dynamic head, hydraulic grade line profile for initial and future flow conditions and force main velocities at various pumping conditions;
 - 3) Surge (and surge analysis as applicable) and water hammer characteristics and control abatement;
 - 4) System curves at Hazen-Williams “C” = 100 (old pipe) and 140 (new pipe) or at the range of C-factors applicable for the force main;
 - 5) Overflow and surcharge point identification.

- g) Mechanical Design:
 - 1) Standards and codes;
 - 2) Pumps and motors;
 - 3) Heating and Ventilation;
 - 4) Plumbing;
 - 5) Valves/piping;
 - 6) Pump Removal equipment;
 - 7) Odor control equipment, if required;

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- 8) Hydrostatic Pressure Level Sensor (list 2-3 manufacturers for equipment).

h) Electrical Design:

- 1) Standards and codes;
- 2) Power loads/requirements (normal and emergency), energy savings plan;
- 3) Single Feed with Generator Back up;
- 4) Design (as required) for electrical service and power distribution including lighting and other electrical power supply requirements, control schematics and conduit-MCC-panel schedule;
- 5) Lightning protection or equipment;
- 6) Electrical Design calculations as required (list of 2-3 manufacturers for the major equipment).

i) Instrumentation:

- 1) Alarms;
- 2) SCADA (telephone or microwave; process controller model and type of RTU installation to be specified by the Commission);
- 3) Level Sensor (ultrasonic);
- 4) Control strategy/Process Control;
- 5) Flow metering location and type (list of 2-3 manufacturers for the major equipment).

j) Establish need and provide recommendations for corrosion and material degradation control:

- 1) Piping and fittings;
- 2) Pump and valve internals;
- 3) Architectural;
- 4) Concrete in the presence of raw wastewater;
- 5) Coatings;

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- 6) Electrical grounding system and relationship to buried pipe.
- k) Odor control: The need for odor control should be included at the pump station and hydrogen sulfide control at the force main outlet. Start-up flows for the pumping station will also be considered;
- l) Noise Control: Establish need in accordance with WSSC standards and local codes;
- m) Safety:
 - 1) Access;
 - 2) Air analyzer;
 - 3) Railings/safety chains.
- n) Constructability Considerations;
 - 1) Appendices:
 - a) Calculations (for all disciplines);
 - b) Proposed Force Main profile;
 - c) Catalogue cuts for major equipment;
 - d) Geotechnical report;
 - e) Control Strategy – detailed control strategy/narrative including recommendations for alarm conditions;
 - f) WSSC Authorized HPA LOF and Color-coded sketch;
 - g) Proposed Plats/Easements;
 - h) Corrosion Control Checklist, Form A– Corrosion Survey Checklist and Form B- Corrosion Document per the WSSC Pipeline Design Manual (completed and signed).

1306.4.2 Contract Drawings and Specifications. The Applicant shall prepare contract drawings and specifications in accordance with WSSC standards for the construction of Wastewater Pump Stations. The specific elements of the design shall include but not be limited to the following:

- a) Site grading plans including roads, parking, drainage, sidewalks and attendant facilities;

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- b) Sediment control plans of the WWPS area shall be prepared;
- c) Stormwater management of drainage, 100 year flood plain delineation, wetlands delineation and forest conservation plans if required;
- d) Yard piping plans and profiles, connections to existing utilities and appurtenant details including a blocking schedule;
- e) Landscaping plan and details;
- f) Instrumentation and SCADA design including instrument and control schematics, instrumentation layout details, detailed process control specifications and control strategy and instrument specifications;
- g) Structural design including calculations for all structures and buildings including all equipment supports, walls and roof systems;
- h) Preparation of architectural drawings including plans, sections, elevations and details;
- i) Painting/coating schedule including colors, limits of application;
- j) Mechanical design details and final layout of requisite machinery, equipment, internal piping and valves;
- k) Heating and ventilation layout, design drawings and control schematic diagrams;
- l) Restoration schedules as applicable;
- m) Interface with Electrical Power Company;
- n) Electrical design plans, details, layout of electrical distribution equipment and controls, line drawings and diagrams;
- o) Design details and grounding scheme;
- p) Odor control design;
- q) Surge control design;
- r) Detailed specifications:
 - Prepare all Specification Sections to be developed, all standard specifications to be modified and all additional specifications that apply for the wastewater pumping station. The specifications shall include testing requirements organized to demonstrate conformance of the facility to the contract documents and to

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demonstrate safe and proper operability of all electrical and mechanical equipment.

1306.4.3 Field Review. As part of the first design review the Applicant shall conduct a field review to verify all utilities requiring relocation have been identified. Should it be determined test pits are required on existing utilities for design purposes, the Applicant or their Consultant after receiving approval from WSSC shall coordinate the field work through the WSSC's Project Manager and obtain the required information.

1306.4.4 Easements. The Applicant shall provide WSSC with any easement through property where proposed water, sewer or force mains must cross. The Applicant's Surveyor shall prepare easement drawings for each property accompanied by a written metes and bounds description of the easement together with copies of applicable deeds. Easements shall be completed in accordance with Section 801 of this Code.

1306.4.5 Deeds or Plats. The Applicant is required to deed to WSSC the property that encompasses the Wastewater Pump Station and the access road. The Applicant's surveyor shall prepare certified fee simple deed or plats for each property/parcel and submit for review by WSSC's General Counsel Office. Any additional drawings and descriptions shall be done in accordance to Section 801 of this Code.

1306.5 Second and Third Design Reviews. The Applicant and/or their Architect/Engineer shall electronically submit revised Contract Drawings, Specification and the Design Criteria Report. The submission(s) must be inclusive of all items outlined in the First or Second Design Review(s) and must incorporate all of the WSSC reviewer's comments from the First and/or Second Design Review(s). In addition, the Architect/Engineer shall submit any additional items required to gain final approval. The design must be in a state where it can be approved.

1306.5.1 Additional Submittals. The Architect/Engineer shall submit additional requirements for final approval which will include but not be limited to the following:

- a) Approved county/MDE Sediment Control/SW/ESD Plans;
- b) Storm Drain/Grading Plans if applicable;
- c) Approved Street grades if applicable;
- d) Other utility plans and correspondence (gas, electric, telephone, cable);
- e) Existing or Approved Record Plat(s);
- f) Completed WSSC Major Erosion and Sediment Control Permit Application if required;
- g) Completed pertinent page of the Corporation/Entity Information form;

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- h) Correspondence from regulatory agencies with restrictions relating to design, construction and maintenance of the pump station (National Park Service, Critical Area Commission);
- i) Names and addresses for owners of all properties abutting planned construction.

WSSC will check the package for completeness, determine the location of the property to be served by proposed pump station and gather any information that may pertain to the property. If the package is incomplete, the package will be rejected and returned to the Applicant with a DSD rejection checklist (refer to WSSC's website).

If the WSSC CAD standards are not used in developing the design plans, the plans will be rejected and returned without a review. If the drawings are not in conformance with the required WSSC Pump Station Design Guidelines, the drawings will be sent back with review comments to the Applicant for changes.

SECTION 1307 PLAN APPROVAL

1307.1 Prior Requirements. Prior to WSSC beginning Wastewater Pump Station plan approval, the Applicant must have completed all design reviews including payment of all associated fees and have fully executed all WSSC easements/deeds necessary for the project. Once all prior requirements have been met, WSSC will allow the Applicant to proceed to the final electronic submission.

1307.2 Final Electronic Submission. The Applicant and/or their Architect/Engineer will be instructed by the WSSC Project Manager to make the final electronic submission. This submission shall include but not be limited to the following:

- a) Contract Drawings;
- b) Contract Specifications;
- c) Design Criteria Report;
- d) Any and all outstanding items required to Batch Stamp the Contract Drawings.

1307.2.1 Batch Stamp. Upon acceptance of the Architect/Engineer's electronic submission, the WSSC's Project Manager will give a final check of all requirements and ensure the WSSC reviewer's comments have been addressed. Following the WSSC's Project Manager's final check, the Contract Drawings will be electronically Batch Stamped and placed into an Approved Folder in the electronic Plan Review System.

- a) The Applicant and their Architect/Engineer will be notified by the WSSC Project Manager the Contract Drawings have been Batch Stamped and

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placed into the Approved Folder in the electronic Plan Review System and they are ready for final design approval.

- b) Once the plans are batch stamped, the engineer shall submit the cad files and secure the CAD file approval email from EESD.

1307.3 Final Approval. Upon approval of the CAD files, the WSSC project manager will initiate an electronic envelope to include the batch stamp plans, contract specifications, and design criteria report. All documents shall be electronically signed by all parties. All approved documents will be placed in the signed folder.

1307.3.1 Final Documents. Once approved, all final documents will be placed in the 'signed-folder' which is a sub-folder of the 'approved folder' located in the electronic plan review system.

- a) The final documents uploaded into the 'Signed Folder' by the WSSC Project Manager shall include but not be limited to the following:
 - 1) Signed Plan Letter;
 - 2) Approved Contract Drawings;
 - 3) Approved Contract Specifications;
 - 4) Approved Design Criteria Report;
 - 5) Wastewater Pump Station Permit (WWPS Permit);
 - 6) Outstanding Conditions List (OCL);
 - 7) Executed Easements/Deeds;
 - 8) Fully Executed MOU Including Attachment A;
 - 9) Signed Permit Letter.

1307.3.2 Signed Plan Notification. The WSSC Project Manager will notify the Applicant/Consultant via email that the final Contract Drawings have been signed and that all the approved documents have been placed in the 'Signed Folder' in the electronic Plan Review System; including the signed plan, which provides the applicant with requirements prior to construction.

1307.4 Sunset Clause for Approved Wastewater Pump Station Plans. An approved WWPS Plan is valid for three years if construction has not started. Once construction has started, the WWPS plan and permit are valid through the two-year Maintenance Bond period following the Release for Service.

SECTION 1308
WASTEWATER PUMP STATION PERMIT ISSUANCE

1308.1 WSSC Permit Issuance for Wastewater Pump Stations. Issuance of a WSSC WWPS Permit allows the Applicant to request a preconstruction meeting and initiate the construction phase of the contract.

1308.1.1 The WWPS Permit will be issued to the Applicant upon receipt of the following items:

- a) Balance of Design Review & Construction Inspection Fee outlined in the MOU (for the Wastewater Pump Station);
- b) One original hard copy of the WWPS Permit signed by the Applicant;
- c) Contractor and Geotechnical Information;
- d) The Applicant shall provide WSSC with a copy of the Contractor's Construction Cost Estimate (bid);
- e) Bonds (Performance and Labor & Material) approved by WSSC;
- f) Certificate of Liability Insurance approved by WSSC;
- g) Certificates of Compliance from selected manufacturers approved in the Contract Specifications;
- h) A list and schedule of the anticipated contractors' drawings and submittals to be required pursuant to the Contract Specifications Book;
- i) Payment of Outstanding Assessment (if applicable);
- j) Other Project Specific Items as needed;

1308.1.2 Wastewater Pump Station Permits are valid if the approved plans are valid.

SECTION 1309
PRE-CONSTRUCTION

1309.1 Valid Wastewater Pump Station Permit. The Applicant must have a valid Wastewater Pump Station Permit to begin construction.

1309.2 Materials. The Applicant must provide all materials required in accordance with the approved Contract Drawings, Specifications and Scope of Work (SOW).

1309.2.1 Prior Approval. Any required material submittals outlined in the Contract Drawings, Specifications and SOW shall be provided to WSSC for approval prior to

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fabrication. Submission to WSSC is required prior to the request for material inspection and before construction can begin.

1309.2.2 Substitutions. Request for material substitutions to the contract are to be submitted to WSSC for approval prior to use. Substitutions should be submitted as set forth in the approved Contract Specifications.

1309.2.3 Prior to Construction. Submittal Shop Drawings required to begin construction must be submitted and approved by WSSC prior to the Applicant's Contractor beginning construction.

1309.3 Pre-construction Meeting. It is the Applicant's responsibility to contact the WSSC Project Manager to schedule a pre-construction meeting. Contact with the Project Manager shall not be made until a minimum of five (5) business days following issuance of the Wastewater Pump Station Permit. This meeting shall serve as an opportunity for the Applicant to discuss with WSSC in detail the construction schedule, special requests or alternatives and any other items that may arise during the construction process. The Applicant shall provide the name and registration number for the Registered Professional Land Surveyor or Property Line Surveyor to be used for the project.

1309.3.1 Meeting Attendance. WSSC will attend and take part in the preconstruction meeting with the Applicant and all required parties (Contractor, Architect/Engineer, Montgomery County, Prince George's County, State Highway Administration).

1309.3.2 Sediment Control Permit. A WSSC Environmental Specialist will attend the preconstruction meeting to issue the *Sediment Control Permit*.

1309.3.3 Notice to Proceed (NTP). In order for the WSSC Project Manager to issue a NTP at the conclusion of the preconstruction meeting, the Applicant must meet the following requirements:

- a) Five (5) hard copies of the Approved Contract Drawings;
- b) Five (5) hard copies of the Approved Contract Specifications;
- c) A copy of all non-WSSC permits (from [c]County/State/[O]Other agencies) for construction;
- d) Construction Schedule (bar chart format or similar);
- e) Submittal/Shop Drawings Submission Schedule.

1309.4 Construction Start Date. Following the preconstruction meeting, it is the Applicant's responsibility to notify the WSSC Inspector a minimum of three (3) business days in advance of the construction start date.

SECTION 1310
INSPECTION AND TESTING

1310.1 Construction Inspection. WSSC will inspect all WWPS projects constructed by the Applicant. The WSSC Inspectors will be responsible for managing, performing and coordinating the inspection, testing and oversight of the project(s).

1310.1.1 Approved Contract Specifications. All inspections and testing required during construction shall follow the requirements set forth in the approved Contract Specifications or any additional supplementary manufacturer specifications required for specified equipment/material.

1310.1.2 Operation and Maintenance Manuals (O&M). The Applicant must provide O&M Manuals to WSSC for use with the wastewater pump station:

- a) Submit an electronic copy of the Preliminary Operation and Maintenance (O&M) Manuals for WSSC review and approval for the required equipment listed in the Contract Documents and Specifications.
- b) After approval of the Preliminary O&M Manuals, submit three (3) hard copy sets of Final O&M Manuals along with one (1) electronic copy for WSSC records.

1310.1.3 Facility Testing Plan. The Applicant must provide a Facility Testing Plan to WSSC for use when commissioning the wastewater pump station. All testing outlined in the Facility Testing Plan must follow the approved Contract Specifications and include requirements for Preliminary, Pre-Final and Final testing.

- a) Submit an electronic copy of the Preliminary Facility Testing Plan for WSSC review and approval for the required equipment listed in the Contract Documents and Specifications.
- b) After approval of the Preliminary Facility Testing Plan, submit three (3) hard copy sets of Final Facility Testing Plan along with one (1) electronic copy for WSSC records.

1310.1.4 As-Built Drawings. The Applicant and/or their Contractor/Engineer shall be responsible for preparing a final set of record as-built drawings sealed by a licensed Registered Professional Engineer/Land Surveyor. The as-built drawings will incorporate the as-built conditions and all design changes made throughout the construction process. Submit an electronic copy of the preliminary as-built Drawings in a PDF format for WSSC's review. After approval of the preliminary as-built drawings, submit five (5) hard copy sets of final as-built drawings along with one (1) electronic copy for WSSC's records utilizing AUTOCAD Release 2012 or later.

1310.2 Commissioning. When all construction is complete including an access road to the pump station, commissioning shall be conducted as outlined in the Facility Testing Plan:

The Facility Testing Plan should incorporate checklists that may be utilized during the formal field testing and inspection of the wastewater pump station equipment.

- a) The Applicant must provide a qualified person or persons to lead the facility testing plan participating along with the WSSC in all phases of the testing and inspections by the Contractor to verify the intent of the design has been achieved.
- b) WSSC Inspector shall provide a punch list within five (5) days after inspections.

All equipment necessary to complete the testing is to be provided by the Applicant or the Contractor. There will be a Retest Fee for overseeing retesting or additional testing requested by the Applicant after WSSC has attended two (2) failed sessions of testing.

1310.3 Asset Registry. The applicant is required to submit to WSSC an asset registry for review and approval after all WWPS equipment has been tested and approved during commissioning.

SECTION 1311

SUBSTANTIAL COMPLETION

1311.1 Certificate of Substantial Completion. The Applicant shall submit a written request for Substantial Completion after all testing is completed and approved, WSSC staff is trained and the pump station is commissioned. The request will include a checklist indicating all required items have been completed. These items must be submitted by the Applicant to WSSC before a *Certification of Substantial Completion* will be issued. The checklist includes but is not limited to the following:

- a) Final WWPS As-Built Drawings* (per Section 1310.1.4 of this Code);
- b) Stakeout Notes*;
- c) Compaction Reports with certification by a Maryland State Licensed Geotechnical Engineer*;
- d) Force Main Test Results (if applicable);
- e) Report of Final Pump Station Inspection*;
- f) Vibration Test Result;
- g) Drawdown Test Result;
- h) Leakage Test Result;
- i) SCADA Test Result;

* Items to be submitted in accordance with WSSC format or on WSSC generated forms.

When all of the above has been satisfactorily submitted, WSSC will issue a *Certificate of Substantial Completion* within two weeks. Re-submittals will be reviewed within thirty (30) calendar days.

1311.2 Sunset Clause for ‘Certificate of Substantial Completion’. An issued *Certificate of Substantial Completion* will expire after 1-year if the project is not *Released for Service* officially transferring ownership of the improvement to WSSC for operation and maintenance. If the *Certificate of Substantial Completion* is allowed to expire, the Applicant must obtain a new *Certificate of Substantial Completion* from either the Development Service Division’s Project Manager or Pipeline Construction Division Inspector for the project. This will require additional testing and inspection.

SECTION 1312 RELEASE FOR SERVICE

1312.1 Release for Service. Once the project is substantially completed, the Applicant must submit to DSD a *Release for Service* request form confirming that the following has been provided:

- a) A copy of the approved record plat for the property including the access road;
- b) Final WWPS as-built drawings (per Section 1310.1.4 of this Code);
- c) Approved service connection easement agreements (if applicable);
- d) Approved easement documents (if applicable);
- e) List of Subcontractors and *Release of Liens* signed and notarized;
- f) A 2-year Maintenance Bond naming WSSC as the beneficiary and covering a period ending 2 years after Final Acceptance. The bond shall be in an amount equal to 50% of the Performance Bond for the first year and 25% of the Performance Bond for the second year. WSSC’s assumption of ownership, maintenance, and operational responsibilities shall not relieve the Applicant or its’ Surety of their obligations under the WWPS MOU and Maintenance Bond during the maintenance bond period;
- g) A record the Applicant has paid all taxes on deeds being transferred to WSSC and/or the deeds have been transferred to WSSC;
- h) All stated outstanding conditions including payment of required fees;
- i) SCADA information;

WASTEWATER PUMP STATIONS

- j) Applicant has paid all utility bills including bills from WSSC up through the estimated date of final acceptance;
- k) Applicant has provided WSSC with the name of the electrical utility company and the account number for the transfer of service;
- l) Any waterlines, gravity sewers and force mains associated to the WWPS project to be built by the Applicant has been *Released for Service*.

Upon submittal of the above, WSSC will then process the *Release for Service* request form.

1312.2 Release for Service Issuance. Upon the issuance of the *Release for Service*, the WSSC shall assume ownership along with operation and maintenance responsibility for the WWPS and the Applicant shall be able to hook up the other associated development to the WWPS.

SECTION 1313 FINAL ACCEPTANCE

1313.1 Certificate of Final Acceptance. Once a project has been released for service, a Final Acceptance will be issued after:

- a) Final Test/Acceptance of complete pump station operation;
- b) All punch-list items have been satisfactorily addressed;
- c) Payment in full of all amounts due to WSSC under the agreed upon executed Memorandum of Understanding (MOU);
- d) A list of all sub-contractors, manufacturers and suppliers used to include the portion and dollar amount of the work performed;
- e) Approved Final WWPS as-built drawings (per Section 1310.1.4 of this Code).

1313.2 Certificate of Final Acceptance Issuance. Upon issuance of the Certificate of Final Acceptance, the Applicant may request an SDC audit from WSSC's Internal Audit office.

CHAPTER 14

**DEVELOPER RELOCATION/REHABILITATION
PROCESS (DRP)
(DRP DESIGN)**

***SECTION 1401
GENERAL***

1401 General. This section applies to any proposed relocation (horizontal or vertical) of an existing WSSC water main, sewer main, or appurtenance. This section also applies to rehabilitation (such as lining) of a WSSC sewer main or manhole.

1401.1 Developer Relocation/Rehabilitation Process (DRP). A DRP or Non-DR project submittal is required for work done over, around, or near existing WSSC water or sewer main(s) or appurtenances. The Commission will review design plans for DRP projects. WSSC may approve the design plans, inspect the work, and upon satisfactory completion take over the maintenance and operation of the relocated or rehabilitated pipe(s) and appurtenance(s). Described below are DR and Non-DR type projects:

1401.1.1 DR Type Project. A DR type project requires a main line replacement, relocation, or cured in place pipe lining of existing sewer.

1401.1.2 Non-DR Type Projects. A Non-DR project does not require pipe relocation or rehabilitation and falls within one of the following seven plan review categories:

- a) Street Grade Establishment plan review;
- b) New or Relocated WSSC fire hydrant(s);
- c) Grading over existing water and/or sewer main(s);
- d) Abandonment of existing WSSC water and/or sewer main or easement;
- e) Sewer System Rehabilitation;
- f) Sheeting and Shoring; and
- g) Blasting.

Note: The Commission will review design plans for Non-DR type projects. WSSC may approve the design plans and inspect the work if applicable. Refer to Sections 1409-1415 of this Code for Non-DR plan review and approval processes.

1401.1.2 Separation Requirements. All horizontal and vertical separation requirements noted in

DEVELOPER RELOCATION/REHABILITATION PROCESS (DRP)

the Pipeline Design Manual, currently Part 3, Section 3, apply to new and existing pipelines with respect to new or existing structures or other utilities.

1401.2 Design Expense. All DRP projects are to be designed and built by the Applicant solely at the Applicant's expense.

SECTION 1402 DR TYPE PROJECT DESIGN

1402.1 Design Engineer. A State of Maryland Registered Professional Engineer (Engineer) shall be responsible for the design of a DRP project and shall review plans and other documents **prior to** their submission to WSSC. Final documents submitted for WSSC approval shall have each sheet stamped, signed, and dated by the Engineer and shall include the Maryland Certification statement.

1402.2 DR Type Plan Design. The Engineer shall base the design on sound engineering principles in accordance with the following documents as applicable, which are available on WSSC's website:

- a) DR Type DRP Project Design Checklist for ePlan Review;
- b) Development Services Code (this Code);
- c) WSSC Pipeline Design Manual;
- d) WSSC Standard Details for Construction;
- e) WSSC SEP General Conditions and Standard Specifications (including Special Provisions);
- f) WSSC Plumbing Fuel and Gas Code;
- g) WSSC's Standard Base Sheet Templates; and
- h) WSSC DSD Drafting Standards.

Note: DI type DRP projects are for sewer system rehabilitation (re-lining only) by a Developer.

SECTION 1403 APPLICATION FOR DR TYPE PLAN REVIEW

1403.1 Project Submittal Request Form. To initiate the DR design plan review process, the Applicant shall complete and submit an ePermitting review request form with the applicable fee.

1403.2 Review Fees. The Applicant shall remit all applicable DR review fees **before or with** the submittal of a new ePermitting review request. WSSC will only accept payment for the fee amount due; payments insufficient or in excess of the amount owed will not be accepted or processed.

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Refer to the currently approved fee schedule on the WSSC website for fee amounts.

1403.2.1 DR Type Design Review Fee. The DR Design Review Fee includes three reviews. If more than three reviews are required, an *Extra Review Fee* shall be submitted for each additional review thereafter.

1403.2.2 Other Fees. Depending upon the design, the Applicant shall submit any other applicable fees when they are due.

SECTION 1404 ***SUBMISSION OF DR TYPE PLANS AND DOCUMENTS***

1404.1 Electronic Submission. All DR projects must be reviewed using the WSSC ePlan Review system. The Applicant shall submit all required documents and plans using this system. In addition, documents requiring original signature(s) must be submitted as hard copies. All review comments and approvals will be provided through the system.

1404.1.1 ePlan Review Instructions. Instructions for accessing and using the system will be provided to the Applicant following submission of the electronic project submittal request form.

1404.2 Required Documents and Plans. The Applicant shall conform to the requirements listed on the current WSSC DR Design Checklist published on WSSC's website. The Applicant's first submittal shall include, but may not be limited to the following:

- a) **Corrosion Survey Checklist;**
- b) **Thrust Restraint Form Schedule "A";**
- c) **Color Coded Sketch.** A copy of the most recent approved HPA color-coded sketch of the project (if applicable);
- d) **Design drawings.** Design drawings for the Relocation or Rehabilitation, to be prepared according to WSSC Pipeline Design Manual. Design Drawings must match the most current approved LOF and Color Coded Sketch. If Design Drawings do not match, an *amendment* will be required. Electronic submittal of design drawings will not be accepted prior to *amendment* submittal unless specifically approved in advance;

As-Builts of existing WSSC facilities. Highlight existing easements on the as-built plan with the Liber and Folio designations. Show WSSC existing facilities on the DRP plan and profile;

- e) **Plans of Subdivision or Record Plats.** Although recorded plats are preferable, preliminary plans of subdivision or approved plans of subdivision are acceptable for first submittal only. Recorded plats are required prior to DR Permit Issuance;
- f) **Storm Drain & Paving Plans;**
- g) **Approved Sediment Control Plans.** Non-approved plans will be considered if approved plans are not available for first and second submissions;

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- h) **Approved Street Grades Plans.** Non-approved plans will be considered if approved plans are not available for first submittal;
- i) **As-Builts of other existing utilities.** If as-builts of existing dry utilities (gas, electric, telephone, cable TV, etc.) are not available for a project, the Applicant will provide proof that they were requested from the appropriate utility. This may be in the form of email or other correspondence;
- j) **Proposed Dry Utility Plans.** The plans shall include the location of all gas, electric, telephone, and cable utility lines as well as any other applicable utilities. Plans must include a legend and follow the color-coding specifications used by Miss Utility (refer to the Miss Utility website for current specifications) or colors as required by the applicable county;
- k) **Labeling.** The plans must have sufficient labeling and be at a sufficient scale to enable clear identification of individual utilities and the spacing between the utilities and WSSC mains;
- l) **Location of Dry Utilities;**
- m) **Corporation/Entity Information Form.** Select and use the pertinent page only;
- n) **SSES Investigation Reports.** For Rehabilitation Projects only, all relevant inspection and investigation reports shall be submitted to support the selection of the rehabilitation work and the flow credit tabulation provided on the design drawings;
- o) **Affected Private Properties List.** For Rehabilitation Projects only, the Applicant shall provide a list of names and addresses for all owners of private properties upon which any private side rehabilitation work is proposed;
- p) **Other plans and documents.** Other plans and documents as deemed necessary by WSSC.

1404.3 Prescreen Review. A prescreen review (cursory evaluation) of the DR design submittal will be completed upon initial submission of documents and plans. If any of the required documents are missing or incomplete or if the plans do not comply with requirements set forth in

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the DR Design Checklist, the submittal will be rejected and returned to the Applicant with a rejection checklist specifying the incorrect and/or missing requirements. A Formal Review will not be performed until an acceptable submittal is received.

1404.3.1 Prescreen Resubmission Fee. If the DR submittal is rejected, a *Prescreen Resubmission Fee* will be assessed. The Applicant shall ensure the *Prescreen Resubmission Fee* has been received by WSSC prior to re-submitting the project, otherwise the project will not be accepted. Refer to the currently approved fee schedule on WSSC's website for fee amounts.

SECTION 1405 DR TYPE PLAN REVIEW

1405.1 First Formal Review. If the DR design submittal is accepted, WSSC will complete a formal review in order to: verify the plans are in conformance with all design basis items listed in Section 1502.2 of this Code. The reviewer's comments and marked-up plans will be provided to the Applicant via the ePlan Review system. The Applicant shall address all comments prior to the next submittal.

1405.1.1 Incomplete Review. If during the *first formal review* an excessive number of design errors are encountered in the plans preventing WSSC from properly completing the review, the assigned Project Manager will return the submittal. In such cases, an extra formal review will be required and an *Extra Review Fee* shall be assessed if more than three formal reviews are needed. The Applicant shall submit the *Extra Review Fee* to WSSC prior to re-submitting the project, otherwise the project will not be accepted. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

1405.2 Subsequent Formal Review(s). The Applicant shall submit revised plans that address all comments provided by WSSC following the first formal review. The Applicant shall also submit any additional documents needed or other information requested by WSSC.

1405.2.1 Extra Review Fee. If previous review comments have not been fully addressed, an extra review and an *Extra Review Fee* shall be required. The Applicant shall ensure the *Extra Review Fee* has been submitted and received by WSSC prior to re-submitting the project, otherwise the project will be returned. The Applicant will be required to pay for extra reviews until the drawings are acceptable.

1405.3 Sediment Control Approval. An approval must be issued by WSSC environmental program section before DR plans will be approved. This process will be initiated by WSSC once the plans are suitable for review.

1405.3.1 Sediment Control Permit. The Applicant shall obtain a *sediment control permit* from WSSC's Environmental Group at the pre-construction meeting.

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1405.3.2 Exemption Status. A sediment control sticker is not required from WSSC for Federal Government, State of Maryland (including University of Maryland), or county Public Works projects in Montgomery and Prince George's Counties. The Applicant is responsible for obtaining a MDE sediment control approval and permit.

1405.4 Final Required Documents and Plans. The Applicant shall submit the following additional documents prior to final DR Plan review:

- a) **Easements.** For requirements, refer to Chapter 8 – Easements;
- b) **Storm Drain and Paving Plans;**
- c) **Approved Sediment Control Plans;**
- d) **Approved Street Grades;**
- e) **Design-specific Requirements.** The Applicant shall submit the following documents if necessary for the design or if instructed to by the WSSC Project Manager assigned to the project:
 - 1) **Site Utility plans;**
 - 2) **Soils Report;**
 - 3) **Test Pit Report;**
 - 4) **Special design conditions** (Deep MHs, C900 or profile pipe, etc.);
 - 5) **Correspondence from regulatory agencies.** To include restrictions relating to design, construction, and maintenance of the water and sewer system (National Park Service, Critical Area Commission, in addition to others);
 - 6) **Evidence of compliance.** If applicable, compliance with all conditions stated in the HPA LOF provided to the Applicant following HPA review. For example, evidence of a Service Category change if the property was not in a category that allows WSSC service;
 - 7) **Reserved Permit Numbers.** The 'reserved service connection and/or abandonment permit application numbers must be shown on the *final design* plans;
 - 8) **Other plans, reports, and documents.** Other plans, reports, and documents as deemed necessary by WSSC.
- f) **Dry Utility Plans.** DR plans with any portion of the water and/or sewer and appurtenances located within a private road must submit Dry Utility Plans for all utilities shown;

g) **Private Property Right of Entry Documents.**

SECTION 1406
DR TYPE PLAN APPROVAL

1406.1 Prior Requirements. Prior to WSSC DR plan approval, the Applicant must have completed a plan review, including payment of all associated fees, and have fully executed (by the Applicant) all WSSC easements necessary for the project. Once all prior requirements have been met, WSSC will request remaining documentation from the Applicant as outlined below.

1406.2 DR Type Plan Approval Requirements. The Applicant shall satisfy the following requirements before the plans can be electronically signed:

- a) Batch stamped plans. The plans must have a seal by the PE prior to batch stamp in ePlan.
- b) Cad file approval. The applicant must provide the project manager with an email from engineering and environmental services division (EESD) confirming approval of the cad files.

1406.3 Approval Documentation. Upon WSSC's Plan Approval, the following documents and plans will be made available to the Applicant via WSSC's ePlan Review System:

- c) **Sign Plan Letter.** This letter will inform the Applicant that the design plans have been signed and are valid for 3 years from the approval date on the DR Plan. It is the Applicant's responsibility to ensure that all other required permits remain valid;
- d) **DR Permit** for the Applicant's signature;
- e) **DR Outstanding Conditions Checklist.** This is a list of outstanding items or additional requirements that must be met before the DR permit can be issued;
- f) **Signed plans.** Completed electronic envelope;
- e) **Special Provisions.**

1406.4 Sunset Clause for Approved Design Plans. An approved DR Plan is valid for three years if construction has not started. Once construction has started, the DR plan and permit are valid through the two-year Maintenance Bond period following the Release for Service.

1406.5 Sunset Clause for Unapproved Design Plans. If there is no action (i.e. plan submittal, correspondence) received by WSSC for a period of 3 or more consecutive years, the project will be cancelled.

SECTION 1407
CONVERTING RESERVED PERMIT NUMBERS TO ISSUED

1407.1 Request for ‘Reserved’ Connection Permit Numbers to ‘Issued’ Connection Permit Numbers. The Applicant must submit a completed “Convert Reserved Service Connection to Issued Service Connection” form and package through the ePermitting system before service connection and/or abandonment permits, Building Certification Release (BCR), or plumbing permits will be issued. The package shall contain the following and will be verified against the most recently approved SEP plan including approved revisions.

- a) Request form to convert ‘RESERVED’ Service Connection/Abandonment Permit Numbers to ‘ISSUED’ Service Connection/Abandonment Permit Numbers;
- b) One copy of recorded plat(s) for all properties listed on ‘Convert Service Connection/Abandonment Permit Numbers’ form listed above. The permit numbers (properties) must encompass a complete recorded plat. WSSC does not process partial plats;
- c) The address assignment documentation from M-NCPPC;
- d) All legal documents including private easement agreements and covenants that may be applicable;
- e) Payment for cancelling any unused ‘reserved’ service connection/abandonment permit number(s) not used on SEP Plan including any SEP Non-Applicant’s service connection/abandonment permit numbers built under the SEP project.

1407.2 Building Certification Release. The Applicant is responsible for providing the county with a Building Certification Release (BCR) as official documentation stating WSSC has approved plans for providing water and/or sewer service to the Applicant’s project as designed. The above requirements must be met by the Applicant prior to WSSC’s issuance of a BCR to ensure there are no conflicts with legal/property descriptions, legal requirements, or conditions that would affect the issuance of the Plumbing Permit and construction of the new service connection or structure(s).

1407.3 Site Utility Projects Associated with DR Type Projects. Before the BCR or plumbing permit can be issued, the Applicant must submit a Site Utility Project and all WSSC comments must be addressed. All legal documents, including easements and covenants, must be received prior to issuance of the BCR. In cases where a Site Utility Project is dependent on a DR Project and the DR Project is cancelled due to the Sunset Clause, WSSC will not approve the Site Utility Project.

SECTION 1408
DR TYPE PERMIT ISSUANCE

1408.1 The DR Permit shall be issued after the Applicant submits the following:

- a) Two original hard copies of DR Permit signed and notarized by Applicant;
- b) Contractor and Geotechnical Engineer information;
- c) Contractor's insurance certificate;
- d) The Applicant shall provide WSSC with a copy of the Contractor's Construction Cost Estimate (bid). Additionally, the Applicant shall provide WSSC the Contractor's Construction Cost Estimate data transferred onto WSSC's Unit Cost Sheet;
- e) Sureties (refer to WSSC website for acceptable forms of surety).
 - **Performance Security (Performance Bond).** This security shall be payable to WSSC in an amount equal to the estimated construction cost based on WSSC's unit costs. The security may be provided in the form of:
 - 1) a certified check;
 - 2) a cash deposit;
 - 3) a certificate of deposit;
 - 4) an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC;
 - 5) a bond executed by a surety company authorized to do business in the State of Maryland;
 - 6) or any other form of security acceptable to WSSC.

The *performance security* shall be provided by either the Applicant of record or the General Contractor. The Utility Sub-Contractor cannot provide the *performance security*.

- **Payment Security (Labor/Material Bond).** This security shall be in an amount equal to the amount of the *performance security*. The security may be provided in the form of:
 - 1) a certified check;
 - 2) a cash deposit;

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- 3) a certificate of deposit;
- 4) an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC;
- 5) or a bond executed by a surety company authorized to do business in the State of Maryland;
- 6) or any other form of security acceptable to WSSC.

The payment security shall be provided by the Applicant of record. Neither the Utility Sub-Contractor nor the General Contractor can provide the payment security.

The Performance and Payment Security for Rehabilitation Projects shall conform to the requirements stated above in 1408.1 d) and be in an amount equivalent to the estimated design and construction cost for the sewer system improvement project for which the rehabilitation work was proposed, or in an amount equivalent to the construction cost for rehabilitation work on WSSC-owned mains and connections only.

- f) Outstanding project-specific items including, but not limited to, existing assessment payoff;
- g) Construction Services Fee. WSSC will notify the Applicant on the fee amount. Refer to the currently approved fee schedule on WSSC's website for fee amounts;
- h) Recorded Record Plat(s);
- i) Payment of any additional outstanding fees.

1408.2 External Permits. The Applicant is responsible for obtaining all permits external to WSSC.

1408.3 DR Type Permit Expiration. The DR Permit will expire with the expiration of the DR Plan approval.

SECTION 1409 NON-DR TYPE PROJECTS GENERAL

1409 General. This section applies to any proposed grading or proposed construction of any kind over an existing WSSC water or sewer main and appurtenances (such as vaults, valves, manholes, etc.) or within an existing WSSC easement. This section also applies to relocation of an existing WSSC fire hydrant, proposed adding of a new fire hydrant along an existing WSSC water main or proposed abandonment of an existing WSSC water or sewer main.

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1409.1 Non-DR Type (Developer Relocation/Rehabilitation). A Non-DR project does not require pipe relocation or rehabilitation and falls within one of the following seven plan review categories:

- a) Street Grade Establishment;
- b) New or Relocated WSSC fire hydrant(s);
- c) Grading over existing water and/or sewer main;
- d) Abandonment of existing WSSC water and/or sewer main or easement;
- e) Sewer system rehabilitation;
- f) Sheeting and shoring; and
- g) Blasting.

The Commission will review design plans for a Non-DR projects. WSSC may approve the design plans and inspect the work (if applicable).

1409.1.1 Separation Requirements. All horizontal and vertical separation requirements noted in the Pipeline Design Manual, currently Part 3, Section 3, apply to new and existing pipelines with respect to new or existing structures or other utilities.

1409.2 Design Expense. All Non-DR projects are to be designed and built by the Applicant solely at the Applicant's expense.

SECTION 1410 NON-DR TYPE DESIGN

1410.1 Design Engineer. A Non-DR project submittal is required for work done over, around, or near existing WSSC water or sewer main(s) or appurtenances. A non-DR project shall not include any new WSSC water or sewer main(s), new service connection(s) or new appurtenances. WSSC may approve the design plans, inspect the work, and upon satisfactory completion take over the maintenance and operation of the relocated or rehabilitated pipe(s) and appurtenance(s). A State of Maryland Registered Professional Engineer (Engineer) shall be responsible for the design of a Non-DR project and shall review plans and other documents prior to their submission to WSSC. Final documents submitted for WSSC approval shall have each sheet stamped, signed, and dated by the Engineer and shall include the Maryland Certification statement.

1410.2 Non-DR Type Plan Design. The Engineer shall base the design on sound engineering principles in accordance with the following documents as applicable, which are available on WSSC's website:

- a) Non-DR Type DRP Project Design Checklist for ePlan Review;

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- b) Development Services Code (this Code);
- c) WSSC Pipeline Design Manual;
- d) WSSC Standard Details for Construction;
- e) WSSC SEP General Conditions and Standard Specifications (including Special Provisions);
- f) WSSC Plumbing and Fuel Gas Code;
- g) WSSC's Standard Base Sheet Templates; and
- h) WSSC DSD Drafting Standards.

SECTION 1411 APPLICATION FOR NON-DR TYPE PLAN REVIEW

1411.1 Project Submittal Request Form. To initiate the Non-DR design plan review process, the Applicant shall complete and submit an ePlan review request form with the applicable fee.

1411.2 Review Fees. The Applicant shall remit through the ePermitting system all applicable Non-DR review fees after the Non-DR Design Review request has been processed and accepted by the Permit Services Section. WSSC will only accept payment for the fee amount due; payments insufficient or in excess of the amount owed will not be accepted or processed. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

1411.2.1 Non-DR Type Design Review Fee. The Non-DR Design Review Fee includes three reviews. If more than three reviews are required, an *Extra Review Fee* shall be submitted for each additional review thereafter.

1411.2.2 Other Fees. Depending upon the design, the Applicant shall submit any other applicable fees when they are due.

SECTION 1412 SUBMISSION OF NON-DR TYPE PLANS AND DOCUMENTS

1412.1 Electronic Submission. All Non-DR projects must be reviewed using the WSSC ePlan Review system. The Applicant shall submit all required documents and plans using this system. In addition, documents requiring original signature(s) must be submitted as hard copies. All review comments and approvals will be provided through the system.

1412.1.1 ePlan Review Instructions. Instructions for accessing and using the system will be provided to the Applicant following submission of the electronic project submittal request form.

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1412.2 Required Documents and Plans. The Applicant shall conform to the requirements listed on the current WSSC Non-DRP Design Checklist published on WSSC's website. The Applicant's first submittal shall vary based on the type of project indicated below, but may not be limited to the following:

1412.2.1 Street Grade Establishment Plan.

- a) County required street grade design plan;
- b) Composite plan if applicable;
- c) Existing WSSC water and/or sewer contract plans;
- d) Non-DR project design checklist.

1412.2.2 Fire Hydrant Relocation Plan.

- a) Design plan on WSSC standard base sheet;
- b) Composite plan if applicable;
- c) Non-DR project design checklist;
- d) Agreements (Paving replacement, Relocations, etc.) if applicable;
- e) Correspondence – Other Agencies. Correspondence from regulatory agencies with restrictions relating to design, construction and maintenance of the fire hydrant (national park service, critical area commission, etc.) if applicable;
- f) Support Data – Storm drain plans, stormwater management plans, Environment site design plans, Erosion and sediment control plans when applicable;
- g) Record plats if applicable;
- h) Existing WSSC water and/or sewer contract plans;
- i) Dry utility plan for existing and/or proposed utilities.

1412.2.3 Grading Over - Any grading over an existing WSSC water and/or sewer main or any work within an existing WSSC easement.

- a) Design plans using existing WSSC contract plans as a base sheet;
- b) Composite plan if applicable;
- c) Non-DR project design checklist;
- d) Agreements (Paving replacement, Relocations, etc.) if applicable;

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- e) Correspondence – Other Agencies. Correspondence from regulatory agencies with restrictions relating to design, construction and maintenance of the fire hydrant (national park service, critical area commission, etc.) if applicable;
- f) Support Data – Storm drain plans, stormwater management plans, Environment site design plans, Erosion and sediment control plans when applicable;
- g) Record plats if applicable;
- h) Dry utility plan for existing and/or proposed utilities.

1412.2.4 WSSC water and/or sewer abandonment plan.

- a) Design plan on WSSC SEP standard base sheet;
- b) Composite plan if applicable;
- c) Non-DR project design checklist;
- d) Agreements (Paving replacement, Relocations, etc.) if applicable;
- e) Correspondence – Other Agencies. Correspondence from regulatory agencies with restrictions relating to design, construction and maintenance of the fire hydrant (national park service, critical area commission, etc.) if applicable;
- f) Record plats if applicable;
- g) Existing WSSC water and/or sewer contract plans.

1412.2.5 Sewer System Rehabilitation.

- a) Design plans using existing WSSC contract plans as a base sheet;
- b) Composite plan if applicable;
- c) Non-DR project design checklist;
 - I. Flow credit table;
 - II. Other information as required by WSSC for review.

1412.2.6 Sheeting and Shoring.

- A) Design plans using existing WSSC water contract as-built plans as a base sheet;

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- B) Sheeting and shoring plans including details and sections (a monitoring schedule may be required);
- C) Non-DR project design checklist;
- D) Other information as required by WSSC for review.

1412.2.7 Blasting.

- A) Design plan on WSSC water SEP standard base sheet;
- B) Non-DR project design checklist;
- C) Computations, details, and blasting schedule;
- D) Other information as required by WSSC for review.

1412.3 Prescreen Review. A prescreen review (cursory evaluation) of the Non-DR design submittal will be completed upon initial submission of documents and plans. If any of the required documents are missing or incomplete or if the plans do not comply with requirements set forth in the Non-DR Design Checklist, the submittal will be rejected and returned to the Applicant with a rejection checklist specifying the incorrect and/or missing requirements. A formal review will not be performed until an acceptable submittal is received.

1412.3.1 Prescreen Resubmission Fee. If the Non-DR submittal is rejected, a *Prescreen Resubmission Fee* will be assessed. The Applicant shall ensure the *Prescreen Resubmission Fee* has been received by WSSC prior to re-submitting the project, otherwise the project will not be accepted. Refer to the currently approved fee schedule on WSSC's website for fee amount.

SECTION 1413 **NON-DR TYPE PLAN REVIEW**

1413.1 First Formal Review. If the Non-DR design submittal is accepted, WSSC will complete a formal review in order to: verify the plans are in conformance with all design basis items listed in Section 502.2 of this Code. The reviewer's comments and marked-up plans will be provided to the Applicant via the ePlan Review system. The Applicant shall address all comments prior to the next submittal.

1413.1.1 Incomplete Review. If during the *first formal review* an excessive number of design errors are encountered in the plans preventing WSSC from properly completing the

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review, the assigned Project Manager will return the submittal. In such cases, an extra formal review will be required and an *Extra Review Fee* shall be assessed if more than three formal reviews are needed. The Applicant shall submit the *Extra Review Fee* to WSSC prior to re-submitting the project otherwise the project will not be accepted. Refer to the currently approved fee schedule on the WSSC website for fee amounts.

1413.2 Subsequent Formal Review(s). The Applicant shall submit revised plans that address all comments provided by WSSC following the first formal review. The Applicant shall also submit any additional documents needed or other information requested by WSSC.

1413.2.1 Extra Review Fee. If previous review comments have not been fully addressed, an extra review and an *Extra Review Fee* shall be required. The Applicant shall ensure the *Extra Review Fee* has been submitted and received by WSSC prior to re-submitting the project, otherwise the project will be returned. The Applicant will be required to pay for extra reviews until the drawings are acceptable.

1413.3 Sediment Control Approval. An approval must be issued by WSSC environmental programs section if applicable before non-DRP plans will be approved. This process will be initiated by WSSC water once the plans are suitable for review.

1413.3.1 Sediment Control Permit. The Applicant shall obtain a *sediment control permit* from WSSC's Environmental Programs Section at the pre-construction meeting when applicable.

1413.4 Final Required Documents and Plans. The Applicant shall submit the following additional documents prior to final Non-DR Plan review:

a) **Approved Sediment Control Plans** (if applicable).

1413.5 Sunset Clause for Unapproved Design Plans. If there is no action (i.e. plan submittal, correspondence) received by WSSC for a period of 3 or more consecutive years, the project will be cancelled.

Upon project cancellation or expiration, the Applicant forfeits the Plan Approval letter and/or Non-DR Permit and any other verbal or written commitments are null and void. WSSC will not be responsible for notifying the Applicant of cancellation or expiration. If the project commences again the Applicant will need to re-apply. All review fees, current at that time, will be assessed. All projects submitted prior to the effective date of this Regulation will be subject to the Sunset Clause upon the effective date of this Regulation.

SECTION 1414 NON-DR TYPE PLAN APPROVAL

1414.1 Prior Requirements. Prior to WSSC Non-DR plan approval, the Applicant must have completed a plan review and have fully executed (by the Applicant) all WSSC easements necessary for the project. Once all prior requirements have been met, WSSC will *Batch Stamp* the plan and request remaining documentation from the Applicant as outlined below.

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1414.2 Non-DR Plan Approval Requirements. The Applicant shall submit the following items when instructed to by the WSSC Project Manager assigned to the project:

a) Batch stamped plans.

- 1) **Prince George's County.** Upon batch stamping the plans, the PM will issue an approval letter to the applicant.
- 2) **Montgomery County.** The applicant shall print the county design plans on mylar. Mylars must be original hard copies signed and sealed by a state of Maryland registered professional engineer (PE). The mylars will be initialed by WSSC. WSSC will then return the original mylars to the applicant/engineer.

b) Fire Hydrant Relocation/New Fire Hydrant.

- 1) Non-DR plan signature approval requirements. The applicant shall satisfy the following requirements before the plans may be electronically signed.
 - a) Batch stamped plans. The plans must have a seal by the PE prior to batch stamp in ePlan.
 - b) CAD file approval. The applicant must provide the project manager with an email from engineering and environmental services division (EESD) confirming approval of the cad files.
- 2) **Inspection Fee and Bonds.** WSSC will notify the Applicant of the inspection fee amount due and the amount for the Performance Security and Payment Security.
- 3) **Non-DR Type Permit** with the Applicant's signature.

c) Grading over.

- 1) **Redline Plans.** Redline plans shall be electronically signed.
- 2) **Inspection Fee and Bonds.** WSSC will notify the Applicant of the inspection fee and/or bond amount due (if applicable).
- 3) **Non-DR Permit** with the Applicant's signature. If there is no impact to WSSC mains and appurtenances the PM will issue an approval letter to allow the contractor to do the work as shown on the redline plans. No permit will be issued.

d) Abandonment Plans.

- 1) Completed Electronic Envelope.

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- 2) **Inspection Fee and Bonds.** Inspection Fee and Bonds. WSSC will notify the Applicant of the inspection fee and/or bond amount due (if applicable).
- 3) **Non-DR Type Permit** with the Applicant's signature.

1414.3 Approval Documentation. Upon WSSC's Non-DR Plan Approval, the following documents and plans will be made available to the Applicant via WSSC's ePlan Review System:

- a) **Non-DR Type Plan Approval Letter.** This letter will inform the Applicant that the design plans have been approved and are valid for 3 years from the approval date on the DRP Plan. It is the Applicant's responsibility to ensure that all other required permits remain valid;
- b) **Non-DR Type Permit** for the Applicant's signature or final approval letter;
- c) **Non-DR Type Outstanding Conditions Checklist.** This is a list of outstanding items or additional requirements that must be met before the DRP permit can be issued (if applicable);
- d) **Signed plans;**
- e) **Special Provisions.**

1414.4 Sunset Clause for Approved Non-DR Design Plans. An approved Non-DR Plan is valid for three years if construction has not started. Once construction has started, the Non-DR Plan and Permit are valid through the two-year Maintenance Bond period following the Release for Service.

For expired, approved Non-DR Projects where construction has not started, the project will be cancelled.

WSSC will not be responsible for notifying the Applicant of cancellation. If the project commences again, all review fees current at that time will be assessed.

For projects that construction has started, the Non-DR plan and permit are valid through *Release for Service*.

SECTION 1415 NON-DR TYPE PERMIT ISSUANCE

1415.1 The DRP Permit for non-DRP plan shall be issued after the Applicant submits the following:

- a) One original hard copy of the DRP Permit for non-DRP plan signed and notarized by Applicant;
- b) Contractor and Geotechnical Engineer information;
- c) Contractor's insurance certificate;

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- d) Outstanding project-specific items including, but not limited to, existing assessment payoff;
- e) Construction Services Fee. WSSC will notify the Applicant on the fee amount. Refer to the currently approved fee schedule on WSSC's website for fee amounts;
- f) Recorded Record Plat(s);
- g) Payment of any additional outstanding fees;

1415.2 External Permits. The Applicant is responsible for obtaining all permits external to WSSC.

1415.3 Non-DR Type Permit Expiration. The DRP Permit for non-DR plan will expire with the expiration of the non-DR Plan Approval.

1415.4 Construction. Any project that has a DRP Permit for non-DR plan issued will be required to follow the conditions set forth in Chapter 15 of this Code.

CHAPTER 15

DEVELOPER RELOCATION/REHABILITATION PROCESS (DRP) (DRP CONSTRUCTION)

SECTION 1501 GENERAL

1501.1 Oversight. WSSC will perform inspections on all projects constructed by the Applicant. The Pipeline Construction Division (PCD) Contract Managers and Inspectors are responsible for managing, performing, and coordinating the inspection, testing, and oversight of the DRP projects.

1501.1.1 Rehabilitation Project Oversight. For specialized mainline or private property rehabilitation work, WSSC may delegate field inspection to be completed by a trained consultant inspector, Regulatory Services Division (RSD), or other WSSC approved qualified party. This delegation must be approved prior to any rehabilitation work.

1501.2 Valid DRP Permit. The Applicant must have a valid DRP permit to begin construction.

SECTION 1502 PRE-CONSTRUCTION

1502.1 Materials. The Applicant must provide all materials required in accordance with the latest edition of the WSSC General Conditions and Standard Specifications, the Special Provisions (if applicable), and Standard Details.

1502.1.1 Prior Approval. Any required materials submittals shall be provided to WSSC for approval prior to fabrication. The Applicant must submit a material takeoff using the WSSC Pipeline Construction Division Materials Checklist form, which will serve as material certifications. Submission to and approval by WSSC is required prior to the request for material inspection and before construction can begin.

1502.1.2 Substitutions. Request for material substitutions to the contract are to be submitted to WSSC for approval prior to use. Substitutions should be submitted using the Substitutions for Specified Items form located in the attachments section of the DRP General Conditions and Standard Specifications book.

1502.2 Pre-construction Meeting. It is the Applicant's responsibility to contact PCD to schedule a pre-construction meeting. The Applicant shall not initiate contact with PCD for a minimum of 5 business days after the issuance of the DRP Permit. The Applicant shall provide the name and registration number for the Registered Professional Land Surveyor or Property Line Surveyor to be used for the project.

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1502.2.1 Meeting Attendance. WSSC will attend and take part in the pre-construction meeting with the Applicant and all required parties (Montgomery County, Prince George's County, or any applicable party.)

1502.2.2 Sediment Control Permit. A WSSC Environmental Specialist will attend the pre-construction meeting to issue the *Sediment Control Permit*.

1502.2.3 Construction Start Date. Following the pre-construction meeting, it is the Applicant's responsibility to notify PCD a minimum of 3 business days in advance of the construction start date.

SECTION 1503 INSPECTION & TESTING

1503.1 Inspections. WSSC will inspect all projects constructed by the Applicant. Inspections may include, but are not limited to, the following aspects of the project:

- a) Materials inspections (e.g. pipe, manholes, valves);
- b) Measurements and placement of blocking;
- c) Special pipe bedding;
- d) *Service connections* and/or taps to existing water and/or sewer mains;
- e) Polyethylene encasements;
- f) Cathodic protection;
- g) Restrained joints and pipe;
- h) Structural concrete work;
- i) Special backfill depths and locations;
- j) Appurtenances/fittings/restrained pipe joints;
- k) Bentonite collars;
- l) Drop manhole and service connections;
- m) Grouting at manhole connections;
- n) Traffic control and safety of work conducted in public roadways;
- o) Abandonments; and

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p) Any other special requirements.

1503.2 Compaction Tests. Compaction Tests are to be taken in accordance with WSSC's SEP General Conditions and Standard Specifications, Section 02315 by the Applicant's Geotechnical Engineer and submitted to WSSC within 2 weeks of testing.

1503.2.1 Certification. Applicant must submit certification of the soil tests by a registered State of Maryland Professional Engineer.

1503.2.2 Spot Checks. WSSC may spot check the Applicant's compaction tests and require the Contractor to provide test holes.

1503.2.3 Additional Tests. The Applicant, PCD, Geotechnical Engineer or appropriate jurisdictional entity in which the project is located may demand additional soil samples, compaction tests, locations and depths of tests and special backfill needs.

1503.3 Structural Integrity Testing. When construction is complete and all compaction tests have passed, WSSC will witness the following tests (if applicable) to be performed by the Applicant in accordance with the current version of the WSSC SEP General Conditions and Standard Specifications (including Special Provisions):

- a) Visual of the mainline sewer and manholes;
- b) Mandrel testing of all mainline sewer;
- c) Air testing of all sewer lines;
- d) Televising of sewer *service connections* and sanitary sewer manholes;
- e) Hydrostatic testing of all pressure sewers or force mains; and
- f) Hydrostatic testing of water mains and *service connections*.

1503.4 Water Quality Testing. The Applicant shall clean and chlorinate all water mains in accordance with WSSC SEP General Conditions and Standard Specifications.

1503.4.1 Chlorine Samples. WSSC will take chlorine samples for analysis prior to processing an applicant's request for hook-up to the existing system.

1503.5 Testing Equipment. All equipment necessary for testing is to be provided by the Applicant.

1503.6 Retest Fee. A retest fee will be assessed for overseeing any retesting required.

1503.7 Hook-up. After approval of the chlorine samples, the Applicant shall submit a written request for hook-up to the existing system. Once approved, hook-up must be completed with WSSC oversight.

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1503.7.1 Small Valve Shutdowns. The Applicant will schedule and perform shutdowns on valves 10-inch and smaller. Valves shall not be operated without a WSSC Inspector present.

1503.7.2 Large Valve Shutdowns. The Applicant will schedule and WSSC will perform shutdowns on valves 12-inch and larger.

1503.7.3 Public Notification. WSSC will inform residents of any water outages required for hook-ups to existing main.

SECTION 1504 ***SUBSTANTIAL COMPLETION***

1504.1 Certificate of Substantial Completion. After all testing is complete, approved, and lines have been connected to existing mains (with water lines charged), the Applicant may submit a request through the electronic document platform for a *Certificate of Substantial Completion (CSC)*. A CSC is required prior to *Release for Service*.

The *Substantial Completion* package must be submitted to PCD and must include the following items, if applicable:

- a) Completed Substantial Completion Checklist;
- b) Three copies of Water As-Built drawings;
- c) Three copies of Fire Hydrant Summary Sheet;
- d) Three copies of Sewer As-Built drawings;
- e) Three copies of Sewer As-Built Data Worksheet;
- f) Four copies of As-Built Service Connection Certification Form;
- g) Soil Compaction Test Report;
- h) Soil Certification Statement;
- i) Line and grade stakeout notes;
- j) Television Reports (per WSSC SEP Standard Specifications);
- k) All other test results; and
- l) Payment for all test fees and re-test fees (if applicable).

As-Built drawings must be uploaded into the intake folder in the electronic document platform for review. Once approved by a WSSC technical contract manager, the files will

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be reviewed by WSSC's land unit section. After final approval of the as-builts, the land unit section will create an electronic envelope to have the as-builts signed by a State of Maryland Registered Professional Engineer (PE) or a Maryland Registered Professional Land Surveyor or Property Line Surveyor. The PE of record (Design Engineer) and the PE or Licensed Surveyor who provides the As-Built drawings do not have to be the same.

1504.2 Electronic As-Builts. Once WSSC approves the as-builts submitted for the CSC, the Applicant shall submit an electronic version of the CAD file to facilitate incorporation of the new information into WSSC's GIS database. This requirement may be waived at the sole discretion of WSSC if an acceptable CAD file was provided at the time of final plan approval and the location of all WSSC assets have not changed.

1504.2.1 CAD Standards. The electronic as-built must conform to the published CAD standards, which are described in the Land Services Section of the Engineering and Environmental Services Division page of WSSC's website.

1504.3 Physical Acceptance Letter. WSSC may issue a CSC with 'Exceptions as to Guarantees'. Once the Applicant has fulfilled all conditions listed, WSSC will issue a *Physical Acceptance Letter* to the Applicant.

1504.4 Bond Release. The Performance Bond and the Labor/Materials Bond may be released to the Applicant after a *Maintenance Bond* has been established.

1504.4.1 In the event the Applicant fails to complete construction of a DRP Project and WSSC builds it using the established Performance Bond:

- a) If the bond amount covers all WSSC's cost, no Front Foot Benefit Charges will be assessed to the properties;
- b) If the project did not require posting a bond because the estimated construction cost was less than \$100,000 and WSSC pays all costs to complete the project, Front Foot Benefit Charges will be assessed to each property served;
- c) If the bond only partially covers the costs of construction, that sum of costs not paid by the bond will be assessed to the properties as a Front Foot Benefit according to the provisions of the Public Utilities Article, Division II of the Maryland Annotated Code.

1504.5 Sunset Clause for 'Certificate of Substantial Completion'. A 'Certificate of Substantial Completion' will expire after 1-year from the date of issuance. In the event the DRP project is not 'Released for Service' officially transferring ownership of the improvement to WSSC for operation and maintenance within the 1-year period the Certificate of Substantial Completion is valid, the Applicant must obtain a new 'Certificate of Substantial Completion' from the Pipeline Construction Division Contract Manager for the project. This will require:

- Updated structural integrity testing and applicable fee(s);
- Updated water quality testing and applicable fee(s).

SECTION 1505
RELEASE FOR SERVICE

1505.1 Release for Service. Occurs when construction and testing have been completed to the satisfaction of WSSC and all conditions set forth in the DRP Permit have been met. The Applicant must request a *Release for Service*. Upon issuance of the *Release for Service*, the Applicant agrees that title to the water and/or sewer system and appurtenances transfers to WSSC and WSSC shall assume ownership, maintenance, and operation responsibility for the water and/or sewer system and appurtenances within the bounds of the easement conveyed to WSSC and in the public right of way. WSSC's assumption of ownership, maintenance, and operational responsibilities shall not relieve the Applicant or its Surety of their obligations under the DR or NON-DR Permit and Maintenance bond during the maintenance Bond period.

1505.2 Release for Service Request. Once the project is *substantially completed* and the permit numbers have been issued, a *Release for Service* Request package must be submitted to DSD (Intake) and must include the following items:

- a. A completed **Release for Service** Request form
- b. **A Maintenance Bond, if applicable.** A *Maintenance Bond* is only required for projects with construction costs in excess of \$100,000. For Rehabilitation Projects, the Applicant may request an adjusted Maintenance Bond in an amount that excludes work on private systems.
- c. **A Certified Release of Liens** (this is required only if the release for service request is made within 180 days from the date the project was *Substantially Completed*.)
- d. **A 2-Year Service Warranty, if applicable.** For work completed on private property under a Developer Rehabilitation Project, the Applicant shall provide a minimum 2-year warranty to each affected property owner from the project Release for Service date. The warranty shall be submitted for review and approval by WSSC prior to issuance. The warranty shall cover defects in workmanship and shall be exclusive of any product or manufacturer warranties.
- e. This warranty is required for all private property Developer Rehabilitation Project work, regardless of whether the maintenance bond amount has been adjusted for such work.

1505.3 Maintenance Bond. When a *Maintenance Bond* is required (typically for the public portion of the rehabilitation project), it shall name WSSC as the beneficiary and shall remain in effect for two years after the *Release for Service* date. For the first year after *Release for Service*, the bond shall be for an amount equal to 50% of the Performance Bond and for the second year equal to 25% of the Performance Bond. The *Maintenance Bond* must be written using WSSC's form. No modifications will be permitted. Once the *Maintenance Bond* is established and a Release of Liens has been accepted, the Labor and Materials Bond and Performance Bond may be released to the Applicant.

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The security may be provided in the form of a certified check, a cash deposit, a certificate of deposit or an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC. The bond must be executed by a surety company authorized to do business in the State of Maryland. The security can be provided by the Applicant or General Contractor.

1505.4 Release of Liens. In cases where ownership has changed prior to *Release for Service*, a *Release of Liens* is not required as long as a lien has not been filed within 180 days from the *Substantial Completion* date. The Applicant is responsible for submitting to WSSC documentation demonstrating this, which may include an insured Title Search specifically looking for liens and certifying ‘none exist’. Other conditions may be required by WSSC to assure the Commission’s protection.

1505.5 Release for Service Letter. WSSC will issue a *Release for Service* Letter to the Applicant following review and approval of the *Release for Service* Request package. During review, WSSC will verify the following:

- a) All required forms have been submitted and approved;
- b) All fees (for all DRP phases) have been paid in full;
- c) All project dependencies have been met; and
- d) All other outstanding conditions have been met.

1505.6 Meter Installation. Following *Release for Service*, the Applicant shall contact WSSC’s Customer Care Division to request installation of the meters.

1505.7 Maintenance Bond Period. The Applicant will be notified of any deficiencies noted during the *Maintenance Bond* period. The Applicant shall respond and take corrective action within 14 calendar days of receiving notification. For emergency situations, the Applicant shall respond and take corrective action within 4 hours of notification.

1505.7.1 Failure to Respond. If the Applicant fails to respond and correct the issue within the allotted timeframes established, WSSC may take reasonable and appropriate actions necessary to correct construction deficiencies and/or damage to installations attributed to the Applicant, including, but not limited to, direct and administrative overhead costs, court costs and attorney fees associated with the collection of these costs.

1505.8 Facility Projects. For Facility Projects (i.e. Wastewater Pump Stations), the regulations set forth in Chapter 13 of this code shall apply.

1505.9 Final Field Inspections. WSSC will perform field inspections of the facilities and appurtenances at various times including:

- a) Prior to termination of the *maintenance bond* or base paving;
- b) During installation of curb and gutter;

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- c) After base paving; and
- d) After final paving.

1505.9.1 Adjustment of Appurtenances. The Applicant shall adjust all WSSC appurtenances flush with surface after final paving and grading to ensure they are at the appropriate height. If the Applicant fails to make the necessary adjustments, WSSC may use the Applicant's *Maintenance Bond* to cover the cost of this effort or invoice the Applicant.

1505.10 Temporary Facilities. For projects with temporary facilities to be operated and maintained by WSSC, the following requirements shall apply:

1505.10.1 Liability Insurance Policy. To protect WSSC's interests during the period it maintains and operates any temporary facilities, the Applicant shall furnish WSSC a liability insurance policy, until the facilities are abandoned and removed. The amount of insurance shall be stated on the SEP permit.

1505.10.2 Deposit. The Applicant will furnish a bond, irrevocable letter of credit, or a deposit acceptable to WSSC to cover the costs of abandoning and/or operating (if applicable) temporary facilities.

1505.10.3 Abandonment. When temporary facilities are ready to be abandoned, WSSC will notify the Applicant to undertake the necessary work. The Applicant will be required to abandon the facilities at the Applicant's expense and to the satisfaction of WSSC.

1505.10.4 Unsatisfactory Abandonment. If the Applicant does not complete the abandonment or the abandonment is not completed to the satisfaction of WSSC:

- a) The deposit will be utilized and WSSC and/or its contractors can complete the project; and
- b) The Applicant will be responsible for any costs incurred above and beyond the deposit amount;
- c) By this Code, WSSC is authorized to perform any emergency actions necessary to maintain reliable and safe water and sewer services to affected properties.

1505.10.5 Satisfactory Abandonment. Upon completion of the required abandonment, if acceptable to WSSC, the project will be released in writing and any deposits, letters of credit, or bonds, together with any easements granted to WSSC, will return to the Applicant.

CHAPTER 16

WSSC Built Process

SECTION 1601

PRELIMINARY FEASIBILITY REVIEW SUBMISSION

1601 General. This section applies to WSSC designed and constructed extension(s), usually to alleviate residential health hazard(s) or to provide service to residential areas only. This Section does not apply to commercial properties.

1601.1 Preliminary Feasibility Review Submission. A preliminary feasibility review study is required for one existing or proposed residential single family unit and/or health hazard type projects (WSSC Built). Multiple homeowners may apply jointly and share the costs of a desired extension. In the case of a multiple homeowner's project, a Lead Applicant must be named for WSSC to correspond with who is responsible for relaying all communications and information to the remaining applicants/homeowners throughout the process. When reference is made to Applicant in this section, it includes Lead Applicant.

1601.1.1 The Applicant(s) will submit a Feasibility Review Package to the WSSC including the following:

- a) Feasibility Review Application;
- b) Feasibility Submission Fee (a non-refundable portion of the Review and Report Fee deposit);
- c) Health Hazard Letter (if applicable);
- d) Environmental Questionnaire or a Phase 1 Environmental Site Assessment. This may be submitted after the feasibility review study has been completed however it will be required prior to the start of Phase-2 Design.

1601.2 WSSC Intake. WSSC will review the package for completeness, assign a project number, verify water or sewer availability, and gather general information that may pertain to the property and other abutting properties that could potentially be served by the extension. If service is available with service connections to an abutting main, the Lead Applicant will be notified what steps are needed to obtain house connections. If the package is incomplete, it will be returned to the Lead Applicant with a letter of explanation.

1601.3 Health Hazard Subsidy. Owner occupied dwelling units that have been classified as a 'Health Hazard' by their appropriate County agency due to a failed well and/or private sewage disposal system qualify for a 'health hazard subsidy' which is used to offset the design and construction costs of the proposed extension. The Applicant must provide WSSC with a copy of

the appropriate county issued health hazard letter to verify its status before WSSC staff seeks approval for the *health hazard* subsidy by the WSSC General Manager or Commissioners.

1601.3.1 Subsidy Calculation. WSSC provides a deficit subsidy for property owners with certified residential health hazards. For any owner occupied, single family residential Applicant with a Health Department certified failing well or septic system, a \$15,000 subsidy of the cost of the extension is allowed for every property which could be served by the proposed extension. The subsidy is reduced by the assessment returns from those properties. The subsidy is funded by Water and Sewer Bonds.

1601.4 Preliminary Feasibility Review. Upon completion of processing the application and conducting a preliminary feasibility review of project scope which involves determining the most feasible location of water and sewer lines, front foot benefit assessment, preliminary hydraulic analysis, and a construction estimate, WSSC will contact the Applicant regarding its findings. Based on this preliminary information the Applicant must decide if they wish WSSC to complete a Comprehensive Feasibility Review Study and Report. If WSSC has not received a written request to complete the Comprehensive Feasibility Review Study and Report within 1-year from this date, the project will be cancelled and the previously submitted Feasibility Submission Fee deposit will be forfeited.

SECTION 1602

COMPREHENSIVE FEASIBILITY REVIEW STUDY AND REPORT

1602.1 Comprehensive Feasibility Review Study and Report. If the Applicant has decided they want the Comprehensive Feasibility Review Report and Study completed, they must submit the request in writing and submit the Feasibility Review and Report Fee amount owed. Always refer to WSSC's website for current approved fee amounts.

1602.2 Feasibility Letter of Findings (LOF). Once requested by the Applicant, WSSC will complete a Comprehensive Feasibility Review Study and Report determining the nearest tie-in, design conditions, line sizing, estimated construction cost calculations, estimated health hazard subsidy and corresponding Front Foot Benefit assessment. Upon completion of the study, WSSC will prepare a Letter of Findings for the Applicant stating the conditions by which WSSC can provide water and/or sewer service. In the case of 'Health Hazard' projects, the LOF will project the date the WSSC Commissioners will consider the project for Health Hazard Subsidy approval.

In addition to the Letter of Findings, the Applicant will receive a sketch delineating the proposed alignment of the extension and an estimated cost sheet summarizing the project's estimated deficit payment (if one is determined) and front foot assessments. A deficit represents the project costs in excess of expected front foot benefit collections.

The Applicant will also be informed of other required fees due such as the estimated in-house design deposit, service connection fees and system development charges. Lastly, the LOF will also list and inform the Applicant of all items identified as their responsibility.

1602.3 Recosting of Projects. A number of conditions can and do influence the financial status of an authorization. From the time service is authorized until a project is bid, surplus or deficit calculations may fluctuate. Such changes may include: how long a builder/developer waits to proceed with construction; inflation; tie-ins to other jobs; change of service areas to be traversed; preliminary plan revisions; differing lengths of pipe based on final design; and changes in benefit assessments. These variables require recosting of any project prior to bid when water and/or sewer plans are completed. Re-costings are based on record plat data for the determination of frontages used in assessment yields and precise pipe footage from the final engineering plans.

1602.4 Sunset Clause for Feasibility LOF. If no action is taken by the Applicant on a project over the 3-year period following the issuance of the Feasibility Review and Study Report LOF, the LOF will expire. A Transfer of Ownership or Name/Address change does not reset a LOF expiration date. Action is defined as:

- a) The Applicant submits an Engineering Agreement along with the estimated In-house Design Deposit listed in the LOF; or
- b) The Applicant submits written notification that they choose to continue their project however, they wish to hire a private engineer to design and a private contractor to build the extension(s) amending the project to an SEP; or
- c) The Applicant submits written notification that they would like to cancel the project.

Once a LOF is expired, the Applicant will forfeit the service capacity making any WSSC commitments in the Comprehensive Feasibility Review and Study Report LOF or any other verbal, written WSSC capacity commitments null and void. WSSC is not responsible for notifying the Applicant of the expiration of the LOF. Should the project move forward in the future, the Applicant would need to start the process over and apply for a new Feasibility Review.

WSSC BUILT PROCESS

(PHASE 2 – DESIGN)

SECTION 1603

GENERAL

1603.1 General. At this phase of the project, the Applicant must decide:

- To proceed as a WSSC Built Project with WSSC completing the design; or
- Amend their application and convert the project to an SEP and hire a private engineer to complete the extension(s) design; or
- Cancel their project.

Should the Applicant change their mind at any time after this point in the process, they will be required to reapply and start from the beginning.

1603.1.1 Remain a WSSC Built project. The Applicant will:

- 1) Submit a signed ‘Engineering Agreement’ and;
- 2) Submit the estimated ‘In-house Design Deposit’ listed in the LOF. Note: later in the process this deposit amount will be applied towards any deficit owed at the time the project proceeds to construction or refunded to the Applicant if the final costing results in a surplus.

1603.1.2 Amend and convert the project. The Applicant must send WSSC written notification they choose to continue their project but wish to amend it to an SEP. As an SEP, the Applicant is responsible for hiring a private Engineer to complete the design and a private Contractor for construction of the project following all the requirements of an SEP as described in Chapter 5 of this Code.

1603.1.3 Cancel the project. The Applicant must send WSSC written notification they wish to cancel their project.

1603.2 In-house Design. Upon receipt of the *In-house Design Deposit* and the signed *Engineering Agreement*, WSSC will begin preparing detailed water and/or sewer plans including project management, permit acquisition, and coordination of contract specifications. The WSSC Engineer will design the plans using sound engineering protocols in conjunction with the following documents as applicable:

- a) WSSC Design Checklist;
- b) Development Services Code (this Code);

- c) WSSC Pipeline Design Manual;
- d) WSSC Standard Details for Construction;
- e) WSSC General Conditions and Standard Specifications including Special Provisions;
- f) WSSC Plumbing and Fuel Gas Code;
- g) WSSC Base Sheet Template; and
- h) WSSC Drafting Standards.

1603.3 Abutting Properties. During the design phase, WSSC will canvass abutting property owners to notify them of the opportunity to obtain service. If anyone objects to the proposed project or front foot benefit charge, they must submit the objection in writing to WSSC. The aggrieved property owner may be required to present their concern at a WSSC Commission meeting.

1603.4 In-house Design Plan Approval. The drawings may be approved upon completion of the design, acquisitions of any off-site easement(s) required, and the Applicant's transfer to WSSC of any necessary on-site easements. The project will then be:

- a) Recosted to ensure current costing factors are applied to the final construction requirements and determine if there were any changes to the deficit amount due if applicable. Note: any deficit amount owed may be deferred to the owner's county tax bill;
- b) Identify any remaining outstanding conditions as set forth in the Feasibility Review LOF;
- c) Provide the Applicant with a copy of the signed plan;
- d) Provide the Applicant with a letter identifying any outstanding conditions needing to be met before the project can proceed to Phase-3 Construction such as the Service Connection fee amount owed. As with the deficit, this amount may be deferred to the owner's county tax bill.

1603.5 Outstanding Conditions Met. Once all of the outstanding conditions have been met, including acquisition of all required construction permits, WSSC will prepare a bid information package to initiate Phase-3 Construction of the process. The *In-house Design* deposit is applied towards any deficit amount owed when the construction contract has received a *Notice to Proceed*. If recosting of the project determines no deficit payment is required because the project has a surplus, the *In-house Design Deposit* will be refunded to the Applicant once construction begins. WSSC will send notification to property owners that may be affected by the construction prior to bid.

WSSC BUILT PROCESS

(PHASE 3 - CONSTRUCTION)

SECTION 1604

GENERAL

1604.1 Bid Package. WSSC will prepare a bid package and forward it to the Procurement Group for processing.

1604.2 Advertise for Bid. The project will then be Advertised for Bid through the WSSC Procurement Office.

1604.3 Bid/Award. Bids will be received by the WSSC's Procurement Office and the contract will be awarded in accordance with WSSC established procedures.

1604.4 Notice to Proceed. Once awarded, the contractor has a designated time period to submit final required documents such as but not limited to, proof of insurance, bonds, and an executed contract with WSSC. Upon receipt and verification of all required documents, the contract is counter-executed by WSSC. Note: this point of the bid process may take time because background checks are completed for all of the contractor's employees. Once that has been completed, the contractor is given a Notice to Proceed.

1604.5 Begin Construction. Upon receiving a Notice to Proceed, the contractor has 10 business days to begin construction. WSSC's Pipeline Construction Division will inspect the project throughout its construction phase.

1604.6 Substantial Completion. When the project is ready to be used for its intended purpose but has not been released for service yet. All as-builts have been approved, testing is complete, and the system or facility is now ready to be placed into service.

1604.7 Release for Service. The contractor now gathers and submits the last remaining final documents such as a 2-year Maintenance Bond and all test results. When all outstanding punch list items have been taken care of (if any), and the remaining documents are submitted, the WSSC Inspector will release the contract for service.

1604.8 Ready for use. WSSC will notify the Applicant when the water and/or sewer project extension has been completed and released for service. This means the water and/or sewer main extension and the individual service connection(s) have been built to the private property line, and are now ready for connection.

- 1) Once notified the project has been released for service, the Applicant(s) must hire a WSSC registered Master Plumber to complete the private property on-site connection. This is done through a Plumbing Inspection Permit the Master Plumber will apply to WSSC for. At this time, the one-time *System Development Charge* is due and must be paid by the Applicant in full.

The privately hired master plumber will construct the on-site pipe from the point where WSSC finished the service connection at the property line and continue through the Applicant's property and into the house/building. The cost will vary depending on the length of the Applicant's property pipe and the plumber's charges. WSSC will inspect the plumber's work and once satisfied, will allow the plumber to connect the private on-site pipe to the WSSC house connection to complete the process. WSSC is not responsible for the payment or construction of the water or sewer service connections to the WSSC mainline. WSSC is not responsible for the maintenance, reconstruction or repair of the water or sewer service on-property connection(s).