

Town of Franklin

Water and Sewer Service Extension Policy

I. Purpose

The objective of the Water and Sewer Service Extension Policy is to set forth guidelines for the extension of water and sanitary sewer facilities. Such extensions are intended to facilitate planned growth and development and to provide essential water and sanitary sewer services to unserved areas.

II. Jurisdictional Considerations

Public water services in this area are provided by the Town of Franklin, although Macon County maintains ownership of lines through Patton Valley and along Addington Bridge Road, plus a water tank near Addington Bridge. The extension of water service facilities may consist of the construction of the following:

- Water transmission lines and large water mains
- Water storage tanks
- Water treatment plants
- Water pumping stations
- Related equipment

Municipal sewer services in this area are also provided by the Town of Franklin, and the town owns and maintains all components of the sewer system, with the exception of the line serving the Lyndon B. Johnson Civilian Conservation Center facility on Wayah Road and the line serving the South Macon Elementary School on Addington Bridge Road. Service may be extended beyond the town limits only if the provisions of Section III-2 of this policy are satisfied. The extension of sewer service facilities may consist of the construction of the following:

- Collector sewers
- Interceptor sewers
- Sanitary sewer force mains
- Sewer treatment plants

- Sewer pumping stations
- Other appurtenances necessary to provide sewer service

1. Definitions

- a. **Annexation.** The process whereby land is incorporated into and under the jurisdiction of the municipal government.
- b. **Building sewer.** The building sewer (sewer lateral) is the pipe which connects a building or house to the collector sewer or sewer main. It is usually four (4) inches in diameter. The building sewer is owned and maintained by the property owner from his/her residence or building to the public right-of-way (street or sewer).
- c. **Collector sewer.** The collector sewer is the pipe which receives wastewater from one or more building sewers. The minimum diameter of new collector sewers is eight (8) inches. Collector sewers generally discharge into sewer mains, but may discharge into interceptor sewers.
- d. **Eligible refund.** That portion of the project cost qualified for reimbursement to the petitioner according to the stipulations in this policy.
- e. **Extension.** Any water main or sewer line segment required to connect a water or sewer service(s) to a large water main or collection sewer or sewer lateral.
- f. **Interceptor sewer.** The interceptor sewer is the pipe which receives wastewater from the sewer mains and collectors and conveys it to the wastewater treatment plant or to another interceptor sewer.
- g. **Oversized mains.** A main extension that, because of future demands or other reasons, is larger than required for servicing the immediate adjacent property. Oversized mains are those greater than eight (8) inches in diameter. Commercial or industrial developments will be considered on a case-by-case basis, based upon demand and availability of service.
- h. **Pumping station.** A pumping station (lift station) is the sewer appurtenance which pumps wastewater from a sewer line of lower elevation to a sewer line of higher elevation.
- i. **Sewer collection main.** A sanitary sewer main with the primary purpose of collecting flow from the customer service line and transporting it to an outfall line.
- j. **Sewer line.** May refer to a collector, main or interceptor sewer.

- k. **Sewer outfall main.** A sanitary sewer main with the primary purpose of receiving flow from the collection mains and transporting it to an interceptor main or pump station for the transmission to a treatment facility.
- l. **Sewer tap.** The connection of a building sewer or service line to a sewer line.
- m. **Tap/availability fee.** An established fee for connection to an existing water distribution or sewer collection system. The purpose of the fee is to defray, in part, the cost of extending water and/or sewer infrastructure and the related cost of maintaining and expanding treatment capacity to accommodate the demand for service.
- n. **Water distribution main.** A water main, six (6) to eight (8) inches in diameter, with the primary purpose of supplying water to customers.
- o. **Water line.** May refer to a water line which transmits water to users and connects to the individual water meters.
- p. **Water transmission main.** A water main with a diameter greater than eight (8) inches, with the primary purpose of transporting water from a point of origin to a point of need.
- q. **Water tap.** The connection of a water service to a water main or water line.

III. General Policy

It shall be the policy of the Town of Franklin to extend, or to allow others to extend, the water and sewer systems according to the terms and conditions of this policy. Extension of water and sewer infrastructure and service may be accomplished at the town's initiative or, with the town's consent, by allowing others to extend such facilities and services. When other parties are involved in such extensions, the town will be guided by this policy.

1. Extension Within Municipal Limits

It is the policy of the Town of Franklin to provide water and sewer service availability to all in-town water users to the extent funding is available. New customers requesting sewer service must also have water service when it is available from the town. Customers who are already receiving sewer service but do not have water service may be required by the town to have sewer flow meters and vaults in order to measure usage.

2. Extension of Water and Sewer Service Beyond Municipal Limits

No water or sewer shall be provided to any property outside the municipal limits of the town and no subdivision plat shall be recorded for any property outside the municipal limits for which water and sewer will be provided except upon compliance with one of the following provisions:

- a. If the property is contiguous to the municipal limits of the town or if it is not contiguous but meets the requirements of satellite annexation (G.S. 160A-58 through G.S. 160A-58.6), prior to receiving sewer or recording a subdivision plat, the property owners shall irrevocably petition for annexation of said property into the municipal limits of the town. Subsequent action shall be at the discretion of the town board of aldermen.
- b. If the property is not contiguous to the municipal limits of the town and satellite annexation cannot be accomplished, or it is not approved by the town board of aldermen, the property owners shall enter into a binding written agreement with the town for the annexation thereof at such future date as said property shall be contiguous to the municipal limits of the town or meets the requirements of a satellite annexation, and is approved by the town board of aldermen.

Any property petitioning for annexation will be considered "outside" and therefore will pay a fee based on that status. Any property meeting the requirements set forth in section (a) or (b) above shall be granted the prevailing "inside" water and sewer rate on or after the effective date of that parcel's annexation. Exceptions to these stipulations are as follows:

- a. Property more than three (3) miles from any municipal limit of the town or from any boundaries which are deemed for any purpose to be the municipal limits of the town is not eligible for "inside" rates.
- b. Property within another municipality or covered by an annexation agreement with another municipality is not eligible for "inside" rates.

3. Options for Accomplishing Water and Sewer Service Extensions

The town recognizes certain options by which to accomplish extensions of water and sewer services. The determination as to which option described below is most appropriate shall be at the sole discretion of the town.

- a. Any petitioner having need for the extension of water and/or sewer service shall petition the town for such extension(s). The town board of aldermen, in response to a request for an extension of service, may elect to address such requests in one of the following ways:
 1. Require the petitioner to install the extension to meet all town requirements, at his/her expense, and dedicate the improvements to the town for operation and maintenance.
 2. Deny the requested utility extension.
 3. Require the installation of a master meter at the end of town services. The water system must meet all town regulations, but the town will not take ownership or responsibility of the water and sewer system. Water and sewer systems must be operated in accordance with North Carolina General Statutes.
- b. Any municipality or public water system owner having need of interconnection to the town's system or to other public water or sewer systems shall petition the town for such interconnection. Such extensions of infrastructure shall be accomplished without cost to the town.
- c. The Town of Franklin Board of Aldermen may authorize the extension of water or sanitary sewer facilities on its own volition without receipt of a petition from developers or abutting property owners. The town may collect tap/availability fees from those who connect to the system. The board may, at its own discretion, make improvements to the town's water or sewer systems in order to remedy inadequacies in the existing system, to address public health issues, or to extend service as it deems appropriate.
- d. The town will not allow the extension of sewer service where water service is not also extended or available.

4. Petitioner Financed Extensions.

- a. The full cost of facilities required within private developments, including all connections, taps, fire hydrants, loops necessary for fire protection and services to all lots within the property, shall be borne by the petitioner. Petitioners requesting service shall also pay the appropriate fees as set forth in this policy. See

Attachment A for a tap fee schedule and Attachment B for an availability fee schedule.

- b. Petitioners will be required to pay the cost of extensions from existing town facilities, except in instances where the town determines that such extensions, in part or in total, are the responsibility of the town.
- c. Installation of water and sewer extensions shall be accomplished by the petitioner with a requirement that all projects will have to be completed by a licensed North Carolina General Contractor that is acceptable to and approved by the town, unless special approval is obtained from the town.
- d. If a proposed extension will connect to an existing line which, in the opinion of the town, requires rehabilitation or replacement with larger diameter pipe to provide adequate capacity, the petitioner may be responsible for all or part of the rehabilitation or replacement costs, as determined by the town.
- e. The town may elect to increase the size of certain lines or facilities that are constructed by the petitioner. If the town chooses to require mains that are larger than those necessary to serve the project and are so located to serve other properties, the town may reimburse the petitioner for any additional costs incurred as a result of installing such oversized mains. In such instances, the town may elect to contribute to the difference in the cost of the larger line(s) or facilities.
- f. Prior to construction, the petitioner shall present evidence of having obtained state approval of the project plans and construction documents.

5. Joint Financing of Water and Sewer Extensions

- a. **Availability of funds.** Approval of any extension(s) involving financial participation by the town shall always be based on the service provider's determination that funds are available for such extension(s).
- b. **Priority economic development projects.** The town may elect to provide timely water and sewer service for significant economic development projects which would generate substantial new manufacturing or commercial employment and new tax base.

- c. **Endangerment of public health.** The town may determine that significant public health risks can be eliminated or avoided by its participation.
- d. **Planned utility improvements.** The town may determine that certain investments are strategic to the development of its water and sewer program and therefore justify its financial participation.
- e. **General rule of participation.** The town's capital investment must not exceed the petitioner's investment, and the service provider shall solely determine the appropriate level of its participation for each project.

6. Water and Sewer Fees

- a. **Tap/availability fees** may be collected from those users who connect to the system. The fees shall be calculated to re-coup an appropriate proportion of the cost of the town's capital investment in its water and sewer infrastructure. These fees recover part of the costs of connecting services, including the installation of water meters and sewer cleanouts.
- b. **Water and sewer user fees** will be assessed to users on a monthly basis, to compensate the town for developing, owning, operating and maintaining the systems, in accordance with an adopted schedule of water and sewer user rates. A rate fee schedule is available upon request from the town office.

Each occupant or property owner must make application for service and pay fees as applicable. Each of the above fees shall be adjusted periodically by the town to reflect the current cost of providing water and sewer services.

IV. General Requirements

1. Request for commitment of service availability

- a. Any applicant desiring new or increased water or sewer service may request a commitment from the town as to the availability of service at a designated location. The request should be made at the town and a commitment letter or form will be issued from that office.

- b. When a commitment is issued, it will be valid for one year after the date of issuance and is not transferable.

2. Application for extension

- a. All petitioners desiring to construct water or sewer improvements and to connect to the water and/or sewer system of the Town of Franklin for operation and maintenance by the town shall make application in writing to the town regardless of the service being requested.
- b. The application shall specify:
 - 1. The name, address and telephone number of the petitioner(s).
 - 2. The location of the property (including parcel identification numbers) and geographic alignment for which the connection is desired.
 - 3. The total number of residential units, commercial establishments or industrial facilities to be served with a description of each.
 - 4. The size of the water and sewer services and facilities proposed.
 - 5. The schedule by which the petitioner plans to construct and/or install the extension(s); and evidence that all necessary permits, easements, rights-of-way, encroachments or other approvals necessary have been or will be obtained by the petitioner, at no expense to the town.
 - 6. The estimated cost of proposed improvements.
 - 7. The estimated water usage in gallons per day and peak gallons per hour.
 - 8. The number and location of new jobs to be created, if commercial, industrial or institutional development is to be served, by the proposed improvements.
 - 9. The tax value of the property to be developed or benefited in connection with the facilities extension(s) as of the date the initial request is made.

The application shall be accompanied by a plat and plans showing the proposed extensions in relation to all properties to be passed or served, as well as a non-refundable application fee of \$50.

3. Requirements, conditions and provisions to be met upon receipt of application

- a. The petitioner shall employ, at his expense, a competent engineer, registered in the State of North Carolina, to prepare plans for the proposed water or sewer extensions or improvements. The applicant is responsible for obtaining a copy of the Record or As-Built Drawing Submittal Check List and providing it to their engineer for completion. The town shall make available any master specifications which may be available and/or necessary to prepare the construction documents. The petitioner shall also employ, at his expense but selected and/or approved by the town, an inspector to oversee the installation of the proposed water or sewer extensions or improvements. As the town requires its consulting engineer to review plans for such improvements on its behalf, the cost of those reviews shall be borne by the petitioner.
- b. Four (4) sets of completed plans and specifications shall be submitted to the town for review and approval prior to submittal to other agencies. The plans shall be prepared by a registered professional engineer, with the engineer's seal affixed thereto, and shall meet the utility requirements of the town, the North Carolina Department of Environment and Natural Resources (NCDENR), NCDENR Public Water Supply Section and NCDENR Division of Water Quality.
- c. The engineer shall provide as-built plans and location maps for all lines, valves, hydrants, manholes, pump stations, easements, service locations and any other facilities.
- d. Approval of plans and specifications by the town does not release the petitioner from obtaining any and all approvals and permits necessary for the construction of said water or sewer facilities.
- e. Upon town approval, the petitioner shall submit related construction documents to the appropriate State agencies for their approval, with such approval being granted prior to construction.
- f. Upon approval of the project by the town, it shall issue a commitment form or letter. The petitioner shall have one (1) year from the issuance of this permit to complete the project. Should the project not be completed within this time period, the petitioner

may request a permit extension. This request must be made in writing not less than ten (10) days prior to the date of expiration of the permit. Requests for extensions may be granted if the project is deemed to be substantially progressing toward completion.

- g. The petitioner shall agree to indemnify and hold harmless the town from any and all loss, cost, damages, expense and liability (including attorney's fees) caused by accident or occurrence causing bodily injury or property damage arising from the installation of such utilities by the petitioner or the petitioner's contractor(s).

4. Construction requirements

- a. The contractor will be required to obtain a copy of the Construction Specifications that are an attachment to this policy. It should be obtained from the town office at 188 West Main Street in Franklin. Graphs, drawings and diagrams will be submitted as required in that attachment.
- b. All water and sewer extensions shall be designed and constructed in conformance with the State of North Carolina's and the town's requirements and be approved by the town's consulting engineer, who must verify that adequate water pressure or hydraulic conditions exist or can be attained and that the projected extension would not unduly tax the town's available water supply and/or the sewage treatment capacity before any facilities may be extended.
- c. The minimum distance for any extension of a water main or sanitary sewer line shall be determined by the town. In general, the minimum distance shall be across the entire length or width of all properties being developed in order to provide access to adjoining parcels of land, wherever feasible.
- d. The minimum size water line shall be eight (8) inches, except as specified by the town.
- e. The minimum size sewer line shall be eight (8) inches, except as specified by the town.
- f. When the town determines that utility lines larger in size than the required minimums established are necessary to serve only the property of the petitioner, the petitioner shall install such larger lines as his/her expense.

- g. No tie-ins to the existing systems shall be made until all permits have been secured by the applicant. All provisions of the developer checklist must be satisfied. See Attachment C for the checklist.
- h. The petitioner shall secure the services of a professional engineer, licensed in North Carolina, to design the system in accordance with town specifications and North Carolina regulations. The town shall inspect the water and sewer facilities and appurtenances during and after construction to ensure conformity with approved design drawings. The facilities must be built in accordance with approved plans and specifications before they may be placed in service. If any part of the system fails inspection, no further building permits will be issued until corrections are made.
- i. Mains and lines shall be located within dedicated public rights-of-way, or easements must be provided. When required, the petitioner and/or present and future property owners shall grant to the town such utility easements as they may require. The permanent rights-of-way or easement shall be twenty (20) feet in all cases the town deems necessary, and all combined temporary construction and permanent easements shall be at least thirty (30) feet in width. Within these boundaries the service provider shall have the right to operate, maintain, inspect, repair and replace such facilities.
- j. Meters, expansion wheels, washers and locks meeting town specifications and of appropriate size for desired application shall be furnished to the town at the expense of the petitioner prior to final inspection of the project.
- k. All gravity sewer lines shall be subject to a low-pressure air test to determine the presence of damaged pipe or faulty installation. The test shall be conducted in accordance with the Town of Franklin's Minimum Gravity Sewer Design Criteria. A copy of these specifications can be obtained from the town.
- l. Maintenance and location of services within a private development shall be the responsibility of the petitioner until all town requirements are met and the deed is duly recorded. The town shall make every effort reasonably possible by use of record drawings, inspection documents and locating devices to aid in the location of services.
- m. Upon completion of the final inspection of the project, the petitioner shall provide technical literature for any equipment to the town. Operation and maintenance manuals will be required for

any and all mechanical devices required for the operation of the system. Further, all warranties and guarantees for such equipment shall be transferred or assigned to the town.

- n. All facility extensions installed under the provisions of this document shall become the sole property of the town and under its jurisdiction and control for any and all purposes, at the time such facilities are connected to the town system or as agreed upon prior to approval.

5. Post-construction requirements

- a. Upon completion of construction, the project engineer shall submit to the town certification that the project was completed in accordance with approved plans and specifications. See Attachment D for the Contractor's Certificate of Completion and Warranty.
- b. The petitioner shall warranty the accepted facilities to be free of defects in materials and workmanship and to be properly functioning in all respects for a period of one (1) calendar year from the date of acceptance by the town. The date of acceptance shall be the date upon which the town records the deed transferring ownership to the town.
- c. During the year of warranty, the petitioner shall correct or have corrected any defects that may develop in material, equipment or workmanship. In the event that the petitioner neglects to correct defects, the town shall have the right to declare all or any of the rights of the petitioner under the contract forfeited, and to remove and/or disconnect any connections that might have been made to the water and/or sewer system, or the town may elect to make the necessary repairs and institute a lien on the petitioner's property, both real and personal.
- d. As-built drawings shall be provided to the town prior to conveyance of the improvements to the town by the petitioner, in the form of computer files and reproducible drawings.
- e. Upon completion of the construction and connection thereof to the town's water and/or sewer systems, the water lines or sewer lines and any fire hydrants, valves, manholes, sewer lift stations, force mains or other facilities or equipment required in connection therewith shall thereupon and thereafter be the entire and sole

property of the town and under the sole and exclusive control of the town.

This policy was unanimously approved by the Town of Franklin Board of Aldermen on September 3, 2002, and may be revised and amended from time to time as needed.

Mayor
Town of Franklin

Attest:

Town Clerk