

DESIGN REQUIREMENTS FOR WATER, SANITARY SEWER, AND/OR FIRE LINE EXTENSIONS

200 General

The information provided in this section describes design criteria, and guidelines for water and sanitary sewer line construction, at the preconstruction and post-construction stages of the development process. Required content necessary for preliminary plans, construction plans, and final record drawings are outlined as they pertain to the standards of WMU. (Note: The current approved standards set forth by the Kentucky Energy and Environment Cabinet; Division of Water must also be in compliance for enforcement by the Commonwealth of Kentucky.) All designs for water and sanitary sewer facilities shall be in compliance with the current Ten States Standards, (Edition 2014).

All entities or persons, within the WMU service area, proposing to develop land or install new water or sanitary sewer facilities must submit sewer and/or water development plans to WMU for review. Information provided within the Application for Extension (Figure 1-1) and on the plans shall adequately assess the physical and environmental characteristics and the potential impact on existing infrastructure.

Additional reviews will be conducted to assess impacts on existing infrastructure and improvements for future development.

201 Drafting and Media Requirements

All drawings to be submitted to WMU shall be on a standard drafting sheet (24"X36") and shall be legibly drawn. Line work that is submitted shall be drawn neatly and uniformly. (Prepared plans that are drafted in a poor quality or are illegible will be returned to the designer to be corrected without a review of the technical aspects of submitted material.) Plan sheets must contain a standard engineers name block and north arrows. A consistent style of lettering shall be used throughout any given sheet, and all lettering shall be a minimum of 10 inches in height.

Preliminary plans shall be submitted in AutoCAD or other computer aided design software package. Two (2) complete sets of the plans shall be submitted to the WMU Engineering Department along with the completed Application for Extension.

202 Plan Submittal

Preliminary and construction plans shall contain: Title sheet, Plan Index sheet, Plan and Profile sheet(s), Special Detail(s), and Typical Standard Detail(s). Final Record Drawings shall contain Plan and Profile sheet(s) and Special Details sheet(s) only.

202.1 Title Sheet

A title sheet shall include: the name of the proposed development, a vicinity map showing the location of the development, a table of contents listing the item and sheet number, the name and address of the developer, the name and address of the engineering firm, engineers stamp and signature, a designation of the drawing number, the date plotted, zoning, and the proposed usage of the lots.

202.2 Plan Index Sheet

A plan index sheet shall contain reference to location(s) for profiling the water, sanitary sewer, and/or fire line extension(s) on each plan sheet if the profile is on a separate sheet. (Note: The plan index sheet may reside on the project map, or on the title sheet, for smaller developments.)

202.3 Plan and Profile Sheet(s)

The plan view for water and sanitary sewer line(s) and sanitary sewer profile sheet(s) generally are illustrated on the same sheet with the plan view on the top and the profile on the bottom. To provide better clarity, the plan sheet(s) and the profile sheet(s) may be portrayed on separate sheets. However, in this instance, the plan sheet(s) and the profile sheet(s) must be cross-referenced.

202.4 Plan View/Profile View

Information that is required on both the plan and profile sheets shall include, but is not limited to the following:

- Location(s) of all proposed water line bends and degree of angle (Note: 90 degree bends are not allowed except at a Tee)
- Location(s) of all proposed fire hydrants
- Location(s) of all proposed sanitary sewer manholes and service laterals
- Location of proposed casing pipes for water service lines
- Location, material and size of existing water lines, sanitary sewer lines and appurtenances at the vicinity of the connection to the existing system
- Sizes and locations of stubs and drop inlets
- All existing pipes, culverts, and conduits of any nature crossing the proposed water and/or sanitary sewer location shall be plotted and labeled
- The 100-year flood elevation line, if the proposed sanitary sewer line lies within the 100-year flood plane. (Note: If the 100-year flood elevation is not indicated, then the 100-year storm flow elevation must be shown.)

Cross-referencing must be annotated on each sheet to identify the location of either a plan or a profile sheet if the sanitary sewer line construction is larger than one (1) sheet.

202.4.1 Plan View (Only)

Items that must be included on the plan view sheet include, but are not limited to the following:

- Horizontal scale shall be standard scale 1"=10' up to 1"=50'.
- Location(s) of future connection(s) and proposed method of connection.
- Delta angles at all Points of Intersection except where more than one sanitary sewer line intersects the same manhole. In those instances, the angles relating to all sanitary sewer lines shall be shown. All delta angles shown must include a direction, either left or right, as the station increases. All angles shall be shown to the nearest second.

- Dimensions to the easement lines, and to the appropriate property lines shall reference the location of the sanitary sewer centerline.
- Benchmarks (control points) shall be properly annotated with a description and a location, including a station point and an offset, for each proposed sanitary sewer line and manhole. (The Benchmarks shall be the basis for the record drawing elevations and slopes of the sanitary sewer line extension).
- All existing underground or overhead utilities shall be shown (i.e., gas lines, oil lines, telephone conduits, etc.).
- All existing and proposed fire hydrants, water lines, gate valves, water line bends and proposed angle in degrees, service lines, meter locations, conduits, manholes, sanitary sewer line(s), and storm water structures.
- All highways, street names, alleys, and streams must be annotated. (Streets that have been proposed and have no name as of yet shall be designated as Street "A", Street 'B', and so forth. However, actual street names shall be shown on record drawings).
- The direction of flow shall be annotated on all sanitary sewer line extension(s) between manholes.
- Sanitary sewer line stations shall be annotated above each 100-foot station.
- Finished Floor Elevations shall be shown for all proposed buildings.

202.4.2 Profile View (Only)

The information contained in the profile section shall include, but is not limited to the following:

- Water and sanitary sewer line stations and elevation datum shall be shown on a base grid set up on a 2-inch square basis. The vertical scale for the plans shall be 1"=5'.
- The limits, by station, shall be shown for all concrete encasements, concrete caps, tunnels, and encasement pipes (whether bored and jacked or open cut).
- The limits of the public right-of-way, including its width, shall be shown where water mains, gravity sewer, force main, or sewer lateral cross. The type and width of pavement shall also be shown.
- The ASTM designation and pipe classification shall be shown below each reach of water and sanitary sewer pipe(s), and where the type and classification changes due to depth or other considerations, the station number of the transition shall be shown.
- Notation of an existing grade line to indicate the proposed depths in relation to water and sanitary sewer lines.
- The water line size shall be shown and indications for high points in elevation and the proposed location of planned air release valves, blow offs and fire hydrants.
- The sanitary sewer size and grade shall be indicated between all manholes. This information shall be parallel to and shown above smaller sanitary sewers. (On sanitary sewers of sufficient diameter, information shall be placed inside the water and/or sanitary sewer line. All grades shall be shown as decimal feet of fall per foot of run.)
- Elevations shall be shown to the nearest hundredth of a foot at the following locations:
 - 1) Centerline of standard manholes with continuous grade
 - 2) Entrance and Outfall of standard manholes where the grade is not continuous through the manhole

- 3) Both pipe invert edges when there is a drop or slant inlet
 - 4) Where there is an intersecting sanitary sewer
 - 5) Breaks necessary for profile continuation onto another sheet
 - 6) Other conduits critical to the sanitary sewer gradient
- All manhole rim elevations shall be shown to the nearest tenth of a foot, based on plan finish grade in the area.
 - The elevations of ponding or flooding areas shall be shown.
 - Existing and proposed ground profile, including any proposed street grades or other improvements shall be shown.

202.5 Special Details

The special detail(s) sheet covers all proposed construction which is not covered on the standard detail sheet. The special detail(s) shall be illustrated on a standard plan sheet, and shall clearly and accurately depict the proposed construction. (Railroad crossings and special pipe bedding are typical examples of items requiring special details.)

202.6 Standard Details

The standard detail sheet strictly defines the requirements of WMU for the design and construction aspect of the development process and is illustrated in the technical section (section 3) of the Developer's Manual. The standard details are designed in AutoCAD format and are available for purchase from WMU.

203 Design Guidelines

The items provided in this section outline the criteria used to define the design of water, sanitary sewer, and/or fire line extensions proposed for development. WMU has established a minimum level of service for water, sanitary sewer, and/or fire line extensions, **Figure 2-1**, WMU policy 402.2 (Minimum level of service for water, sanitary sewer, and/or fire line extensions).

Extension of water and/or sanitary sewer lines shall be in accordance with WMU policy 408.1 (Extension of Water and/or Sanitary Sewer Lines), **Figure 2-2**.

The design of water and/or sanitary sewer line extension(s) must contain, but is not limited to the following elements:

- Location of the horizontal alignment that will benefit the level of service to the customer, while complying with the separation requirements of the Division of Water and WMU.
- Vertical restrictions on establishing sewer alignment including: depths required to serve customers, minimum coverage of pipe, conflicts with underground facilities, maintaining the required hydraulic gradients, and elevation of the existing system at the point of connection.
- The design and potential future flows of both water and sanitary sewer which must be accommodated.
- Necessary appurtenances and special structures required.
- The size and material requirements of the various lines.

203.1 General Location

Water and sanitary sewer line extensions shall be designed using sound engineering judgement to allow for the alignment which will most benefit the entire tributary area.

Design criteria for water line extensions shall include, but are not limited to:

- Appropriate elevation to provide minimum cover depths to prevent freezing and minimize stress load where water lines may pass under traffic areas.
- Appropriate elevation requirements to provide separation between sanitary sewer lines and storm sewer lines where they may intersect.
- Anticipation of further extensions of streets and developments.
- Interconnection to the existing distribution system.
- Every effort should be made to eliminate "dead ends" or areas of low pressure by looping the water line.
- All water lines and appurtenances shall be designed and constructed to avoid potential conflicts with Winchester Planning and Zoning regulations regarding placement of sidewalks and trees within the right-of-way.

Design criteria for sanitary sewer line extensions shall include, but are not limited to:

- Appropriate elevation to provide service to all persons within the design area. (Special consideration to construction of sanitary sewer facilities inside basements of buildings).
- High water elevations for existing and proposed developments including drainage basin(s).
- Anticipation of further extensions of streets and developments.
- Location of proposed and existing water and sanitary sewer facilities.
- All sanitary sewer lines and appurtenances shall be designed and constructed to avoid potential conflicts with planning and zoning regulations regarding placement of sidewalks and trees within the right-of-way.

203.2 Horizontal Alignment

Water mains and sanitary sewer lines are generally constructed on opposite sides of the roadway. The water main and sanitary sewer main lines shall be placed a minimum of five (5) feet from the edge of roadway structures (storm water inlets, curbs, etc.). However, in no instance will it be accepted that a sanitary sewer or water main line be constructed partially under a paved area or curb line without WMU approval to do so. Manhole frames, covers, and water main valve boxes that must be placed in a paved area shall be completely in the paved area and outside the limits of normal drainage flows (25-year flood event). Design of all sanitary sewer lines must be completely straight between manholes.

203.3 Vertical Alignment

All water and sanitary sewer line sections must have at least a minimum cover of 3 feet. A minimum of 4 feet of cover is desired in sections that are subject to residential vehicular traffic for both water and sanitary sewer line sections. For areas that are subject to commercial vehicular traffic, it is desirable to have 5 feet of cover for both water and

sanitary sewer line sections. (The WMU Engineering Department may make specific exceptions to these minimum requirements on a case-by-case basis)

A minimum cover of 2 feet shall be maintained on all sanitary sewer lines which are crossing under existing streams and/or existing proposed channel improvements, providing that the sanitary sewer is encased or capped with concrete or is contained within an encasement pipe.

In establishing the elevation of proposed sanitary sewers, the elevations of existing or proposed interceptor sewers, or the elevation of inflow pipes to existing pump stations shall be considered. Also, elevations of the proposed sanitary sewer shall provide service for all those in the tributary area and beyond the proposed boundary for future development, while maintaining an upstream flow.

Separate parallel collector sewers shall be connected to existing interceptor sewers and trunk lines that reach extreme depths, at a higher elevation ending with a drop manhole into the interceptor sewer.

203.4 Stationing

Stationing of water lines should always begin with 0+00.00. When it is not possible to use station 0+00.00 at the beginning of a water line, a minus stationing will be permitted as long as it is located within 100 feet. If an existing water line needs to be extended, then the stationing shall continue from the last existing station point.

All sanitary sewer line stationing shall increase upstream. Stationing of a sanitary sewer line should always begin with 0+00.00 at the downstream end. When station 0+00.00 is not possible at the beginning of a sanitary sewer, but is within 100 feet, a minus stationing will be permitted. If an existing sanitary sewer line needs to be extended, then the stationing should continue from the last existing station point. The P.I. (Point of Intersection) Stations and deflection angles or interior angles shall be shown on the plans at all changes in alignment.

203.5 Line Designations

The first line in a water line extension shall clearly illustrate the beginning of construction, showing the connection point and method of connecting to the existing line. All water line extensions shall have the designation of the type and size of pipe that is to be used in the construction process.

The first line in a sanitary sewer line shall be designated as "Line A." The next extension upstream from that sanitary sewer line shall be marked as "Line B" with the point being station point 0+00.00. This method shall continue throughout the collection system and subsequent sanitary sewer lines shall be assigned appropriate designations by subsequent letters. Line sections that extend the length of the letter "Z" shall continue with double letters beginning with "AA." (Short line sections not continuing past one (1) manhole will be allotted designations such as "B-1")

203.6 Flooding and Ponding Areas

The top elevation for sanitary sewer manholes shall be a minimum of one (1) foot above existing, proposed, or projected high water elevations. If this top elevation cannot be met, then the top of the manhole shall be installed to an elevation not less than the 25-year flood or stream event at which time a water tight manhole lid and frame shall be specified. When sanitary sewer lines extend across a detention or retention area, ductile iron pipe will be required as specified in the technical section, of this manual.

203.7 Minimum Clearances

Proposed/existing water mains and existing sanitary sewer line sections shall conform to the following minimum clearances:

- A) Horizontal Clearance: A minimum of 10 feet shall be maintained for horizontal clearances between proposed water and sanitary sewer line extensions.
- B) Vertical Clearance: A minimum of 18 inches shall be maintained for vertical clearances between proposed water and all other utilities. The sewer and all other utilities shall be located below the water line. (Special precautions and extensive exfiltration testing will be required if the sanitary sewer cannot be located below the water line.) The nearest joint in a sanitary sewer main or water main shall be no less than 5 feet from the point of crossing when measured from the nearest side of the crossing pipe. (An encasement pipe will be required when it is impossible to meet these prescribed requirements due to joint length of existing pipe.)

203.8 Railroad Crossings

The design or planning of water and sanitary sewer line extensions shall strictly comply with the following criteria to conform to railroad right-of-ways and facilities:

- Water and sanitary sewer main lines shall cross railroad tracks at an angle as close to 90 degrees, but never less than 45 degrees.
- Water and sanitary sewer main lines shall not be constructed under railroad bridges where the possibility of restricting the required waterway area of the bridge or where the possibility of endangering the foundation of the bridge exists.
- Water and sanitary sewer main lines that cross under railroad tracks and right-of-way shall be constructed in bored and jacked encasement pipes or four-flanged liner plate tunnels, unless open-cut construction will be permitted by the railroad company. Sanitary sewer lines shall be provided a sufficient size encasement pipe or liner plate tunnel for adjustment of the gradient prior to being filled with grout.
- Casing pipes under railroad track(s) shall be not less than 5.5 feet from the base of the rail to the top of the pipe at its closest point. On other portions of the right-of-way, where the pipe is not directly beneath any track, the depth from ground surface or from bottom of ditch to top of pipe shall not be less than 4 feet. Where 4 feet of cover cannot be provided from bottom of ditch, a 6-inch thick reinforced concrete slab shall be provided over the pipeline for protection.
- Encasement pipes under railroad tracks and across railroad right-of-ways shall be extended a minimum of 25 feet from the centerline of the outside track, and sealed on both ends. The top of the encasement pipe shall comply with the enclosed referenced minimum cover requirements at all existing or proposed ditches.
- A minimum cover of 4 feet shall be placed on top of all pipes placed along railroad right-of-ways.

- Water and sanitary sewer main line extensions that are constructed longitudinally on a railroad right-of-way, 50 feet or less from centerline track, shall be buried not less than 4 feet from ground surface to top of pipe. Where the pipeline is laid more than 50 feet from centerline of track, the minimum cover shall be at least 3 feet.
- Pipelines shall not be placed within a culvert, under railroad bridges, nor closer than 45 feet to any portion of any railroad bridge, building, or other important structure, except in special cases, and then by special design, as approved by the railroad Chief Engineer, Design and Construction. Proposed pipelines that are to be located within the public right-of-way will be considered pending engineering review. An effort should be made to maximize distance to any substructure.

203.9 Highway Crossings

Installation of water and sanitary sewer lines under roadways shall meet the following criteria set forth by their maintaining or governing agencies:

- Water or sanitary sewer line extensions shall cross the roadway at an angle as close to 90 degrees as possible. (Never less than 45 degrees without permission by WMU and the governing or maintaining agency)
- Water and sanitary sewer lines shall not be constructed under roadway bridges where the possibility of restricting the required waterway area may exist or where the possibility of damaging the bridge foundation may exist.
- Steel encasement pipe or four flanged liner plates shall be used under roadways.
- The encased crossings shall be no less than 3 feet in depth from the top of the encasement pipe or tunnel liner plate to the surface elevation. Encasement pipe or tunnel liner plate shall not be above the invert of proposed ditches.
- The encasement pipe or tunnel liner plate shall extend a minimum of 10 feet outside the existing paving. (The highway agency may require greater distances) The distance shall be measured at right angles to the centerline of the roadway or to the toe of the slope when the roadway is on deep fill.
- Water, sanitary sewer, and/or force main line extensions that are placed longitudinal on highway right-of-ways shall be located far enough from the edge of the pavement to allow for sufficient working room and provide maximum safety to motorists should maintenance be required. All lines located within the roadway right-of-way of state or federal highways, but not located under paved areas, shall have no less than 4 feet of cover.

204 Benchmarks

Benchmarks (control points) shall be located a sufficient distance from water and sanitary sewer line centerlines to avoid being destroyed from the construction process at a maximum interval of 300 feet. Permanent structures, such as stone or concrete foundations, shall be used at all times possible. (Railroad spikes in trees and power poles may be used if permanent structures are unavailable.) All benchmarks shall be referenced to the centerline of water and sanitary sewer lines by station and offset, and shall be properly described on the plans.

205 Plat Contents

Plats shall be a size of 22" X 17" and shall contain the following information:

- North Arrow.
- Key Map.
- Scale.
- Legend.
- Notes.
- Street Name(s).
- Lot lines, lot numbers, and addresses of proposed lots.
- Easement sizes and descriptions.
- Easement angles.
- Engineer's firm name, Deed Book(s), and Page Number(s).
- Land Surveyor's Stamp, Certification, Signature, and Date.
- Owner's Certification, Date, Deed Book(s), and Page Number(s).
- Typical Street section illustration.

206 Record Drawing

Record Drawings must be submitted by the Engineer after construction has been completed. The Record Drawing is a final illustration of the development, as constructed by the contractor, and shall be an accurate portrayal of the actual installation. Any inaccuracies, based on field inspection(s) by WMU, will constitute a warranty item to be corrected before the termination of the Developer's Warranty.

Record drawing information for sanitary sewer, at minimum, should include, but not be limited to, plan and profiles, including line size, slope, and length, and location (NAD83 KY North Zone coordinates). All sanitary structures are to be labeled regarding type, size, function and inverts of all pipes connected to the structure.

- Manholes – Locations, types, rim/invert elevations, inside/outside drops.
- Sewer Lines – Materials, locations, lengths, slopes, inverts, and sizes.
- Laterals – Material, locations, lengths, sizes, and inverts at stub.
- Public Utility Easements – Locations and widths tied to property lines.

Record drawing information for water should include, but not be limited to, plan and profiles including the location of all valves, tee junctions, deflections (bends), blocking, size of meters, fire hydrants, blow offs, and air release valves. Sizes, type and lengths should be shown:

- Water Lines – Material, lengths, sizes, and locations.
- Water Valves – Location, type, and size.
- Deflections / Bends – Location, size, type, and blocking.
- All Fittings (Reducers, sleeves, etc.) – Location, size, type, and blocking.
- Fire Hydrants – Locations with valves.
- Blow Off – Locations, type, size, configuration, and manufacturer.
- Air Release Valves - Locations, type, size, configuration, and manufacturer.
- Water Meters – Type, size, and location (domestic, irrigation, fire).
- Details of connections to existing mains.
- Fire Sprinkler Connections – Locations of the line, size of line, type, material, location of the detector vault, location of the service valve.

Record Drawing's must be submitted in a digital format (AUTOCAD as well as PDF) along with paper copies. Record drawings shall reflect as built locations of each sanitary sewer structure using the most recent geodetic survey standards (i.e. NAD 83 KY North Zone) along with the elevations and as built locations of all water structures along with other pertinent information as may be required by WMU.

FIGURE 2-1

WINCHESTER MUNICIPAL UTILITIES POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 402.2

EFFECTIVE DATE: 01-97

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. 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 owners' 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.

WMU Commission Approval
September 18, 2003

FIGURE 2-2

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.

*WMU Commission Approval
January 16, 1997*

FIGURE 2-3

**WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES**

SECTION: 400

SECTION NUMBER: 405.1

EFFECTIVE DATE: 01-97

SUBJECT: WMU DEVELOPMENT
MANUAL PURCHASE FEE

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY - Persons requesting a WMU Development Manual shall be charged a purchase fee of \$50.00. Development Manual updates are \$25.00. The WMU Development Manual fee is charged to recover WMU's expenses for the manual's development and periodic updates. This manual is intended to provide engineers, developers, and contractors the information necessary to comply with WMU's standards and specifications for water, sanitary sewer, and fire line extensions.

STATEMENT OF PROCEDURE - Developers, engineers, contractors desiring a WMU Development Manual must complete an application for the WMU Development Manual and pay the appropriate fee. All Development Manual Holders will be notified of manual updates.

*WMU Commission Approval
January 16, 1997*

FIGURE 2-4

WINCHESTER MUNICIPAL UTILITIES POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 411.1

EFFECTIVE DATE: MARCH 16, 2000

SUBJECT: BACKBONE SANITARY
SEWER
INFRASTRUCTURE
EXTENSIONS

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY – WMU will be responsible for the design, acquisition of easements, and construction of backbone infrastructure extensions to serve growth. Such extensions will be in accordance with the Sanitary Sewer Master Plan as adopted by the Commission.

The purpose of this policy is:

- To provide for the orderly growth and expansion of the sanitary sewer infrastructure;
- To ensure that costs for backbone infrastructure are allocated equitably among all benefited property owners; and
- To ensure that backbone sanitary sewer infrastructure is properly designed and constructed, thereby relieving WMU and WMU's ratepayers of the burden of the costs of upsizing or relocating infrastructure in the future.

In areas where backbone infrastructure improvements are necessary to serve only growth, the costs for design, easement acquisition, and construction of base infrastructure shall be borne by the initial developer in the watershed for sanitary sewer infrastructure. Base infrastructure is defined as that which is necessary to serve the identified development and which meets minimum size requirements as outlined in WMU Policy and Procedure No. 408.1. Development plan approval by WMU for the identified development shall be contingent upon the developer granting acceptable utility easements to WMU across the developer's property as necessary to serve the entire watershed as defined by the Sanitary Sewer Master Plan, in addition to those necessary to serve the identified development. Costs for upgrade of sanitary sewer infrastructure to meet watershed requirements above base sizes and as outlined in the Sanitary Master Plan will be allocated to benefited property(ies). The allocation of costs will be based on capacity (percent of flow in the backbone infrastructure being constructed to serve a particular watershed) necessary to serve the benefited property(ies) and shall be in lieu of specific on- and off-site improvements which would otherwise be the responsibility of benefited property owners and/or developers. Costs allocated to benefited property(ies) shall include financing costs to account for the time value of WMU's investment in the backbone infrastructure and other associated financing costs.

In areas where backbone infrastructure improvements are necessary to serve both growth and existing customers, the costs for design, easement acquisition, and construction of base infrastructure shall be borne by the initial developer in the watershed for sanitary

sewer infrastructure. Base infrastructure is defined as that which is necessary to serve the identified development and which meets minimum size requirements as outlined in WMU Policy and Procedure No. 408.1. Development plan approval by WMU for the identified development shall be contingent upon the developer granting acceptable utility easements to WMU across the developer's property as necessary to serve the entire watershed as defined by the Sanitary Sewer Master Plan, in addition to those necessary to serve the identified development. Costs for upgrade of sanitary sewer infrastructure to meet watershed requirements above base sizes and as outlined in the Sanitary Master Plan will be allocated to benefited property(ies). The allocation of costs will be based on capacity (percent of flow in the backbone infrastructure being constructed to serve a particular watershed) necessary to serve the benefited property(ies) and shall be in lieu of specific on- and off-site improvements which would otherwise be the responsibility of benefited property owners and/or developers. The costs of improvements for backbone infrastructure to serve existing customers of WMU shall be borne by WMU. The costs for improvements to serve developed but unserved property(ies) shall be allocated to the developed but unserved property(ies). Costs allocated to benefited property(ies) shall include financing costs to account for the time value of WMU's investment in the backbone infrastructure and other associated financing costs.

Benefited properties, including both developed but unserved and undeveloped properties, which refuse to pay the cost allocation associated with their property, as determined by WMU, shall be denied service until such time as the full cost allocation plus all other applicable fees and charges, are paid.

STATEMENT OF PROCEDURE

1. In reviewing the replacement and expansion needs of the sanitary sewer infrastructure, including those necessary to serve growth, WMU staff will prioritize and recommend to the WMU Commission those improvements that are identified in WMU's Sanitary Sewer Master Plan.

Only those improvements identified in the Sanitary Sewer Master Plan will be considered for design and construction under this policy. Improvements to other undeveloped properties will be considered as an on- or off-site developer responsibility. Any sanitary sewer line which is eight inches in diameter or smaller will not be considered for construction by WMU under this policy.

Recommendations to the WMU Commission will include an analysis of the projected financial impact to WMU and the allocation of costs to benefited properties.

2. Upon authorization of the WMU Commission, WMU will proceed with design, easement acquisition, and construction of the recommended improvements. The WMU Commission will approve the allocation of costs to all benefited properties and will document such findings of fact in the minutes of the meeting(s) at which such findings are made.
3. Owners of benefited, undeveloped properties will be notified of WMU's intent to construct improvements or extensions to the sanitary sewer systems. In such notification, the owners of undeveloped, benefited parcels will be advised as to their allocated share of the infrastructure improvement costs.

4. Owners of developed but unserved, benefited properties will be notified of WMU's intent to construct improvements or extensions. Collection of the connection fees and cost recovery of the local sanitary sewer infrastructure will include costs associated with both the backbone infrastructure and local collection systems. Construction and cost recovery may be through Special Assessment Projects as ordained by either the Winchester City Commission or the Clark County Fiscal Court.
5. The allocation of costs among the benefited property owners shall be determined based on the percent of capacity allocated to a specific benefited property as determined by WMU. Costs shall include all costs for project development including engineering, legal, administration and construction observation, easement acquisition, and actual construction. The allocation of costs shall include financing costs as authorized by the WMU Commission.
6. Allocated costs must be paid by the initial developer or benefited property owner at the time that the initial development or portion thereof is dedicated to WMU for ownership and perpetual maintenance. Allocated costs for other benefited property(s) must be paid by owners of undeveloped, benefited property(ies) at the time that on-site developer lines are dedicated to WMU for ownership and perpetual maintenance. Allocated costs must be paid by owners of developed but unserved property(ies) before service is initiated. Owners of undeveloped properties may, at their option, pay their full allocation of costs at the time of allocation to avoid the accumulation of financing costs.

DEFINITIONS

- Base Infrastructure – That infrastructure which is necessary to serve an identified development and which meets minimum size requirements as outlined in WMU Policy and Procedure No. 408.1.
- Benefited Properties – Those properties which will benefit from the provision of sanitary sewer service. Such properties previously would not have had on-site access to sanitary sewer service provided by WMU.
- Connection Fees – Tap Fees, System Development Charges (SDCs) and/or other fees as may be established by WMU policy or city ordinance.
- Developed But Unserved Properties – Properties which have been improved by the construction and habitation of residences or businesses but which are not served by public sanitary sewers but are served by on-site disposal systems or private disposal systems.
- Growth – New Development; Service addresses that previously did not exist.

Local Collection System – Neighborhood sanitary sewers constructed to serve a developed but unserved property.

Local Sanitary Sewer Infrastructure – Same as Local Collection System.

Off-Site Improvement(s) – Extensions of WMU's sanitary sewer system on property not owned by a developer but necessary to serve an identified development.

On-Site Improvement(s) – Extension of WMU’s sanitary sewer system on property owned by a developer.

Sanitary Sewer Master Plan – A WMU plan that defines by watershed the general size and location of infrastructure necessary to provide sanitary sewer service to that watershed.

Undeveloped Properties – Properties which have not been improved by the construction of residences or businesses.

Approved by WMU Commission
March 16, 2000

FIGURE 2 - 4.1

WINCHESTER MUNICIPAL UTILITIES POLICY AND PROCEDURE

SECTION: 400

EFFECTIVE DATE: October 20, 2011 POLICY

NUMBER : 411.3

SUBJECT: PRIVILEGE FEE POLICIES

STATEMENT OF POLICY: Procedures for joint County Ordinance 2009-2 City Ordinance 2-2009 and County Ordinance 2011-19 and City Ordinance 21-2011.

PURPOSE: These policies will provide the procedure for implementing a privilege fee agreement under the Winchester-Clark County Privilege Fee Ordinance.

DEFINITIONS: As used in this policy the following terms and abbreviations have the meaning set forth as follows:

A. "WMU" means Winchester Municipal Utilities.

B. "WMUC" means Winchester Municipal Utilities Commission.

C. "PFA" means Privilege Fee Agreement or Declaration.

D. "Project Facilities" mean sewer facilities including but not limited to trunk line sewers, sewer pump stations or other sewer infrastructure within a privilege fee agreement boundary which will ultimately benefit other properties in or near the watershed in which said facilities are located.

E. "Benefited Owners" means all property owners within a watershed served by Project Facilities whose property can be reasonably anticipated to be developed and served by the Project Facilities within the term of a PFA.

F. "Privilege Fee Ordinance" means The joint County Ordinance 2009-2 City Ordinance 2-2009 and County Ordinance 2011-19 and City Ordinance 21-2011.

G. "Participating Owners" means those persons who elect to participate in the initial construction of Project Facilities under a PFA and who will share in the shared costs for construction of the Project Facilities or those persons who elect later to connect to the Project Facilities and pay their prorata share of the shared costs upon connection to the Project Facilities . To participate in a PFA all persons or entities which have a legal title to the property must agree to include the property within the PFA.

H. "Non Participating Owner" means all persons owning land within an area covered by a PFA who do not elect to become Participating Owners.

I. "Applicant" means any person or entity who desires to implement a PFA agreement within the service area of WMU. After approval of a PFA the Applicant shall become a Participating Owner.

1. **STATEMENT OF PROCEDURE:** Any person or entity desiring to implement a PFA pursuant to the Privilege Fee Ordinance shall comply with the procedures set forth in the ordinance and these policies.

2. **PROCEDURE FOR OBTAINING APPROVAL OF A PRIVILEGE FEE AGREEMENT:** Any person or entity desiring to implement a PFA within a service area of WMU shall follow the following procedures:

I. **PRELIMINARY CONSIDERATION BY WMUC:**

A. The Applicant shall present to the General Manager or Director of Operations at WMU a Preliminary Application for Approval of a Privilege Fee in the form and format attached as Appendix 1 hereto setting forth at a minimum the following information:

1. Name, address, and telephone number of the Applicant.

2. A map showing the proposed PFA area with boundaries shown thereon. The map shall at a minimum show the land area and acreage to be affected and the proposed infrastructure which would be included within the proposed Project Facilities to be included within the PFA area.

3. Names , addresses , and telephone numbers
of all Participating Owners.

4. The names, address, telephone number of
the engineer employed by the Applicant to facilitate the design
and approval of the PFA and design of the Project Facilities.

5. Preliminary estimate of the cost of the
Project Facilities estimated by a licensed professional
engineer.

6. A statement of whether the Project
Facilities and PFA will be financed with a low interest
government loan or grant funds and if so the rate of interest.

B. Upon receipt of a Preliminary Application for
Approval of a PFA, WMU staff shall provide a copy thereof to the
chief executive of the legislative body of the area in which the
affected property is located and a copy to the Director of the
Winchester Clark County Planning Commission which notice shall
contain the date on which the WMUC shall consider the
application which date shall be at least 30 days after such
notice.

C. Upon receipt of a Preliminary Application for
Approval of a PFA, WMU staff shall review the information
provided and provide a recommendation to the WMU Commission
concerning feasibility and desirability of the Applicant's
proposal.

D. The WMU Commission shall in public session
approve or disapprove the Preliminary Application for a Approval
of a PFA and shall provide the applicant written notice of its
action and provide the Applicant with written notice of its
decision specifying it's reasons for such denial which shall not
be arbitrary.

E. If the Preliminary Application for Approval
of a PFA is not approved by the WMUC the Applicant may resubmit
same at any time altering the proposal to take into
consideration the reasons for rejection of the WMUC.

II. SUBMISSION OF FINAL APPLICATION FOR A PRIVILEGE FEE AGREEMENT AND APPROVAL:

A. If the WMU Commission gives approval to the
Preliminary Application for Approval of a PFA, the Applicant may
submit a Final Application for Approval of a PFA which shall
include at a minimum the following:

1. The name, address, and telephone number of the Applicant.

2. A proposed draft of the PFA which complies in all respects with the requirements of the Privilege Fee Ordinance and these regulations.

3. A detailed map showing the privilege fee area which would include at a minimum the following:

a. Detailed drawing of the entire privilege fee area showing property owners names, the boundaries of their property and the acreage of each tract within the area and a ledger which indicates the name of each property owner, the acreage owned by the property owner, the estimated cost of project facilities applicable to each property owner, and a total estimate of the cost and the location of the Project Facilities within the area. One or more privilege fee agreements may be included on one drawing and if such inclusion is made the drawing shall indicate the Project Facility's cost for each privilege fee regarding each Benefited Owner.

b. If more than one privilege fee is shown on one map, the Project Facilities for each privilege fee shall be color-coded.

c. All Project Facilities shall be shown on the map and labeled.

d. A table or attached list showing the names and addresses of all Benefited Owners.

e. Statement indicating the method of financing of the Project Facilities including the source of funds and the amount, if any, of low interest loans or grant funds associated with the financing. If low interest government loan funds are used the rate should be specified.

4. A detailed estimate of cost of the project facilities prepared by and certified by a licensed professional engineer.

B. REVIEW OF PROPOSED FINAL PRIVILEGE FEE APPLICATION AND AGREEMENT: After submission of a final Application for Approval of a PFA, WMU staff shall review same and make recommendations to the WMU Commission concerning approval of same. WMU staff shall make every effort to assure

that all property owners within the watershed served by the project facilities whose properties can be reasonably anticipated to developed and served by the Project Facilities within the term of the proposed PFA are included within the PFA. In making the determination of whether a particular owner will be benefited by the Project Facilities, WMU staff shall consider the land use planning map and the urban planning areas specified in the current Winchester-Clark County Comprehensive Plan as a guide. Land in a 100-year flood plan shall be excluded from any privilege fee agreement and the acreage thereof shall not be included in the computation of the owner's portion of a privilege fee payment. In considering a PFA, the WMU staff shall review the interest rate proposed by the applicant using the following criteria:

1. Interests rates shall only be simple interest from the date of dedication of the Project Facilities to WMU for perpetual use and maintenance and interest charges shall not extend greater than 7 years.

2. The interest rate shall be a fixed rate not to exceed the coupon yield of the 30 year Treasury Bill as published by the Bloomberg on the date of the approval of the PFA. (hereinafter the "Fixed Rate"); provided however if the Project Facilities in the PFA are to be funded solely with grant funds, the finance charge to be included in such PFA shall be limited to a one time .5% administrative fee and such PFA obligations of the non-participating owners shall not otherwise bear an ongoing interest obligation and if a portion of the Project Facilities are paid for using a low interest loan (such as KIA) or grant funds the WMUC in its discretion may approve a reasonable "blended" rate which is lower than the Fixed Rate taking into consideration the proportionate part of the Project Facilities that are being funded by the low interest loan or grant in comparison with the total funds expended on the Project Facilities using the Fixed Rate as the financing cost of the remainder of the funds.

3. When grant funds are used to finance the Project Facilities, the WMUC shall at all times assure that all funds repaid under any grant funded PFA by non-participating Owners, shall be segregated and used and reinvested for sanitary sewer improvements in the same watershed where the grant funds were initially used.

C. CONSIDERATION OF PRIVILEGE FEE BY WMU COMMISSION: WMU staff shall make a recommendation to the WMUC

whether to approve or deny the Final Application of Approval of a PFA. WMU staff shall provide the Applicant with a copy of its recommendation and shall advise the Applicant of the time and date of the WMUC meeting 14 days in advance when the Applicants request will be considered. WMU staff shall also provide a copy of its report and such notice to the chief executive of the legislative body of the area in which the affected property is located and a copy to the Director of the Winchester Clark County Planning Commission at least 14 days in advance of such meeting.

Upon receipt of the notice set forth in paragraph C above the Applicant shall take the necessary action in order to comply with Section 3 b of the Privilege Fee Ordinance as follows:

1. The Applicant shall provide written notice by U. S. mail, first class postage prepaid, to all Benefited Property Owners offering said Benefited Property Owners the opportunity to participate as participating owners, said written notice to provide a description of the project, the method of financing, an illustration of how the estimated cost of the Project Facilities shall be shared by each property owner and the date of the meeting at WMU at which the PFA will be discussed which date shall be at least 14 days after the notice.

2. If prior to approval of a PFA a Benefited Owner or Owners shall indicate in writing to WMU that such Benefited Owner desires to become a Participating Owner under the PFA then the application for approval shall be amended to add such Benefited Owner as a Participating Owner.

3. On the date specified in the notice the WMUC shall hear comments from the public and consider the Application and proposed PFA in public session. In reviewing the PFA the WMUC shall ensure that the proposed PFA complies with all terms and conditions of this privilege fee policy as well as the terms and conditions of the Privilege Fee Ordinance. In addition the WMUC shall consider the detailed estimate of cost of the project facilities submitted by the applicant to assure that such costs are reasonable in light of costs of similar facilities and construction costs in the area. If the Final Application to Approve a Privilege Fee Agreement is approved the WMUC shall provide written notice to the Applicant who shall proceed to implement the PFA in accord with the ordinance. If the Final Application to Approve a PFA is not approved by the WMUC it shall give written notice to the applicant of such action

specifying the reasons for such denial which shall not be arbitrary.

4. All Participating Owners shall share prorata in the total costs incurred to implement the PFA and construct the Project Facilities. Each Participating Owner's share of the costs shall be equal to the fraction the numerator of which is the acreage each Participating Owner owns and the denominator is the total acreage owned by all Participating Owners at the time each new Participating Owner is added. The initial Participating Owners shall pay said costs as they are incurred.

5. If the Final Application for Approval of a PFA is not approved by the WMUC the Applicant may resubmit same at any time altering the proposal to take into consideration the reasoning of the WMUC.

III. ACTION BY WMU COMMISSION AFTER IMPLEMENTATION OF A PRIVILEGE FEE AGREEMENT

A. REQUESTS FOR CONNECTION TO PRIVILEGE FEE PROJECT FACILITIES BY BENEFITED OWNERS

1. If a person or entity who owns property within the watershed shown in the privilege fee area as presented on the map approved as a part of a PFA ("Benefited Owner") desires to connect to the Project Facilities such person shall provide WMU with a written request which shall contain the following:

a. The name, address, and telephone number of each benefited owner.

b. A legal description of the property they propose to connect to Project Facilities including a description of its present use, and planned use and a description of the total property owned by the benefited owner within the watershed covered by the PFA. Such benefited owner may choose to include all or any part of the property he or she owns in the PFA.

c. An estimate of the desired capacity for the property proposed to be connected to the Project Facilities.

d. A check in the amount of \$300.00 as a deposit to cover the cost of the CPA for calculating the prorata share of costs to the Benefited Owner for the proposed connection to the Project Facilities. If the calculation cost is

less a refund shall be made to the applicant, and if the cost is more the applicant shall pay such excess cost.

All legal owners of the property proposed to be connected to the Project Facilities within a PFA must consent to the participation in the PFA as a Benefited Owner.

2. Upon receipt of such request WMU shall notify all present Participating Owners of the request in writing and shall submit a request to the CPA who has been designated in the PFA to calculate the cost for the new Participating Owner prorata share of the Total Costs to join the PFA and connect to the Project Facilities in accord with the Privilege Fee Ordinance and these policies ("Connection Cost"). To calculate the Connection Cost the CPA shall first calculate total costs of implementing the PFA, constructing the Project Facilities and the interest accrued to date of proposed connection at the rate and for the duration specified in the Privilege Fee Ordinance ("Total Costs"). The CPA shall then calculate the Connection Cost by multiplying the Total costs by a fraction the numerator of which is the acreage owned by the proposed Participating Owner within the area covered by the PFA and the denominator of which is the total acreage owned by all Participating Owners within the area covered by the PFA at the time the proposed Participating Owner(s) is added.

3. WMU staff shall review the Connection Cost as calculated by the CPA and advise the proposed Participating Owner as well as all existing Participating Owners of same in writing. If WMU staff shall recommend acceptance of the calculation of the Connection Cost and the connection of the property owned by the proposed Participating Owner to the Project Facilities and the proposed Participating Owner indicates in writing that he desires to proceed to connect, the WMU staff shall present such request to the WMUC for consideration at its next regular public meeting with notice to all existing Participating Owners.

4. The WMUC shall consider the recommendation of staff and approve or disapprove of the proposed connection of the proposed Participating Owner' s property to the Project Facilities by vote in open session and provide written notice to such owner of its actions.

5. In accord with the Privilege Fee Ordinance the new Participating Owner shall pay to WMU the Connection Cost at the time the connection is made to the Project Facilities.

6. WMU shall forthwith pay the Connection Costs to the Participating Owners prorata in accord with the Privilege Fee Ordinance based upon their prorata share of ownership of acreage in the watershed covered by the PFA.

B. REQUESTS FOR CONNECTION TO PRIVILEGE FEE PROJECT FACILITIES BY PERSONS NOT DEEMED TO BE BENEFITED OWNERS:

1. If any person who is not a Participating Owner or a Benefited Owner under any PFA desires to connect to a Project Facility contained within a PFA they shall make written application to the WMUC providing the following information:

a. Their name, address, and telephone number.

b. A legal description of the property they propose to connect to Project Facilities including a description of its present use, and planned use.

c. An estimate of the desired capacity for their property proposed to be connected to the Project Facilities.

d. A check in the amount of \$300.00 as a deposit to cover the cost of the CPA for calculating the prorata share of cost to the proposed Participating Owner for the proposed connection to the Project Facilities. If the calculation cost is less a refund shall be made to the applicant, and if the cost is more the applicant shall pay such excess cost

2. Upon receipt of such request WMU shall notify all present Participating Owners of the request in writing. The WMU staff shall review said application and consider whether or not to recommend connection of such property owner's property to the Project Facilities within the PFA. In considering whether to allow such connection, the staff shall consider the scope and amount of capacity requested to be connected; the amount of capacity left in the Project Facilities to serve the Benefited Owners and the Participating owners, the length of time remaining in the PFA term and the likelihood that the public good would be served by the connection of the proposed property to the Project Facility. The WMU staff shall make a recommendation in writing as to whether the proposed property should be allowed to connect to the Project Facilities.

3. The WMUC shall consider the recommendation of staff and approve or disapprove of the proposed connection of the proposed Participating Owner's property to the Project Facilities by vote in open session and provide written notice to such owner and all Participating Owners of its actions.

4. If the WMUC approves the connection WMU staff shall submit a request to the CPA who has been designated in the PFA to calculate the for the new Participating Owner prorata share of the Total Costs to join the PFA and connect to the Project Facilities in accord with the Privilege Fee Ordinance and these policies ("Connection Costs). To calculate the Connection Cost the CPA shall first calculate total costs of implementing the PFA, constructing the Project Facilities and the interest accrued to date of proposed connection at the rate and for the duration specified in the Privilege Fee Ordinance ("Total Costs). The CPA shall then calculate the Connection Cost by multiplying the Total costs by a fraction the numerator of which is the acreage owned by the proposed Participating Owner within all areas covered by the PFA and the denominator of which is the total acreage owned by all Participating Owners within the area now covered by the PFA at the time proposed Participating Owner (s) is added.

5. WMU staff shall review the Connection Cost as calculated by the CPA and advise the proposed Participating Owner as well as all existing Participating Owners of same in writing. If WMU staff shall recommend acceptance of the calculation of the Connection Cost and the connection of the property owned by the proposed Participating Owner to the Project Facilities and the proposed Participating Owner indicates in writing that he desires to proceed to connect, the WMU staff shall present such request to the WMUC for consideration at its next regular public meeting with notice to all existing Participating Owners.

6. In accord with the Privilege Fee Ordinance the new Participating Owner shall pay to WMU the Connection Cost at the time the connection is made to the Project Facilities.

7. WMU shall forthwith pay the Connection Costs to the Participating Owners prorata in accord with the Privilege Fee Ordinance based upon their prorata share of ownership of acreage now covered by the PFA.