

NELSON COUNTY SERVICE AUTHORITY

OPERATING PROCEDURES FOR NEW WATER/SEWER CONNECTIONS

1. Owner/Contractor make application for water/sewer service with NCSA business office at least 60 days prior to requiring service. Contractor may submit application, but the Owner or party responsible for monthly billings must sign application before service is turned on.
2. NCSA confirms if service is available and indicates the connection fee and estimated installation charges.
3. Owner/Contractor pays the applicable connection fee and be provided a service connection inspection sheet. This inspection sheet must be made available to NCSA staff every trip to the site.
4. NCSA staff makes water/sewer service tap installation if necessary to the main and set water meter/sewer stub out at the property line prior to utility ditch installation.
5. NCSA staff prepares and submits final installation charge invoice to the Property Owner. These fees are based upon actual cost incurred for personnel plus thirty percent (35%) overhead, equipment, materials plus a five percent (20%) accounting fee and contractor services utilized in the actual installation of service. A final installation billing to collect any charges above initial estimate given or if there is an overcharge on the estimate provided a refund check will be issued to the property owner.
6. Owner/Contractor dig water/sewer ditch to specifications and install water/sewer service lateral with approved materials.
7. Prior to backfilling utility ditch, Owner/Contractor must contact the NCSA business office and request utility ditch inspection by 2:00 PM the day before the inspection is requested.
8. During construction of building, Owner/Contractor must contact the Nelson County Building Inspections Office for all other inspections such as interior plumbing, etc..
9. Connection fees and estimated installation fees must be paid before Contractor can sign for and pick up assigned grinder pump at Wintergreen maintenance shop in the presence of NCSA employee.
10. Owner/Contractor needs to contact NCSA to request service turn-on, which may be combined with final inspection of grinder pump installation, utility chase, etc. Inspection/turn-on request must be made at the NCSA business office by 2:00 PM the day before the inspection/turn-on is requested. Throughout the construction process additional inspections may be requested or required by the Owner/Contractor or NCSA staff.

NOTE: It is a violation of the law for Owner/Contractor to turn-on or tamper with a water meter. This violation will result in an unauthorized water/sewer use fee of \$500.00 per day.

ASSOCIATED FEES AND CHARGES – Effective July 1, 2007

Installation charge: based upon actual cost to install service

(*See number 5 above*)

inspection/reinspection: each site visit is \$25.00

turn-on/turn-off: each is \$25.00

new account charge: \$25.00 added to first monthly service bill

APPLICABLE RATES, FEES AND CHARGES BASED ON METER SIZE CHART BELOW

METER SIZE	WATER	SEWER
5/8" x 3/4"	4,000.00	4,000.00
3/4"	6,000.00	6,000.00
1"	10,000.00	10,000.00
1 1/2"	17,500.00	17,500.00
2"	32,000.00	32,000.00
3"	64,000.00	64,000.00
4"	100,000.00	100,000.00
6"	200,000.00	200,000.00

	WATER	SEWER	TOTAL	DATE PAID
Connection Fee	_____	_____	_____	_____
Estimated Installation Charge			_____	_____
Inspection and/or Reinspection			_____	_____
Turn-on			_____	_____
New Account Fee			_____	_____
NCSA Account Number:	_____			
Grinder Pump Serial Number:	_____			

Reasons for not approving:

By law, service charges may be charged to and collected from any person contracting for the same or from the owner, leasee or tenant who uses or occupies the building.

UPON VACATING A PROPERTY, PLEASE CALL THE NELSON COUNTY SERVICE AUTHORITY OFFICE AT (434) 263-5341 AND REQUEST THAT SERVICE BE DISCONNECTED.

Please note the Operating Procedure for New Water/Sewer Connection, the Inspection Sheet and the Utility Ditch Specifications Sheet are considered part of this application and terms for provisions of service.

NELSON COUNTY SERVICE AUTHORITY

Water and/or Sewer Connection Service Application

This ____ day of _____, 20____, comes _____ being the Owner of property located at _____ and hereby requests a _____ connection.

This _____ connection (resid/comm/indus) shall provide (water/sewer) service for _____

Owner represents as a condition of approval by the Nelson County Service Authority that the following information is true and correct:

- Property Address: _____
Property Owned by: _____
Property Occupied by: _____
Building Contractor: _____
Plumbing Contractor: _____
Send Billing Statements to: _____

In consideration of the granting of this permit and the services to be rendered by NCSA the Owner hereby agrees to accept and abide by the Rules and Regulations of the NCSA now in effect and as they may be amended from time to time. Owner acknowledges that the information therein is true and correct.

Owner further covenants for himself, his heirs and assigns, that he is the Owner of the above described property or that he has the authority to execute this agreement, that he has read and understood the agreement in it's entirety and that upon request he may be supplied the applicable Rules and Regulations of the Nelson County Service Authority.

Owner

By: _____
Agent of Corporate Officer

Application Approved and Connection Granted:

DATE: _____ BY: _____

NELSON COUNTY SERVICE AUTHORITY

SPECIFICATIONS FOR NEW WATER/SEWER CONNECTIONS

Water Service Lateral: shall be 200 psi or greater plastic pipe. The minimum burial depth shall be 48 inches in Wintergreen and 24 inches in Lovingston and Schuyler. An in-line check valve, a pressure regulator and a shut-off valve shall all be located immediately inside the building footer or foundation wall. The water line shall enter the building under the foundation or 4 feet deep through the wall through a sleeve in both cases. At Wintergreen, these fixtures shall be located within a 30" X 30" chase. The chase shall extend from the ground to the floor and be of pressure-treated lumber.

Gravity Sewer Service Lateral: shall be schedule 40 pipe with adequate clean outs. The minimum burial depth is 18 inches.

Pressure Sewer Service Lateral: as required on grinder pumps from the discharge port to the property line and shall be 1 ¼ inch, 200 psi or greater plastic pipe.

Grinder Pump and Support Base: support base shall be 36" X 36" X 4" thick concrete pad. Grinder pump location must have 6 feet of clearance around the pump free of trees, deck posts, scrubs, etc. Grinder pump shall be backfilled in 6-inch lifts so ground does not settle. Grinder pump alarm light shall be located in the kitchen so it is visible at all times.

Backfill: clean earth, sand, crushed stone or other material approved by the Authority shall be used for backfill. Material suitable for backfill shall be selected, deposited and compacted to eliminate the possibility of lateral displacement of the pipe. Backfill material shall be solidly hand tamped around the pipe in 6 inch layers up to a level at least one foot above the top of the pipe. Backfilling shall be carried out simultaneously on both sides of the pipe, filling the ditch to grade.

The remainder of the backfill shall be deposited and compacted by mechanical tampers except in areas where paving is to be placed over the backfilled trench. In these areas compaction shall achieve a density of at least 95 percent of the maximum density as determined by the American Association of State Highway and Transportation Officials' (A.A.S.H.T.O.) Method T-180.

NELSON COUNTY SERVICE AUTHORITY
FINAL INSTALLATION CHARGE INVOICE

Date: _____
 Property Location: _____
 Property Owner: _____
 Building Contractor: _____
 Party Responsible for Installation Invoice: _____

LABOR

<u>DATE</u>	<u>EMPLOYEE</u>	<u>HOURS</u>	<u>RATE</u>	<u>COST</u>

EQUIPMENT

<u>DATE</u>	<u>HOURS</u>	<u>RATE</u>	<u>COST</u>

MATERIALS

<u>ITEM</u>	<u>COST</u>	<u>ITEM</u>	<u>COST</u>

Total Costs:
 Labor: _____ + 35% overhead fee = _____
 Equipment: _____ = _____
 Materials: _____ + 20% accounting fee = _____

TOTAL INSTALLATION CHARGES: _____