

WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES

SECTION: 200

POLICY NUMBER: 203.1

EFFECTIVE DATE: 11-05-98

SUBJECT: PRIVATE SANITARY
SEWER REPAIR AND MAINTENANCE

STATEMENT OF POLICY – The Winchester Municipal Utilities (WMU) will not repair or maintain any portion of any private sanitary sewer except under the following conditions: (1) when immediate emergency repair or maintenance is required for the protection of the public health, safety, and welfare or (2) when immediate repair or maintenance is required on facilities that are not known at the time to be a private sanitary sewer. The performance by WMU of emergency repair or maintenance on a private sanitary sewer shall not constitute an act of acceptance of the subject private sanitary sewer, or any component thereof, into the public sanitary sewer system.

STATEMENT OF PROCEDURE – Upon receiving a call for immediate or emergency repair or maintenance of a sanitary sewer, the request will be forwarded to the Operations Department which will assess the problem and make a determination as to the appropriate response. The following actions may occur as they relate to a private sanitary sewer: (1) If the subject sanitary sewer is known to be a private sanitary sewer and emergency repairs are not required, the customer will be informed immediately by the Operations Department that WMU does not own the subject facilities and that WMU does not repair or maintain a private sanitary sewer. (2) If the subject sanitary sewer is known to be a private sanitary sewer and emergency repairs are required to protect the public health, safety, and welfare. WMU may initiate necessary emergency repair or maintenance. At the same time, the customer will be informed by the Operations Department that WMU does not repair or maintain a private sanitary sewer, and that only emergency repair and maintenance will be performed. WMU will invoice through miscellaneous billing for emergency repairs to private sewers. (3) If repair or maintenance is performed on sanitary sewer facilities which are not known at the time to be a private sanitary sewer, the customer will be informed immediately upon identification of the facilities as a private sanitary sewer that WMU does not own the subject facilities, that WMU does not repair or maintain a private sanitary sewer, and that no further repair or maintenance will be performed on the subject facilities. Any question regarding the identification of a private sanitary sewer shall be directed to the Operations Department.

DEFINITION – Private Sanitary Sewer – A “private sanitary sewer main” is defined in policy number 408.1.

Approved by WMU Commission

November 5, 1998

WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 402.2

EFFECTIVE DATE: 09-03

SUBJECT: MINIMUM LEVEL OF SERVICE
FOR WATER, SANITARY
SEWER, AND FIRE LINE
EXTENSIONS

RE: ORDINANCE NO. 14-139

STATEMENT OF POLICY - The WMU Commission has established a minimum level of service for water, sanitary sewer, and fire line extensions. The minimum level of service requirements are:

Water:

- Minimum working pressure of 30 psi.
- Minimum residual pressure of 20 psi.
- WMU will maintain the WMU water service line to the meter, as defined in Policy 408.1. Water meters shall be located within the right-of-way or easement limit.

Sanitary Sewer:

- Sanitary sewers shall be of sufficient depth to receive wastewater from the first, grade-level floor served by gravity. In areas where the first, grade-level floor served is below the top of either of the two adjacent WMU maintained manholes or where basement service is provided but the basement floor elevation does not meet minimum requirements with respect to the two adjacent WMU maintained manholes, neither the city of Winchester nor the Winchester Municipal Utilities shall be responsible for backups of the sanitary sewer system resulting in personal property damage, in accordance with Section 14-139 of the City of Winchester Code of Ordinances.
- WMU will maintain the WMU sanitary sewer service lateral to the sanitary sewer service lateral clean-out, as defined in Policy 408.1. Clean-outs shall be located within the right-of-way or easement limit.

Fire Line:

- Minimum fire flow shall be 1,000 gpm for two hours in the following corridors:
 1. Industrial Park;
 2. Bypass Area;
 3. Central Business District, (bound by Maple Street, Iron Works Road, Highland Street, and Boone Avenue); and
 4. Lexington Avenue, Maryland Avenue to Bon Haven, McCann Drive, and Floyd Clay Drive.
- All other areas shall have a minimum fire flow of 750 gpm for two hours.
- WMU will maintain the fire line from the water main up to the first valve of the backflow prevention device located inside the vault. The fire line and vault shall be located within the right-of-way or easement limit.

STATEMENT OF PROCEDURE - All plans and specifications shall be reviewed in accordance with WMU established design standards and minimum level of service requirements. Builders/property owners shall be given a copy of this policy at the time service is requested. It is the builders/property owner's responsibility for determining compliance with Section 14-139 of the City of Winchester Code of Ordinances prior to occupancy of any residential or commercial building.

Approved By - WMU Commission

September 18, 2003

Date

WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 408.1

EFFECTIVE DATE: 11-96

SUBJECT: EXTENSION OF WATER
AND/OR SANITARY SEWER
LINES

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY - Water and sanitary sewer services shall be designed and constructed to the satisfaction of the WMU Commission such that the water and/or sanitary sewer lines shall be extended to the nearest property line of the last property or lot to be served.

A water and/or sanitary sewer main extension shall be required where there does not exist a WMU owned water and/or sanitary sewer main within 100 feet of the property or lot to be served or where, in the opinion of the Utilities Engineer, there is potential for further extension.

A water and/or sanitary sewer main extension shall not be required where there exists a WMU owned water and/or sanitary sewer main within 100 feet of the property or lot to be served and where, in the opinion of the Utilities Engineer, there is no potential for further extension. A WMU water service line shall be installed from the water main to the property line or easement limit. A WMU sanitary sewer service lateral shall be installed from the sanitary sewer main to the property line or easement limit.

All water mains, WMU water service lines, sanitary sewer mains, and WMU sanitary sewer service laterals, shall be in a dedicated easement or in a public right-of-way. In no case shall a building water service line or a building sanitary sewer service lateral extend across any property which is not part of the property to be served.

Effective with the date of this policy, connections of lots or properties to private water mains or private sanitary sewer mains shall not be permitted.

DEFINITIONS - Water Main - All water mains shall be a minimum of six (6) inches in diameter and shall conform to the WMU standard specifications and details for water lines. A fire hydrant shall be installed at the end of all water mains. Water mains are owned, operated, and maintained by WMU.

WMU Water Service Line - All WMU water service lines shall be a minimum of 3/4 inch in diameter and shall conform to the WMU standard specifications and details for water service connections. WMU water service lines shall transport water from the water main to the water meter. WMU water service lines are to be used by no more than two entities and each entity shall have its own water meter. Service lines serving two entities shall be 1 inch in diameter. The length of a WMU water service line shall not exceed 100 feet. A water meter setting shall be installed at the end of all WMU water service lines. WMU water service lines and water meter settings are owned, operated, and maintained by WMU. The water meter is the limit of WMU's responsibility.

Building Water Service Line - All building water service lines shall be a minimum of 3/4 inch in diameter and shall conform to the Kentucky State Plumbing Code. Building water service lines shall transport water from the water meter to the building served.

Building water service lines are to be used by one entity only. Building water service lines are owned, operated, and maintained by the property owner.

Private Water Main - A water main serving one or more buildings; and for which there is no record of dedication to WMU; and/or for which there is no recorded or platted easement in favor of WMU; and/or which is not maintained by WMU; and/or which crosses a separate tract of land other than the one being served; and/or which exceeds 100 feet in length on the tract of land which is not being served; and which is at some point connected to a waterline which is owned and maintained by WMU.

Sanitary Sewer Main - All sanitary sewer mains shall be a minimum of eight (8) inches in diameter and shall conform to the WMU standard specifications and details for sanitary sewers. A manhole shall be installed at the end of all sanitary sewer mains. Sanitary sewer mains are owned, operated, and maintained by WMU.

WMU Sanitary Sewer Service Lateral - All WMU sanitary sewer service laterals shall be a minimum of six (6) inches in diameter and shall conform to the WMU standard specifications and details for sanitary sewer service laterals. WMU sanitary sewer service laterals shall transport sewage from the property line or easement limit to the sanitary sewer main. WMU sanitary sewer service laterals shall be used by one entity only. The length of a WMU sanitary sewer service lateral shall not exceed 100 feet. A clean-out shall be installed at the end of all WMU sanitary sewer service laterals. WMU sanitary sewer service laterals are owned, operated, and maintained by WMU. The clean-out is the limit of WMU's responsibility.

Building Sanitary Sewer Service Lateral - All building sanitary sewer service laterals shall be a minimum of four (4) inches in diameter and shall conform to the Kentucky State Plumbing Code. Building sanitary sewer service laterals shall transport sewage from the building served to the WMU sanitary sewer service lateral. Building sanitary sewer service laterals are to be used by one entity only, except as established in Section 14-141 of the Code of Ordinances of the City of Winchester. Building sanitary sewer service laterals are owned, operated, and maintained by the property owner.

Private Sanitary Sewer Main - A sanitary sewer main serving one or more buildings; and for which there is no record of dedication to WMU; and/or for which there is no recorded or platted easement in favor of WMU; and/or which is not maintained by WMU; and/or which crosses a separate tract of land other than the one being served; and/or which exceeds 100 feet in length on the tract of land which is not being served; and which is at some point connected to a sanitary sewer which is owned by WMU; except as defined by City of Winchester Code of Ordinance 14-141.

STATEMENT OF PROCEDURE - Developers, builders, or property owners desiring WMU water or sanitary sewer service for a property or lot that currently does not have a WMU owned water and/or sanitary sewer main within 100 feet of the property or lot to be served shall submit to WMU a plan or schematic of the proposed connections. WMU shall review said plan or schematic to ensure its compliance with this policy.

If an extension of water and/or sanitary sewer service is required, plans and specifications shall be submitted in accordance with Policy No. 401.1. Connection to the sanitary sewer system by force main sewer shall constitute an extension. System development charges (SDCs) and all applicable tap fees shall apply on all water and sanitary sewer extensions.

If an extension of water and/or sanitary sewer service is not required, water and sanitary sewer tap fees shall be paid in accordance with Policy Nos. 104.1, 201.1, and 202.1.

Chairman - WMU Commission

Approved January 16, 1997

Date