

**WATER AND WASTEWATER POLICIES,  
PROCEDURES  
AND STANDARDS MANUAL**

**CHARLESTON WATER SYSTEM  
OF THE CITY OF  
CHARLESTON, SOUTH CAROLINA**

**SUPPLEMENT TO  
CHARLESTON WATER SYSTEM'S  
WASTEWATER USE & RATE RESOLUTIONS  
AND  
WATER RULES & REGULATIONS**



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**APPROVED AND ADOPTED  
NOVEMBER 10, 1998  
BY THE CHARLESTON CPW COMMISSIONERS**

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**AMENDED MARCH 10, 1999**

**AMENDED JULY 1, 2001**

**AMENDED JUNE 1, 2002**

**AMENDED SEPTEMBER 30, 2004**

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**CHARLESTON WATER SYSTEM  
WATER AND WASTEWATER POLICIES,  
PROCEDURES AND STANDARDS MANUAL**

The following policies, standards, guidelines, etc. are to be used as a reference supplement to the CWS Wastewater Use and Rate Resolutions and the CWS Water Rules and Regulations (approved April 13<sup>th</sup>, 1993 and last amended January 24, 2017) and for the day-to-day administration of the Water and Wastewater Programs. These approved policies and standards may be amended from time to time by CWS Management.

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**I. COOLING TOWER POLICY**

**CWS BILLING PROCEDURE FOR FACILITIES WITH COOLING TOWERS**

Customers within the Charleston Water System's (CWS) service area who utilize cooling towers rated at 300 tons or more each will be eligible for consideration for a wastewater billing allowance as outlined by this Policy, approved August 29<sup>th</sup>, 1989 by the CWS Commissioners. As can be seen, the sewer adjustment is a theoretical calculation based on a number of constants, and will not recognize sub-metered water flow.

In order to be considered for the billing adjustment, the customer/applicant must provide the following information, in writing, to the CWS Chief Executive Officer:

1. The tonnage rating of the cooling tower(s).
2. The gallons per minute (GPM) flow or re-circulating rate of the cooling tower(s).
3. The cooling range of the cooling tower(s) in degrees, Fahrenheit (F), usually 10°F.
4. Technical specs and data sheets verifying the above data and a statement from the responsible official indicating the accuracy of the information.

Upon receipt of the above information, the Chief Executive Officer will review the information and authorize a CWS site-inspection, if deemed necessary. Calculation of the billing allowance will be performed, once collection system integrity tests of the immediate sewer service area can be performed by CWS's staff to ensure that stormwater or other extraneous flow is not entering the sewer system.

If results of sewer system integrity tests indicate no deficiencies in the building sewers, the allowance will be calculated according to the following formula, based upon recommendations of the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE):

$$\begin{aligned} X &= \text{cooling range to tower (usually } 10^{\circ}\text{F)} \\ Y &= \text{flow rate or re-circulate rate of tower in GPM/ton (usually 2-3 GPM/ton)} \\ \text{Then,} & \text{Evaporative losses (gal/ton/hr) = } 0.048 \times X \times Y \\ & \text{Drift losses (gal/ton/hr) = } 0.06 \times Y \\ \text{Total losses} &= \text{Evaporative losses + Drift losses} \\ \text{Total yearly loss} &= \text{Total loss } \times \text{Tonnage rating of tower } \times \text{1200 full load hours per year} \\ &= \text{Gallons/year of water lost to atmosphere} \end{aligned}$$



This is then converted to hundred cubic feet per year (Ccf/yr.) and the billing adjustment calculated as follows:

Billing adjust/yr. (\$) = Ccf/yr.  $\times$  Sewer rate/Ccf  $\times$  90 (for a 10% administrative charge)

The monthly billing adjustment would, therefore, be 1/12 of the annual adjustment calculated above.

This factor would then be adjusted on the customer's monthly sewer bill.

If building sewer integrity testing reveals unauthorized connections, storm sewer cross-connections, leaking or cracked piping, etc., billing allowances will not be granted until all deficiencies are corrected.

CWS reserves the right to delete or amend this billing adjustment procedure at any time for just cause, providing the customer is given adequate notice.

**Note:** In the event that the monthly calculated cooling tower credit, per this policy, exceeds the actual metered monthly water usage of a given facility, then in such cases, the cooling tower sewer billing credit for that month will not apply.

**II. CWS GREASE INTERCEPTOR STANDARD**

Refer to the latest revision of the Grease Trap Standards. This document is reviewed and revised periodically by the Wastewater Collection Department. Revisions are implemented, as needed, for the electronic and hard copies.

### **III. POLICY REGARDING WASTEWATER BACKUPS FOR CWS CUSTOMERS**

This Policy is being implemented in order to provide for consistent procedures to be followed in the event of a sewer back-up at a CWS customer residence or place of business. The following procedures are to be followed:

1. Upon discovery of a sewer back-up or service failure, the customer should notify the Charleston Water System at 727-6800. Dispatchers can handle customer calls 24 hours a day, seven (7) days a week. Caller should give their name, address, and phone number to the dispatcher and any other pertinent information regarding the situation to the Dispatcher. (Dispatcher will be provided a list of questions to ask and procedures to follow to assist in handling the customer's problems and improving CWS's response capabilities.) The customer will be notified by the Dispatcher that there may be an emergency response fee of \$30.00 (as outlined in the *CWS Wastewater Use and Rate Resolutions Manual*) charged to the customer's account should it be determined that the cause of the problem is located within the customer's service line, outside of CWS's right-of-way. If a customer so desires, he or she may opt to call a private plumbing service first to correct the situation. (See Item #6, below.)
2. As quickly as possible (usually within an hour), the Charleston Water System will have a crew representative inspect the situation to determine if the back-up is attributed to malfunctions of the CWS sewer main or if the customer's service line is the cause of the problem.
3. If the cause of the back-up is in the sewer main, CWS personnel will correct the situation as quickly as possible at no charge to the customer.
4. If it appears that the cause of the problem is on the customer's service line outside of the CWS right-of-way, the customer will be informed that the apparent cause of the back-up is not the responsibility of the CWS, but that of the customer. Suggestions will be made for them to contact a private, licensed plumbing service (or line-cleaning service) to relieve the problem in the service line. If the customer opts to call a plumbing service and the plumber corrects the problem on the customer's property, then the customer will be responsible for all charges associated with the repair.

However, if a licensed plumber ( or line-cleaning service) can determine, and CWS concurs, that the cause of the sewer service back-up was in the CWS maintained right-of-way, (i.e. main stoppage, broken or sheared sewer lateral within right-of-way, large roots within right-of-way, etc.) then CWS will reimburse to the customer all reasonable plumbing service charges.

5. If the customer feels that, for whatever reason, the problem is on the portion of the service lateral maintained by the Commission, (i.e., the portion from the property line to the main collection line), the CWS will dig the connection to determine where the problem is located. However, should the CWS go to the time and expense of digging a customer's service and

finds the problem is actually on private property, Charleston Water will be required to charge the customer actual costs to perform this work. These charges may be added to the customer's monthly bill, or may be billed separately.

6. If for some reason, the customer has called a licensed plumber or sewer line-cleaning service prior to calling CWS and the cause of the problem is verified by all parties to be CWS's responsibility then CWS will be responsible for payment to the customer for all reasonable plumbing charges incurred. A copy of the customer's invoice from the plumber or line-cleaning service will be required in order for CWS to make these reimbursements. However, should the plumbing service correct the problem on private property (outside the CWS right-of-way), then CWS bears no responsibility for plumbing service charges.
7. Additionally, if it is determined that the cause of the sewer lateral blockage in the CWS right-of-way is directly associated with improper usage by the customer, (i.e. discharge of unauthorized materials, etc.), the customer will be charged for cost involved in restoration of service.
8. If the customer is found to have introduced unauthorized materials or unauthorized quantities of material into the sewer system which are in violation of the CWS Wastewater Use and Rate Resolutions Manual, the charges for private plumbing service may not be reimbursed by the CWS. Requirements outlined in the CWS Wastewater Use and Rate Resolutions Manual for requirements dealing with these matters will be enforced.
9. It will be the CWS's responsibility to make appropriate retribution for any property damage suffered by a CWS customer as a result of malfunctions of the CWS sewer system (within its jurisdictional boundaries). Major claims in excess of \$250.00 may be handled by CWS insurance underwriters.
10. Item 1 and 2 of this Policy applies as well for CWS sewer customers whose service lines tie into the James Island PSD main lines. However, if the cause of the sewer back-up is determined to be located in main lines not owned or operated by CWS, then CWS will notify the responsible party for the customer. If response is not timely, CWS may request that the particular PSD or other responsible party allow CWS crews to attempt to relieve the situation by working on their main lines. However, CWS will not be responsible for reimbursement of plumbing charges for sewer back-ups which result from problems associated with lines outside of the ownership or operational control of Charleston CWS.

#### IV. SEWER TAP FEE POLICY

1. For any new connections to the CWS sewer system (not internal plumbing) for a new facility: tap fee is due, i.e., new tap to main or sewer lateral. This would apply to both new as well as any existing establishment which make a new connection to the CWS system.
2. For facilities where a Change-in-Use (CIU) may apply, e.g., existing establishments with existing service lines, tap fees will not be due if the existing building service is being used exclusively. CIU fees will be due, if applicable. However, new lines from CIU facilities which make new connections to CWS (either at new location or at the original location) will pay tap fees as in Case 1 above.
3. Cleanouts are strongly encouraged to be installed at the property line on all existing taps where a CIU is increasing the volume of flow and consequently increasing the likelihood of service line blockage. If future problems with an existing service line occur, where there has been a CIU and no cleanout was installed, the owner shall be required at that time to install a cleanout at his expense at the property line, or CWS will install the cleanout and bill the owner accordingly.
4. A customer who merely replaces his sewer service (no CIU involved) line with new pipe (connecting to the original point of the old service line) will not be required to pay a sewer tap fee, if records indicate that a tap fee for the particular parcel has been paid at any time in the past. In this case the customer will be required to pay a renewal inspection fee. (See Renewals Inspection Policy). However, replacement of the service line and connection at a new point will require tap fees to be paid as in Case 1 above. See Exhibit “B” of the CWS Wastewater Use and Rate Resolution Manual.

V. **SEWER TAP INSPECTION POLICY**

**NOTICE TO LICENSED PLUMBERS**

Beginning September 1<sup>st</sup>, 1991 the Charleston Water System began inspecting all wastewater taps **at the time of actual tie-in** to the sanitary sewer collection system. This includes all new connection, replacement connection, repairs to connections or other work involving the connection of the wastewater building service at the service connection to the sanitary sewer system. All connections must be made with approved appurtenances, including a cleanout provided at the property line. According to current CWS Construction Standards, clean-outs shall be terminated 6 to 12 inches below finish grade or level with pavement as required by site conditions. Also, it is requested that metallic tape or clean-outs with metallic inserts be utilized to aid CWS in locating these conditions and servicing our customers in the future.

Arrangements for inspections should be scheduled at least three (3) working days in advance of the day the connection is to be made. Please contact the CWS Inspectors at the Supply Street Operations Center office at 843-308-8299. The Wastewater Inspector(s) will make every attempt to return your phone calls during the same business day. Any request for tap locates, inspection status, etc. or any other additional information should be directed to the above referenced phone number or email [wastewaterinspectors@charlestoncpw.com](mailto:wastewaterinspectors@charlestoncpw.com)

Thank you for your understanding and patience as we make this necessary operational change, to better serve our customers.

## VI. RENEWALS INSPECTION POLICY

12/01/90

All sewer service renewals to the point of connection with CWS's lateral shall be assessed a wastewater inspection/investigation fee (currently \$200.00\*), or a sewer tap fee (currently \$200.00), whichever is appropriate, based on the criteria below:

1. A customer who merely replaces his sewer service line (no Change-in-Use Fee involved) with new pipe (connecting to the original point of the old service line) will not be required to pay a sewer tap fee if records indicate that a tap fee for that particular parcel has been paid at any time in the past. In this case only, the \$200.00 inspection/investigation fee will be charged.
2. On the other hand, if it cannot be verified that a tap fee has been paid in the past, we may charge a sewer tap fee. In this case, an investigation fee (currently \$200.00) would not be assessed, if the tap fee charge is assessed.
3. Replacement of a customer's service line to the point of connection with CWS's lateral and/or a call for an inspection of a renewal (of any kind) will require a \$200.00 wastewater inspection/ investigation fee.

The following situations will also require the assessment of the \$200.00 inspection/investigation fee:

- **connections to private systems** (which discharge to CWS's system) must be assessed
- inspection on existing connections where a tap has been paid previously (replacement of lines) must also be assessed
- connections to existing manholes must also be inspected

\* The \$200.00 wastewater inspection/investigation fee may be paid prior to the inspection or billed on the customer's monthly bill upon approval by Management/Supervisor

Any questions regarding this Policy should be directed to the Collection System Engineering Manager at 843-308-8205.

## VII. CHANGE-IN-USE FEE POLICY

Regarding existing facilities: The following shall be the policy of the Wastewater Collection Department when computing the Change-in-Use (CIU) fees for existing facilities:

Credit for equivalent units shall be based on the most immediately previous use of the facility, regardless of the facility's age.

In special cases, consideration may be given (at the discretion of the CWS' Chief Executive Officer) for equivalent unit credits for an earlier use of the facility in question, as opposed to the most immediately previous use. However, for consideration to be given, sufficient documentation or verifiable proof must be provided to CWS, in writing, indicating an earlier facility use. Such cases are expected to be rare, and in most instances, the most immediately previous facility use will be utilized to calculate appropriate CIU fees.

### A. PURPOSE

The Change-In-Use (CIU) Fee is established to reduce the magnitude of required general sewer rate increases attributable to system expansion. The CIU Fees which are collected are used to reduce future bond issuance amounts for major sewer interceptors, collector lines, pump stations, and expansions at the Plum Island Wastewater Treatment Plant, or other CWS-owned treatment or transportation facility(s).

### B. HOW THE CIU FEE AMOUNT WAS DETERMINED

Black and Veatch, consulting engineers, in their June 2001 Study, calculated the CIU Fee to be \$1,620.00 per Equivalent Unit, defined as 300 gallons per day of wastewater flow. Their determination was based on equity "buy-in" which is the recognized industry approach. Black & Veatch later updated and recalculated this fee to be \$2,440.00 per ERU, which was made effective on July 1, 2013. Again in 2016, Black & Veatch updated their Impact Fee Study and recommended a three-year fee schedule. Current CIU Fee \$2,717.00 (*Please refer to the Wastewater Use and Rate Resolutions Manual (EO1000.08); Exhibit B; Associated Fees*)

### C. WHEN THE CHANGE-IN-USE FEE APPLIES

When the use of an existing facility changes, the impact of the additional wastewater loading on the CWS's sewer collection system must be determined. The CIU Fee is applied to facilities to be served by existing sewer facilities only.

Note: Example calculations are based on CIU Fee as of July 1, 2016. Refer to CWS Wastewater Use and Rate Resolution Exhibit B for current CIU Fees.



Please refer to the following example for CIU Fee calculations:

1. New Facilities — Greater Than 300 GPD

- a) Construction of a structure(s) on one (1) TMS parcel generating more than 300 GPD, such as:

Office Building	Laundromat	Apartment
Restaurant	Car Wash	Clinic
Hotel	Beauty Parlor	Condominium
Motel	Church	

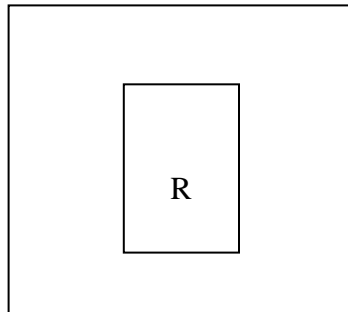
2. Addition to Existing Structure

- (a) Subdivision of a property and addition of a new structure

If a property in CWS's service area is later sub-divided, then a CIU fee applies to the additional structure.

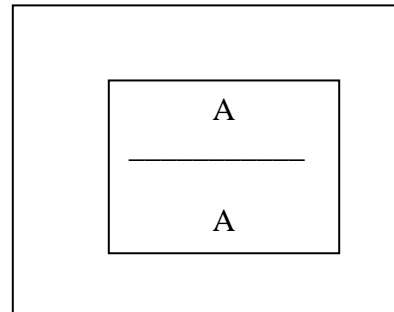
- (b) Subdivision of, or addition, to an existing structure, resulting in more than one (1) equivalent unit.

From —

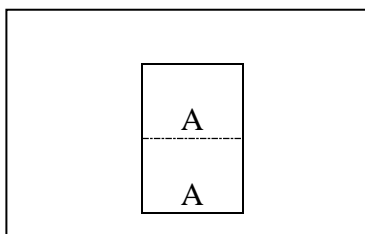


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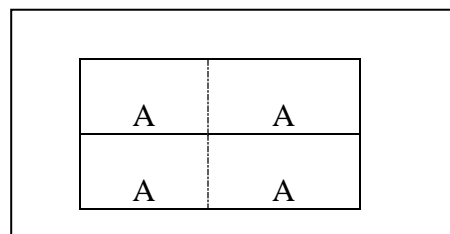
Or



To —



To —

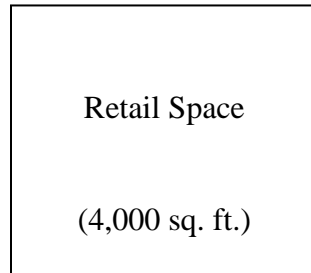


- (c) Change-In-Use of an existing structure, where the end-result is a structure that would generate more wastewater flow than the previous structure's.

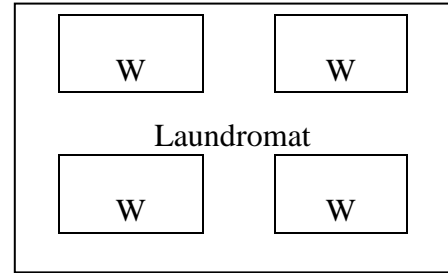
Example:

Convert a 4,000 sq. ft. retail space to a Laundromat with four (4) washing machines.

From —



To —



**D. CALCULATION OF THE CHANGE-IN-USE FEE**

The Change-In-Use fee rate is charged to each equivalent unit of wastewater flow generated by a proposed facility, which is calculated to be the difference between the proposed number of equivalent units and the existing use equivalent units; or, for new facilities where there was no previous use, a standard credit of one (1) equivalent unit per tax map number is used.

The CIU fee will be charged to the customer/developer at the time of application for wastewater service, and shall be paid "up-front" for the total development of each phase of a proposed project at the time of application for wastewater service.

The CIU fee is not due if impact fees have been previously paid for a particular development, as long as the projected unit contributory flow has not increased.

Shopping Centers, etc.

Change-in-Use (CIU) fees for existing shopping centers, strip malls, business and commercial complexes, etc., who may have numerous tenants within the complex will be calculated based on the new, proposed use of the available square footage, compared to the previous use of the same square footage. CIU fees for additional square footage (new construction) to these type of facilities will be calculated as with any new, similar construction or development activity.

Formula for determination of CIU Fee:

Proposed Equivalent Residential Unit — Existing Equivalent Residential Unit = # of Equivalent Residential Units (ERUs) subject to CIU Fee. This number of ERUs is then multiplied by the change-in-use fee per ERU, currently \$2717.00 per ERU, effective July 1, 2016 .

What is an Equivalent Unit?

An equivalent residential unit is equal to 300 GPD of wastewater flow or 2,000 sq. ft. of usable building space.

How are wastewater flows determined?

The theoretical daily wastewater flows are based on the most current South Carolina Department of Health and Environmental Controls' (SCDHEC) Unit Contributory Loading Guidelines (UCLG) as adopted by CWS (see Section VIII). These guidelines are based upon SCDHEC's updated standards which have been in use for over twenty (20) years. The type of establishment is first determined; then based on the criteria given in the UCLG guidelines, the total theoretical wastewater flow is determined. Once the theoretical flows are determined from the UCLG's this flow is divided by 300 to obtain the theoretical number of ERUs.

Note: For establishment types not included in or closely matching those given in the UCLG guideline, CWS has adopted a "Fixture Unit Methodology" for ERU calculations. Wastewater-generating fixtures for such establishments are counted and assigned a fixture-unit count as provided for in the Standard Plumbing Code (see Attachment #1). The total fixture-unit count is then divided by 15 fixture units per ERU to determine the theoretical ERU equivalents. (See Attachment #1 for fixture unit loading criteria.)

1.0 ERU = 15 Fixture Units (F.U.) = 300 GPD; or 15 GPD/F.U.

UCLG EXAMPLES:

- (a) Build a commercial building of 4,000 sq. ft.

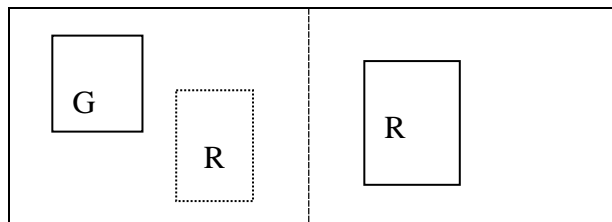
$$\frac{4,000 \text{ sq. ft.}}{2,000} = 2 \text{ equivalent residential units}$$

2 equivalent unit — 1 credit = 1 equivalent unit subject to CIU fee

1 equivalent unit @ \$2,717.00 CIU fee per ERU = \$2,717.00

Note: ERU credits are based on existing facility's # of ERUs. If no existing nor previous, credit is based on # of TMS parcels used for the particular project.

- (b) Subdivide a parcel and build a new structure



1 typical SF dwelling = 300 GPD = 1 equivalent unit subject to CIU fee

1 @ \$2,717.00 = \$2,717.00

- (c) Convert a 2-unit apartment to four (4) units

Proposed = 4 units  
 Existing = 2 units  
 Therefore:  $4 - 2 = 2$  equivalent units subject to CIU fee  
 $2 \text{ equivalent unit @ } \$2,717.00 = \$5,434.00$

- (d) Convert a 4,000 sq. ft. retail space to Laundromat with four (4) washing machines

Proposed: 4 washing machines = 4 ERUs  
 Existing:  $4,000 \text{ sq. ft.} / 2,000 = 2$  ERUs credit  
 Therefore:  $4 - 2 = 2$  equivalent unit subject to CIU fee  
 $2 \text{ equivalent unit @ } \$2,717.00 = \$5,434.00$

- (e) Renovate to add 5,000 sq. ft. of retail space to existing structure

Retail Space	Proposed Addition
-----------------	----------------------

Additional area = 5,000 sq. ft.

Therefore,  $\frac{5,000}{2,000} = 2.5$  equivalent unit subject to CIU fee

$2.5 @ \$2,717.00 = \$6,792.50$

Note: No Equivalent Unit Credit is given in Examples (b) and (e) because the subdivision/renovation results in a greater number of equivalent units on one original parcel.

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**Fixture Unit Example: Church Fellowship Hall Addition**

Note: Since there is no specific category for this type of facility in CWS's Unit Contributing Loading Guidelines, the fixture unit method is employed as follows:

Actual Fixtures to be added:

(8) water closets	x 4 fixture units each *	=	32
(2) urinals	x 4 fixture units each *	=	8
(5) sinks	x 2 fixture units each *	=	10
(1) drinking fountain	x .5 fixture units each *	=	.5
Total (Fixture Units)			50.5

$50.5 \text{ F.U. Total} \div 15 \text{ F.U./ERU} = 3.366 \text{ ERUs}$   
 $3.366 \times \$2,717.00 / \text{ERU} = \$9,145.42$

Total CIU Fee  
 (using fixture unit method)

\* From chart of Fixture Units, Attachment #1 (next page).

E. "INDICATORS" OF POSSIBLE CHANGE-IN-USE FEE

Application for new or separate water service at the same address.

Application for new sewer service at the same address.

Addresses numbered as: 8A, 4B, 10-1/2, 52-1/2

Application for water and/or sewer service for facilities other than a typical Single-Family dwelling unit (restaurant, bar, commercial building, car wash, etc.)

Upgrade of water line

Change in name or ownership

Peninsula City — water/sewer service applications

Coffee Shops

Subdivision of property

**ATTACHMENT #1**

**CWS FIXTURE UNIT COUNTS PER FIXTURE OR GROUP**

Fixture Type	Fixture-Unit Value As Load Factors		Minimum Size of Trap (inches)
Bathroom group consisting of: water closet, lavatory, and bathtub or shower	6		
Bathtub (with or without overhead Shower) or whirlpool attachments	2		1-1/2"
Bidet	3	Nominal	1-1/2"
Combination sink and tray	3		1-1/2"
Combination sink and tray with food disposal unit		Separate traps	1-1/2"
Dental unit or cuspidor	1		1-1/4"
Dental lavatory	1		1-1/4"
Drinking fountain	1/2		1"
Dishwashing machine domestic	2		1-1/2"
Floor drains	1		2"
Kitchen sink, domestic	2		1-1/2"
Kitchen sink, domestic with food waste grinder	3		1-1/2"
Lavatory	1	Small P.O.	1-1/4"
Lavatory	2	Large P.O.	1-1/4"
Lavatory, barber, beauty parlor	2		1-1/2"
Lavatory, surgeon's	2		1-1/2"
Laundry tray (1 or 2 compartments)	2		1-1/2"
Shower stall, domestic	2		2"
Showers (group) per head	3		
Sinks: Surgeon's	3		1-1/2"
Flushing rim (with valve)	8		3"
Service (trap standard)	3		3"
Service (P trap)	2		2"
Pot, scullery, etc.	4		1-1/2"
Urinal, pedestal, siphon, jet, blowout	8		Industry Standard
Urinal, wall lip	4		Industry Standard
Urinal, washout	4		Industry Standard

**CWS FIXTURE UNIT COUNTS PER FIXTURE OR GROUP (cont'd.)**

<b>Fixture Type</b>	<b>Fixture-Unit Value As Load Factors</b>	<b>Minimum Size of Trap (inches)</b>
Washing machines (commercial)		
Washing machines (residential)	3	2"
Wash sink (circular or multiple) each set of faucets	2	Normal 1-1/2"
Water closet flushometer tank, public or private	4	Industry Standard
Water closet, private installation	4	Industry Standard
Water closet, public installation	4	Industry Standard

Fixtures not listed above shall be estimated in accordance with the following:

**FIXTURES NOT LISTED ABOVE**

<b>Fixture Drain or Trap Size</b>	<b>Fixture-Unit Value</b>
1-1/4" and smaller	1
1-1/2 "	2
2"	3
2-1/2"	4
3"	5
4"	6

**Values For Continuous Flow**

For a continuous or semi-continuous flow into a drainage system, such as from a pump, pump ejector, air conditioning equipment, or similar device, two (2) fixture units shall be utilized for each GPM of flow.

**VIII. SCDHEC AND CWS GUIDELINES FOR WASTEWATER IMPACT FEE AND CHANGE IN USE FEE CALCULATIONS**

The following guidelines are for the computation of Wastewater Impact and Change-in-Use Fees:

<b>Unit Contributory Loadings to All Domestic Wastewater Treatment Facilities</b>	
<b>Type of Establishment</b>	<b>Hydraulic Loading (GPD)</b>
A. Airport: 1. Per Employee 2. Per Passenger	8 4
B. Apartments, Condominiums, Patio Homes: 1. Three (3) Bedrooms (Per Unit) or greater 2. Two (2) Bedrooms (Per Unit) 3. One (1) Bedroom (Per Unit)	300 225 150
C. Assembly Halls: (Per Seat)	4
D. Barber Shop: 1. Per Employee 2. Per Chair	8 75
E. Bars, Taverns: 1. Per Employee 2. Per Seat, Excluding Restaurant	8 30
F. Beauty Shop: 1. Per Employee 2. Per Chair	8 94
G. Boarding House, Dormitory: (Per Resident)	38
H. Bowling Alley: 1. Per Employee 2. Per Lane, No Restaurant, Bar or Lounge	8 94
I. Camps: 1. Resort, Luxury (Per Person) 2. Summer (Per Person) 3. Day, with Central Bathhouse (Per Person) 4. Travel Trailer (Per Site)	75 38 26 131
J. Car Wash: 1. Commercial (Per Car Washed) 2. Multi-Family Residential (Per Day)	56 56
K. Churches: (Per Seat)	2



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L. Clinics, Doctor's Office: 1. Per Employee 2. Per Patient	11 4
M. Country Club, Fitness Center, Spa: (Per Member)	38
N. Dentist Office: 1. Per Employee 2. Per Chair 3. Per Suction Unit; Standard Unit 4. Per Suction Unit; Recycling Unit 5. Per Suction Unit; Air Generated Unit	11 6 278 71 0
O. Factories, Industries: 1. Per Employee 2. Per Employee, with Showers 3. Per Employee, with Kitchen	19 26 30 34
P. Fairgrounds: (Average Attendance, Per Person)	4
Q. Grocery Stores: (Per Person, No Restaurant or Food Preparation)	19
R. Hospitals: 1. Per Resident Staff 2. Per Bed	75 150
S. Hotels: (Per Bedroom, No Restaurant)	75
T. Institutions: (Per Resident)	75
U. Laundries: (Self Service, Per Machine)	300
V. Marinas: (Per Slip)	23
W. Mobile Homes: (Per Unit)	225
X. Motels: (Per Unit, No Restaurant)	75
Y. Nursing Homes: 1. Per Bed 2. Per Bed, with Laundry	75 113
Z. Offices, Small Stores, Business, Administration Buildings: (Per Person, No Restaurant)	19
AA. Picnic Parks: (Average Attendance, Per Person)	8

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BB. Prison/Jail: 1. Per Employee 2. Per Inmate	11 94
CC. Residences: (Per House, Unit)	300
DD. Rest Areas, Welcome Centers: 1. Per Person 2. Per Person, with Showers	4 8
EE. Rest Homes: 1. Per Bed 2. Per Bed, with Laundry	75 113
FF. Restaurants: * 1. Fast Food Type, Not Twenty Four (24) Hours (Per Seat) 2. Twenty Four (24) Hour Restaurant (Per Seat) 3. Drive-In (Per Car Service Space) 4. Vending Machine, Walk-up Deli or Food Preparation (Per Person)	30 53 30 30
GG. Schools, Day Care: 1. Per Person 2. Per Person, with Cafeteria 3. Per Person, with Cafeteria, Gym and Showers	8 11 15
HH. Service Stations: 1. Per Employee 2. Per Car Served 3. Car Wash (Per Car Washed)	8 8 56
II. Shopping Centers, Large Department Stores, Malls: ** (Per Person, No Restaurant)	19
JJ. Stadiums, Coliseums: (Per Seat, No Restaurant)	4
KK. Swimming Pools: (Per Person, with Sewer Facilities and Showers)	8
LL. Theaters: Indoor (Per Seat), Drive In (Per Stall)	4
MM. Covered Parking Floor Drain (Per Each)***	15

\*FF -- Equivalent number of seats for delivery restaurant (**take-out only**)

$\frac{\text{Number of Meals/Day}}{\text{No. Hours of Operation}} = \text{Equivalent Number of Seats}$

No. Hours of Operation

Each Equivalent Seat = 30 GPD of Flow

\*\*\*II – Other Retail – 1 ERU/2,000 ft<sup>2</sup>

\*\*\* MM – Calculated according to Fixture Unit methodology, 1 ERU/20 covered parking area floor drains

**NOTE: CWS reserves the right to calculate wastewater equivalency in unusual circumstances utilizing the Fixture Unit methodology contained in the Water and Wastewater Policies, Procedures and Standards Manual. (15 G.P.D. = 1 Fixture Unit)**

**IX. CATEGORY WASTE POLICY**

Refer to the latest revision of the Category Waste Policy. This document is reviewed and revised periodically by the Environmental Resources Department. Revisions are implemented, as needed, for the electronic and hard copies.

**X. CWS's INDUSTRIAL PRE-TREATMENT PROGRAM**

Please refer to the separate document entitled The Charleston Water System of the City of Charleston Industrial Pretreatment Program, for the complete program requirements. This document is reviewed and revised periodically by the Environmental Resources Department. Revisions are implemented, as needed, for the electronic and hard copies.

**XI. SEWER SURCHARGE PROGRAM (SMOKE TESTING)**

Refer to the latest revision of the Sewer Surcharge Program (Smoke Testing). This document is reviewed and revised periodically by the Wastewater Collection Department. Revisions are implemented, as needed, for the electronic and hard copies.

**XII. ENGINEERING & CONSTRUCTION DEPARTMENT – MINIMUM STANDARDS FOR THE DESIGN & CONSTRUCTION OF WATER AND WASTEWATER SYSTEMS**

Refer to the latest revision of the Minimum Standards for the Design & Construction of Water and Wastewater Systems. This document is reviewed and revised periodically by the Engineering and Construction Department. Revisions are implemented as needed and maintained electronically on the CWS Website.

### **XIII. ENGINEERING & CONSTRUCTION DEPARTMENT-WASTEWATER DEVELOPMENT POLICIES**

Refer to the latest revision of the Engineering & Construction Department Wastewater Development Policies. This document is reviewed and revised periodically by the Engineering and Construction Department. Revisions are implemented as needed and maintained electronically on the CWS Website.

#### **XIV. CWS POLICY ON ACCEPTANCE OF SEWER SERVICES AND SEWER AVAILABILITY**

The Charleston Water System (CWS) is frequently requested to provide a Service Availability Letter for wastewater projects, including new developments, single family lots, and other commercial, residential, or industrial properties within the CWS retail wastewater service area. The intent of this Policy is to define as clearly as possible, how CWS will ascertain if wastewater service is or is not “available” to a particular property, and if so, under what circumstances.

Any subdivision of property for any purpose, especially when transferring property ownership rights, must obtain a CWS Service Availability Letter. Any subdivision of property will be considered a “new development”. This applies to single-family residential, multi-family residential, commercial, industrial or institutional subdivisions of any nature.

The proponent must complete and submit a Request for Service Availability form, found on the CWS Website. The information provided in the request will be utilized by CWS to perform a preliminary hydraulic analysis in order to determine wastewater service availability. Based on the results and conclusions determined by the preliminary hydraulic analysis, a Service Availability Letter will be issued by CWS stating whether wastewater service is available or is not available. This letter can also be written to indicate wastewater service availability upon the completion of wastewater system improvements, such as a wastewater main extension /or pump station, and designed and installed in accordance with the requirement of CWS’s Minimum Standards for the Design & Construction of Water and Wastewater Systems.

Application of this Policy will follow the steps below. The first determination will be to ascertain whether the proposed request is for a facility estimated to be one (1) ERU (Equivalent Residential Unit) or less, i.e. 300 GPD as defined in CWS’s-approved Unit Contributory Guidelines in effect at the time of the request for availability. If so, Section 1 below applies. If the proposed facility use is greater than one (1) ERU, Section 2 will apply. Section 3 will apply only on a case-by-case basis to consider qualified service availability for a Satellite Sewer System to serve a single non-residential building. The second determination will be to ascertain the proximity of the nearest surface collection system component with capacity to provide the level of service required for the property in question. In no case will service be considered available via a direct connection to any portion of the sanitary sewer tunnel system, including drop shafts and drop pipes.



**Section 1** (One (1) ERU or less); 300 GPD or less

Capacity will be considered “available” for requests in this category, if:

- A) Gravity service is available to the proposed property. This may be via an existing sewer lateral or a new lateral installed by CWS for an existing parcel not currently served where CWS is required by policy, to provide a lateral, (not to exceed 75 feet in total length). For properties more than 75 feet from the sewer main, a main extension will be required if said extension can be cost-effectively constructed (refer to CWS’s Cost Effectiveness Policy). In such cases, the property under consideration must have access to a gravity sewer main. In the context of this Policy and for service availability, “access” means that a gravity sewer line exists in a public Right-of-Way or CWS easement which borders or is contiguous to the property under consideration or an easement may be obtained, by the proponent, through which to extend service to the property under consideration. Cost-to-extend fees, if applicable, may apply in certain situations in this category. See examples below. For more information regarding the Cost-to-Extend Fee, refer to the most current revision of the CWS Wastewater Use and Rate Resolutions.

Example #1: If the owner of the property desiring wastewater service does not have frontage to an existing ROW or CWS easement where wastewater is available and must obtain a private easement to reach said ROW or CWS easement.

Example #2: If the property is currently served with an existing lateral and is requesting an additional service lateral, then the Cost-to-Extend Fee applies.

In each case a conditional letter of availability may be written, instructing the interested party to contact the New Development Program Manager or Utility Service Specialist for more information on costs to obtain a service.

**or,**

- B) Individual Wastewater Pump Stations: Wastewater capacity will be considered available if the tie-in point for the individual wastewater pump station force main is a direct gravity connection (i.e., service lateral or manhole). Again, the property under consideration must have access, as defined above, to the gravity connection point of the grinder station force main.

Note 1: For cases A and B above, no SCDHEC permits for sewer installations are currently required for projects consisting of one (1) ERU or less, unless a main extension is required.

Note 2: All individual wastewater pump stations in this category will be owned, operated and maintained by the property owner(s), etc. and not by the Charleston Water System.

Note 3: If the property under consideration is not adjacent/contiguous to a gravity connection point, wastewater service will be considered unavailable until such time as an easement is obtained.

Note 4: Individual wastewater pump station force main connections serving one (1) ERU or less will not typically be allowed to be manifolded into existing CWS-owned force mains or manifolded into any other private force mains. Again, in such cases, sewer service will be considered unavailable, unless a written waiver is obtained from a CWS Officer. Where a written waiver is granted by CWS, the owner of the premise must install, at his expense, a individual wastewater pump system in accordance with the Commission's requirements and minimum, standards, enter into a written maintenance contract with CWS for the individual wastewater pump system (refer to Exhibit "E" of the CWS Wastewater Use and Rate Resolutions Manual), and pay the published monthly individual wastewater pump maintenance fee (refer to Exhibit "B" of the CWS Wastewater Use and Rate Resolutions Manual).

**(See Attachment #1 for a graphical depiction of typical cases in this category whereby individual properties consisting of 1.0 ERU or less are evaluated for availability of sewer service.)**

**Section 2 (Greater Than One (1) ERU); Greater Than 300 GPD**

Capacity will be considered "available" for requests in this category, if:

- A) Availability requests for properties proposed to serve greater than one (1) ERU must first be prepared, in writing, by the property owner or a Registered Professional Engineer in SC. Such requests are to be submitted to the CWS Engineering & Construction Department for review to first determine the proximity of existing wastewater infrastructure and then to determine if the proposed project's wastewater flow can be hydraulically accepted into CWS's existing wastewater collection system via a gravity or force main connection. If capacity is determined to be available at the proposed point of connection, an Availability Letter (with requisite conditions) will be issued by CWS.

In such case, the proponent will be financially responsible for all costs associated with design, permitting, and construction of all wastewater infrastructure required to make such connection to CWS's existing system and to serve the proposed development in accordance with the requirements of the CWS's Minimum Standards for Design & Construction of Water and Sanitary Sewer Systems and Developer Policies, as amended and in effect at the time a development agreement is signed. CWS will own, operate and maintain the newly constructed wastewater collection system(s) upon satisfactory completion of all of CWS's

transfer and close-out requirements. SCDHEC construction and operational permits will be required for all such cases in this category, whether ultimately connecting to an existing CWS-owned force main or CWS-owned gravity line.

CWS will typically not approve vacuum or low-pressure alternative systems as a means of provision of sewer service. However, any low-pressure systems within a given development which have not yet been completely built out may be grandfathered under this clause.

**(See Attachment #2 for a graphical depiction of typical cases in this category wherein proposed properties consisting of greater than 1.0 ERU are evaluated for wastewater availability.)**

**Section 3: Satellite Sewer Systems**

Capacity will be considered “available” on a case-by-case basis if the following conditions are met:

- A) CWS-owned gravity sewer service is not available to the property.
- B) The property to be served has access to a CWS-owned sewer force main with the required capacity to provide the requested service. In the context of this Policy and for service availability, “access” means that a CWS-owned sewer force main exists in a public Right-of-Way or CWS easement which borders or is contiguous to the property under consideration.
- C) The proposed satellite sewer system is to provide service to a single non-residential building under the ownership of a single entity or individual and located on a single parcel of property.
- D) The requested sewer service is for 24,000 gallons per day or less as defined by CWS Unit Contributory Loading Criteria.
- E) The system will not be extended to serve other properties.
- F) All permitting requirements established by SC DHEC have been satisfied.

In all such cases, the proponent for sewer service will be financially responsible for all costs associated with design, permitting, and construction of all wastewater infrastructure required to make such connection to the CWS-owned sewer system and to serve the proposed building in accordance with the requirements of the CWS Minimum Standards for Design & Construction of Water and Sanitary Sewer Systems and Developer Policies, as amended and in effect at the time a development agreement is signed. CWS will not own, operate or maintain the newly constructed satellite sewer system. SC DHEC construction and operational permits will be required for all such cases in this category. The proponent for sewer service shall be solely responsible for

operation and maintenance of the satellite sewer system in compliance with SC DHEC requirements.

**Section 4:**

**Any properties not meeting the strict requirements of either Section 1 or Section 2, above, will result in CWS's official determination that wastewater service is not available to a given parcel of property.**

In such cases of determination, the proponent will be notified, in writing, of this determination, by CWS staff.

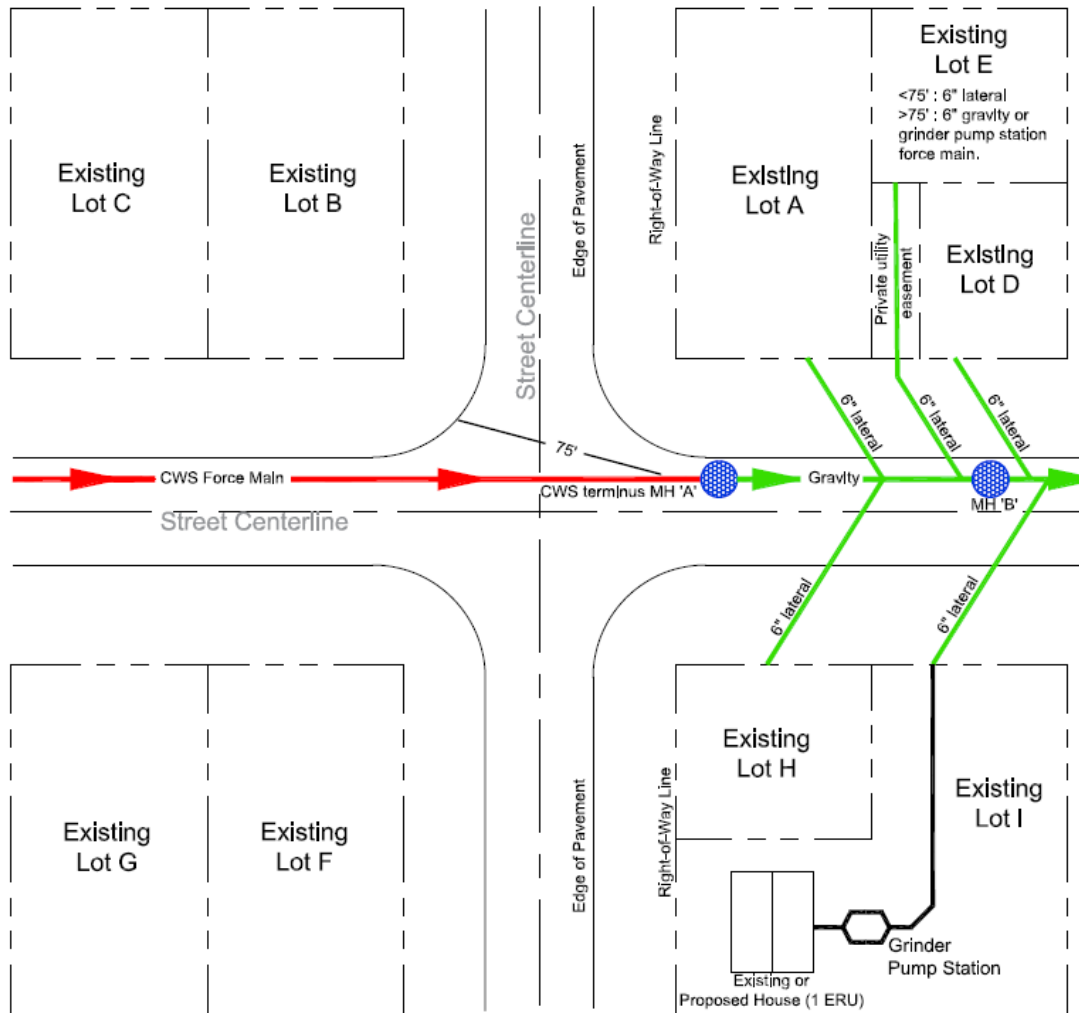
Note 5: This Policy is only intended to specify and clarify CWS's evaluation process for wastewater availability. All other CWS policies and requirements relating to wastewater service including Developer Policies, Wastewater Use and Rate Resolution, and Water and Wastewater Policies, Procedures, and Standards remain in effect, and are not superseded by this Policy.

Note 6: The CWS Chief Executive Officer shall have the authority to waive specific requirements of this Policy, when justified, and as circumstances warrant, on a case-by-case basis.

Exceptions:

Space constraints and other utility conflicts will not allow for a wastewater main to be constructed in an adequate wastewater easement to allow for maintenance and or repairs. These will be considered on a case-by-case basis.

## ATTACHMENT #1



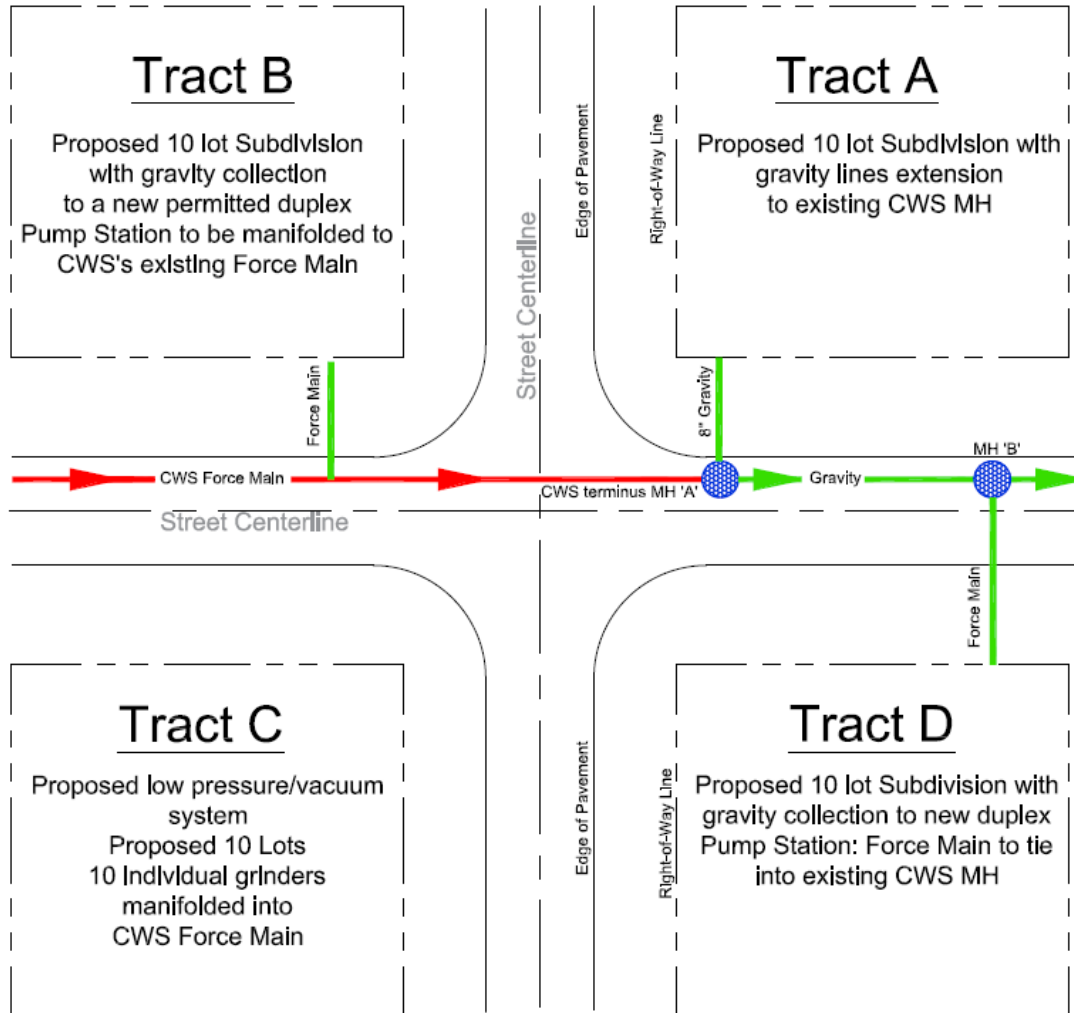
**ANALYSIS:** Wastewater service is considered available to:  
LOT A, LOT D, LOT E, LOT H, LOT I  
(Assuming capacity is available)

Wastewater service is considered not available to:  
LOT B, LOT C, LOT F, LOT G  
(Regardless of capacity issues)

Charleston Water System

## ATTACHMENT #2

Section 2 > 1 ERU (Multi-Unit Development)  
Typical Example:



**ANALYSIS:** Wastewater Service is considered available to Tract A, Tract B, Tract D  
Wastewater service is considered not available to Tract C unless a waiver is granted by a CWS Officer.

**Note:** The above determination of availability assumes the properties to be within the jurisdictional service area of Charleston Water System and that adequate hydraulic capacity is readily available. In cases where hydraulic capacity is deemed by CWS to be unavailable, the Wastewater services to said Tract would be deemed as "unavailable" until an upgrade could be completed.

Charleston Water System

**B. WATER SECTION**

<b><u>SECTION</u></b>	<b><u>POLICY</u></b>	<b><u>PAGE NO.</u></b>
I	Transient and Non-Transient Water Usage Policy .....	33
II	Policy Regarding Un-Metered, Dedicated Fire Services .....	34
III	Engineering & Construction Department Minimum - Standards for .. the Design & Construction of Water and Sanitary Sewer Systems	39
IV	Engineering & Construction Department - Water Development Policies.....	40
V	CWS Fire Flow Test ..	41
VI	CWS Policy on Acceptance of Water Services and Water Availability .....	41

**B. WATER SECTION**

**I. TRANSIENT AND NON-TRANSIENT WATER USAGE POLICY**

Refer to the latest revision of the Transient and Non-Transient Water Usage Policy. This document is reviewed and revised periodically by the Cross-Connection Department. Revisions are implemented, as needed, for the electronic and hard copies.



## II. POLICY REGARDING FIRE SERVICES

### A. DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

*Dedicated Fire Service.* An unmetered service to a single structure that provides water supply for usage in fire protection systems only. No commercial, domestic, industrial, or other water uses are allowed.

*Dual-Purpose Service.* An individual metered service providing water supply for both fire protection and domestic/commercial usages simultaneously. All single-family residential fire services fall into this classification.

*Domestic Service.* An individual metered service providing water supply for domestic/commercial usages other than fire protection.

### B. NEW-DEDICATED FIRE SERVICES (All Customer Classes Except Single-Family Residential)

CWS will permit dedicated fire services for all types of structures except those classified as single-family residential. (*Refer to New Dual-Purpose Services, see below.*) Impact fees will not be charged for dedicated fire services. The applicant for a dedicated fire service shall submit plans prepared by a licensed professional engineer to the CWS Engineering Department for approval, and will use a CWS-approved utility contractor to make the tap and install the fire service line from the main to the property line. In these cases, the applicant will pay the actual cost charged by the contractor to make the new tap at the point designated by CWS. CWS will not require meters for any dedicated fire service; however, CWS may require a flow detection device. All dedicated fire service installations must comply with all CWS cross-connection control policies and procedures in effect at the time of application. All customers with dedicated fire services will be assessed a monthly fire protection fee as specified and published by the Commission, based on the tap size.

### C. EXISTING DEDICATED FIRE SERVICES (METERED)

All customers with an existing dedicated metered fire service with a meter will be assessed the published monthly fire protection fee as approved by the Commission, based on the tap size. The existing meter will remain in place unless it becomes unserviceable.

**D. NEW DUAL-PURPOSE SERVICES**

All customers with dual-purpose services will be charged in accordance with the published monthly domestic water rates as approved by the Commission respective to the size of service. All dual-purpose service installations must comply with all CWS cross-connection control policies and procedures in effect at the time of application.

1. All Customer Classes Except Single-Family Residential:

An applicant for a dual-purpose service (fire and domestic via a single tap) shall submit plans prepared by a licensed professional engineer to the CWS Engineering Department for review and approval prior to installation. CWS will designate the point of connection to the water system. The applicant for a new dual-purpose service will be charged the published water tap, impact and origination fees as approved by the Commission based on the actual tap size.

2. Single-Family Residential:

An applicant for a dual-purpose service (fire and domestic via a single tap) shall submit plans prepared by a licensed fire sprinkler designer to the CWS Engineering Department for review and approval prior to installation. The minimum allowable meter size is 3/4-inch by 3/4-inch. CWS will designate the point of connection to the water system. The applicant for a new dual-purpose service will be charged the published impact fee for the needed domestic-only service size (typically 3/4-inch) regardless of actual tap size; the published tap fee for the actual tap size (minimum 1-inch); and the published origination fee as approved by the Commission.

Example: customer requests 3/4-inch meter for domestic and fire; CWS will install 3/4-inch x 3/4-inch meter (instead of the standard 3/4-inch" x 5/8-inch meter) on the typical 1-inch service tap to the main and will charge 3/4-inch impact and 1-inch service tap fee for installation of the non-standard meter. Such an account will bill as a standard 3/4-inch meter, unless such fees have been prepaid.

**E. EXISTING DUAL-PURPOSE SERVICES**

Any customers, other than single-family residential, with an existing dual-purpose service may apply to CWS to convert their services to a dedicated fire service. In such cases, the customer will apply for a new domestic service. CWS will assess the published tap and origination fees approved by the Commission for the requested tap size. Prior to activation of the new domestic service, the customer must allow CWS inspection to verify the old domestic service is severed from the dedicated fire main. The customer must comply with all CWS cross-connection control policies and procedures in effect at the time of application.

Upon activation of the new domestic service, the customer will be assessed the published monthly fire protection fee as approved by the Commission for the fire service. For the new domestic service, the customer will be charged the greater of the published monthly water rate as approved by the Commission based on actual consumption or the published minimum water rate as approved by the Commission respective to the size of service.

**F. RE-USE OF EXISTING, DEDICATED FIRE SERVICES**

If the customer, owner, building tenant, or site use changes at a facility where an existing dedicated fire service is located, the following requirements will apply:

1. The existing fire service will be allowed to remain provided that it is of sufficient size to deliver the design capacity for fire protection of the new building use and sprinkler system.
2. If the existing building is demolished, significantly renovated, or if change extensions, or additions to the fire main and/or fire sprinkler system are made then a new fire service connection may be required. In cases where a new fire service connection is required, the existing fire main must be properly abandoned and capped. Furthermore, the customer will be required to submit plans for approval, apply for the new fire service, and pay all contractor costs associated with the new fire service. The customer must comply with all CWS cross-connection control policies and procedures in effect at the time of application.

**G. CONVERSION OF EXISTING DOMESTIC SERVICES TO DUAL-PURPOSE SERVICES**

An existing active domestic service for a single-family residential structure may be converted to a dual-purpose service. The applicant shall submit plans and specifications prepared by a licensed fire sprinkler designer to the CWS Engineering Department for review and approval prior to installation. All installations shall comply with all CWS cross-connection control policies and procedures in effect at the time of application. Charges for service conversions will be as follows:

1. If the existing service line and meter sizes are adequate based on the engineering calculations, CWS will not charge the applicant for the conversion. However, the minimum allowable meter size is 3/4-inch by 3/4-inch.
2. If the existing service line is adequate, but the meter size must be increased based on the engineering calculations, CWS will charge the applicant the published Return Visit and Meter Replacement Fees as approved by the Commission. In no case will the meter size be increased to greater than the existing line size.
3. If both the line and meter size must be increased based on the engineering calculations, CWS will assess the published tap and origination fees approved by the Commission for the requested tap size. No additional impact fees will be assessed.
4. All customers with dual-purpose services will be charged in accordance with the published monthly domestic water rates as approved by the Commission respective to the size of service.

**H. METHOD OF COMPLIANCE**

Written documentation annually from a state-licensed fire sprinkler contractor that, to the best of their knowledge and belief, (and based on their inspection), verify that no unauthorized use of water is being taken from the fire service other than for the express purpose of fire suppression or periodic testing. Such report shall be sent to CWS Department of Cross-Connection annually in conjunction with either the annual backflow inspection or the annual sprinkler system test. CWS will assist the state licensed fire sprinkler contractor in performing their verification inspection by operating the tapping valve or control valve for the fire service at the contractor's request provided 48-hours advance notification is given. The required documentation must be submitted within thirty (30) days of the annual requirement as set by CWS. Failure to do so or a failing verification will result in the billing class of the fire service immediately being converted

from an annual fire service rate class to a domestic rate class based on tap size minimum. The customer will then be notified to either make immediate corrections or pay for and install a fire service meter. Upon receipt of the required verification the rate class will be switched back to the appropriate annual fire service rate. Furthermore, CWS reserves the right to require meter installation for fire services which continue to remain un-verifiable and ultimately may pursue other compliance remedies to include possible service termination.

It is anticipated that the annual contractor verification compliance date will coincide with the annual fire service backflow test date.

NOTE: The above Policy is intended to address metering/billing requirements for existing dedicated fire services and is not meant to preclude compliance with CWS and SC Department of Health and Environmental Control requirements for cross-connection control.

S/ F. Kin Hill, PE, CEO  
Approved, F. Kin Hill, PE, CEO

1/29/13  
Date

**III. ENGINEERING & CONSTRUCTION DEPARTMENT - MINIMUM STANDARDS FOR THE DESIGN & CONSTRUCTION OF WATER AND WASTEWATER SYSTEMS**

Refer to the latest revision of the Minimum Standards for the Design & Construction of Water and Wastewater Systems. This document is reviewed and revised periodically by the Engineering and Construction Department. Revisions are implemented as needed and maintained electronically on the CWS Website.

**IV. ENGINEERING & CONSTRUCTION DEPARTMENT, WATER DEVELOPMENT POLICIES**

Refer to the latest revision of the Engineering & Construction Department Water Development Policies. This document is reviewed and revised periodically by the Engineering and Construction Department. Revisions are implemented as needed and maintained electronically on the CWS Website.

**V. HYDROSTATIC FLOW TEST**

Effective July 1, 2000 Charleston Water System (CWS) began a policy of charging \$200.00 per test for each hydrostatic fire-flow test requested. Tests are to be performed exclusively by CWS's technical staff. The CWS Hydrostatic Flow Test Request Form and payment are required before the test can be performed.

See Section R, Item 5 in CWS's Water Rules and Regulations.

**VI. CWS POLICY ON ACCEPTANCE OF WATER SERVICES AND WATER AVAILABILITY**

The Charleston Water System (CWS) is frequently requested to provide a Service Availability Letter for water projects, including new developments, single-family lots, and other commercial, residential, industrial or institutional properties within the CWS retail water service area. The intent of this Policy is to define as clearly as possible, how CWS will ascertain if water service is or is not "available" to a particular property, and if so, under what circumstances.

Any subdivision of property for any purpose, especially when transferring property ownership rights, must obtain a CWS Service Availability Letter. Any subdivision of property will be considered a "new development". This applies to single-family residential, multifamily residential, commercial, industrial or institutional subdivisions of any nature.

The proponent must complete and submit a Request for Service Availability form found on the CWS website. The information provided in this letter will be utilized by CWS to perform a preliminary hydraulic analysis in order to determine water service availability. Based on the results and conclusions determined by the preliminary hydraulic analysis, a Service Availability Letter will be issued by CWS stating whether water service is available or is not available. This letter can also be written to indicate water service availability upon the completion of water system improvements, such as a main extension, designed and installed in accordance with the requirements of CWS's Minimum Standards for the Design & Construction of Water and Wastewater Systems.

For the purpose of applying this Policy, the first determination will be to ascertain the level of service required for the property. If the requested level of service is for a single building or premise, is for domestic purposes only, and may be provided via a single service line size up to 2-inches in diameter, then Section 1 below applies. If the requested level of service for the property exceeds any parameter outlined above and includes interior and/or exterior fire protection Section 2 will apply. The second determination will be to ascertain the proximity of the nearest potable water system component with capacity to provide the level of service required for the property in question.



Water service will typically be considered not available via a tapped connection less than 6-inches in diameter to any water main greater than 16-inches in diameter or to any water main that is prestressed concrete cylinder pipe. In all such cases, refer to Section 2 for service availability requirements.

**Section 1:**    **Single Domestic Only Service up to 2-inches**

Water Service will be considered “available” for requests under the following circumstances:

A)    The property under consideration must have access to a water main of sufficient size and capacity to deliver the maximum instantaneous demand for the intended property use. In the context of this Policy and for service availability, “access” means that a water line exists in a public Right-Of-Way or CWS easement which borders or is contiguous to the property under consideration, or an easement may be obtained, by the proponent, through which to extend service to the property under consideration.

or

B)    Access to a water main can be obtained through a 5-foot private utility easement (minimum width) through one other property parcel.

and

C)    The water service length shall not exceed 150 feet (or a distance greater than the width of the right-of-way) from tap to meter as per CWS standards.

(D)    The water main from which access to the property is available, per A and B above, is not prestressed concrete cylinder pipe and is no greater than 16-inches in diameter.

**Section 2:**    **Domestic Plus Interior and/or Exterior Fire Protection**

Water service will be considered “available” for requests under the following circumstances:

A)    Availability requests for properties in this category must first be prepared, in writing, by the property owner or a Registered Professional Engineer in SC. Such requests are to be submitted to the CWS Engineering & Construction Department for review to first determine the proximity of existing water infrastructure and then to determine if the water infrastructure has sufficient size and capacity to deliver the maximum instantaneous demand for the intended property use and the minimum fire flow as defined in the CWS Minimum Standards for the Design & Construction of Water and Sanitary Sewer System or as required by the governing fire department, whichever is greater. If capacity is determined to be available at the proposed point of connection, an Availability Letter (with requisite conditions) will be issued by CWS.

In such cases, the proponent will be financially responsible for all costs associated with design, permitting, and construction of all water infrastructure required to make such connection to CWS's existing system and to serve the proposed development in accordance with the requirements of the CWS Minimum Standards for the Design & Construction of Water and Sanitary Sewer Systems and Developer Policies as amended and in effect at the time a development agreement is signed. CWS will own, operate and maintain the newly constructed water distribution system(s) upon satisfactory completion of all of CWS's transfer and close-out requirements. SCDHEC construction and operational permits will be required for all such cases in this category.

**Section 3:** Any properties not meeting the strict requirements of either Section 1 or Section 2, above, will result in CWS's official determination that water service is not available to a given parcel of property.

In such cases of determination, the proponent will be notified, in writing, of this determination by CWS staff.

Note 1: This Policy is only intended to specify and clarify CWS's evaluation process for water availability. All other CWS policies and requirements relating to water service including Developer Policies, Water Rules and Regulations, and Water and Wastewater Policies, Procedures, and Standards remain in effect, and are not superseded by this Policy.

Note 2: The CWS Chief Executive Officer shall have the authority to waive specific requirements of this Policy, when justified, and as circumstances warrant, on a case-by-case basis.

Exceptions:

- 1) Space constraints and other utility conflicts will not allow for a water main to be constructed in an adequate water easement to allow for maintenance and or repairs. These will be considered on a case-by-case basis.
- 2) Water service taps less than six (6) inches in diameter will not be permitted from mains that are greater than 16-inches in diameter. In cases where such a main provides the only service availability, the proponent for service will be required to coordinate with CWS for establishing an alternate connection point which allows for tapping a water main 16-inches or greater with at least a 6-inch main extension suitable to meet their service demands, including fire protection if none exists. Each such service will be evaluated on a case-by-case basis. The CWS Cost-Effectiveness Policy may apply in these circumstances for proponents of service to an individual residential lot or ERU. CWS Developer Policies in effect at the time of service request shall remain in effect for planned multi-service commercial, industrial, institutional and/or residential developments.

- 3) Water service taps less than six (6) inches in diameter will not be permitted from mains that are Pre-stressed Concrete Cylinder Pipe (PCCP). In cases where such a main provides the only service availability, the proponent for service will be required to construct a main extension suitable to meet their service needs including fire protection if none exists. The CWS Cost-Effectiveness Policy will apply in these circumstances for proponents of service to an individual lot or ERU. CWS Developer Policies in effect at the time of service request shall remain in effect for planned multi-service commercial, industrial, institutional and/or residential developments.

**C. COMMON POLICIES (May apply to both water and wastewater.)**

<b><u>SECTION</u></b>	<b><u>POLICY</u></b> .....	<b><u>PAGE NO.</u></b>
I	Approved Contractor Policy.....	46
II	Small Projects Contractor Policy .....	47
III	CWS Financing Policy .....	48
IV	CWS's Good Neighbor Policy .....	55
V	CWS Capitalization Policy .....	61
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VII	CWS Water and Wastewater Impact Fees .....	67
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**C. COMMON POLICIES**

**I. APPROVED CONTRACTOR POLICY**

Refer to the latest revision of the Approved Contractor Listing Policy for Design & Construction of Water and Sanitary Sewer Systems, document titled Approved Contractor Policy for Construction Approved Contractor List, No. P084. This document is reviewed and revised periodically by the Engineering & Construction Department, as well as the Purchasing Department. Revisions are implemented as needed for the electronic and hard copies.

**II. CWS's SMALL PROJECTS CONTRACTOR POLICY**

Refer to the latest revision of the Approved Contractor Listing Policy for design and construction of water and sanitary sewer systems, document titled Small Project Contractor Policy for Small Projects Contractors List, No. P-207. This document is reviewed and revised periodically by the Engineering & Construction Department, as well as the Purchasing Department. Revisions are implemented as needed for the electronic and hard copies.

### **III. CWS FINANCING POLICY**

#### **Policy Statement**

It is the policy of the Charleston Water System (CWS) to finance the water and sewer service initiation charges for both water and wastewater services for any customer who qualifies for financing under the qualifying guidelines of this Policy. (This typically includes only tap and impact fees for both water and/or sewer services.)

#### **Scope**

This Policy applies to all customers who apply for new service financing and directs the activities of the Service Finance Committee, and all CWS associates who are involved with the financing of services.

#### **Policy Implementation Guidelines**

##### **A. GENERAL INFORMATION ON FINANCING OF SERVICE**

1. The purpose of this Policy is to establish a method of qualifying customers who wish the CWS to finance residential and commercial/industrial water and/or sewer service initiation fees and to develop a means by which we can finance water and/or sewer service initiation fees.
2. The Policy consists of specific categories and the specific fees related to each category that qualifies for financing.
3. The charges for all of the categories of financing will be calculated with an annual interest rate (APR) based on the prime lending rate published in the Wall Street Journal plus 2% APR and will be set each quarter.
4. Interest rates are fixed for the term of the loan.
5. Applicants must have no other means of financing available to be eligible for Charleston Water System financing.

**B. SERVICE FINANCE COMMITTEE**

1. The Service Finance Committee will review all applications for service financing. A minimum of three (3) committee members is required to review ALL applications. The Chief Administrative Officer (and/or designee) is required for the review process.
2. Using the enclosed guidelines the Service Finance Committee will approve or reject all applications for service financing.
3. The New Services/Technical Support Coordinator and/or Utility Services Specialist will inform, by telephone, the customer of the outcome of their application and the terms of their financing agreement, if approved.
4. The Service Finance Committee includes the Chief Administrative Officer (or designee), Chief Financial Officer, New Services/Technical Support Coordinator(s), and/or Utility Services Specialist, and the Assistant Director of Customer Service.

**C. MAXIMUM LENGTH OF FINANCING**

1. Once an applicant has been approved, any amount equal to or less than the approved amount will **still** be qualified for financing. (No additional committee meetings are required.)
2. The financing period guidelines are shown in the chart below and are applicable to all categories of financing.
3. Amount to be financed:

<u>From</u>	<u>To</u>	<u>Maximum Financing Period</u>
\$ 0.00	\$ 700.00	0 months
\$ 700.01	\$3,000.00	12 months
\$ 3,000.01	\$6,000.00	18 months
	\$20,000.00	24 months

4. The Service Finance Committee may recommend alternative finance periods and low terms based on each applicant's situation and other pertinent factors.



**D. TERMS OF APPROVAL**

The terms of approval for all categories of financing must be logged to the Service Financing and/or Loan Committee checklists.

1. Applicant must submit copies of three (3) denied requests for financing from financial institutions eligible for payments to Charleston Water System.
2. Credit check (where applicable)
3. Verification of payment history with CWS
4. Verification of inability to utilize CWS accepted credit card for fee payment
5. Review of service location
6. Review of property information
7. Execution of the Utility Fee Security Agreement
8. Prior to financing, all *Domestic* customer categories require the payment of:
  - a. A minimum of 20% down payment based on the total financed fees
  - b. 100% of all applicable origination fees
  - c. 100% of an administrative processing fee
9. Prior to financing, all *Non-Domestic* customer categories require the payment of:
  - a. A minimum of 20% down payment based on the total financed fees
  - b. 100% of all applicable origination fees
  - c. 100% of an administrative processing fee
10. Utility Fee Security Agreements will be recorded at the applicable County RMC's Office.

**E. LATE PAYMENTS**

1. Late payments of financed fees will be subject to late charges and accrued interest on the total outstanding balance.
2. The procedure includes the collection process for customers who are delinquent in making service-financing payments.
3. Late payments are also applicable to all other outstanding water and wastewater charges.

**F. BAD DEBTS**

1. CWS will endeavor to collect all outstanding fees using the existing collection system and small claims court.
2. In the case of Commercial accounts that go out of business and there are no alternative collections means left, the outstanding charges will be processed in accordance with CWS standard Collection & Bad Debt procedures as defined in the Customer Service System.

**G. CATEGORIES**

1. Single Family - Residential
  - a. In areas where existing water and/or sewer mains are available for connection by single-family residential homes requiring a 3/4" or 1" domestic water service or a sewer connection, an application for financing will be accepted.
  - b. The terms of approval also require that the property owner or immediate family must occupy the residence. Consideration will not be given to heirs' property that does not have individual ownership, nor will renters be allowed to sign up for an account if there are financing charges associated with the property.
  - c. The property owner should provide a copy of their current property tax receipt, purchase contract, or the property deed.
  - d. Customers in this category may finance the following fees: water tap, water impact, sewer tap, sewer impact, change-in-use and the cost-to-extend a sewer lateral.
  - e. Origination fees and processing fees cannot be financed under this category.
  - f. Contractors and/or developers are excluded from this provision.

**H. COMMERCIAL/INDUSTRIAL AND OTHER PROPERTIES WITH AN EXISTING WATER SERVICE AND AN EXISTING SEWER LATERAL**

1. Basic Provisions:
  - a. To aid in economic development, businesses with an existing water service and sewer lateral may be eligible to finance the sewer change-in-use, and/or water and sewer impact fees at the same service address. For new development, the water/sewer applicant may be responsible for the payment of impact fees when the developer was not charged impact fees at the time of construction of the project. This would result from the developer not subdividing or pre-leasing a commercial/industrial development tract of property because the use of the property was unknown. The definition and calculation of these fees are based on CWS's most current Wastewater System Use and Rate Resolutions / Water Rules and Regulations, as approved and adopted by CWS's Board of Commissioners.

- b. If the applicant is leasing the property in question, then a copy of the lease agreement should be obtained. The financing period should not exceed the lease period unless there is a plausible reason to do so. The owner or an authorized representative for the company must execute the Utility Fee Security Agreement. Any exception to this Policy would require the approval from an Officer.
  - c. Should the business terminate before the fees are paid in full, the customer will be responsible for all charges up to the date of notification by the customer and including the final bill. The charges to be deleted include all unbilled service financing charges.
2. Special Circumstances:
- a. In the event that the business should dissolve or relocate prior to the completion of the contract, the benefits of the fees assessed and paid will accrue to the next owner/tenant.
  - b. The transfer of financing must take place within ninety (90) days of the close of business or any benefits will be forfeited.
  - c. Tap fees, origination fees, cost-to-extend a sewer lateral, and any processing fees cannot be financed under this category.
  - d. All of the outstanding balance must be paid or financed before the next business owner or tenant can continue with the remaining balance of the charges. The alternative option is to pay all fees based on the current full fee schedule.

## **I. GOVERNMENTAL AND CHARITABLE ORGANIZATIONS**

1. Nonprofit (charitable, eleemosynary or governmental) agencies may finance all charges, except origination and administrative fees, related to obtaining a new or additional water and/or sewer service.
2. To receive financing, nonprofit agencies must provide documentation of their charitable status.
3. Any nonprofit agency that acts as a developer with the intent to divide property into lots for resale or prepares property for resale is excluded from this financing program.
4. Should an agency cease to operate as a nonprofit agency, as defined above and upon such change in status, the outstanding principal balance plus any related outstanding charges must be paid to CWS within sixty (60) days.

## **J. PROCEDURE FOR HANDLING LIENS**

1. New Services/Technical Support Coordinator
  - a. Obtain all applicable signatures on both original agreements. (i.e. witnesses, coordinator, notary, manager, etc.)
  - b. Prepared customer cover letter.

- c. Mail original letter with copy of agreement to customer.
  - d. Prepare required documents for filing with the appropriate County RMC Office. (All documents are hand-delivered by the Customer Services/ Technical Support Coordinator.) The following documents must be delivered to the RMC Office:
    - 1) Copy of Agreement
    - 2) CWS check for payment
2. Assistant Director of Customer Service
- a. The Assistant Director of Customer Service, upon receipt of the RMC Office recorded documents, holds all files.
3. Executive Office
- a. Upon return of recorded documents from the RMC
    - 1) log-in the RMC information to Vault Document System
    - 2) file in vault folder
  - b. Upon notification that account is paid
    - 1) pull file out of vault
    - 2) stamp originally recorded doc as “LIEN SATISFIED”, fill in required information, and forward to the Assistant Director of Customer Service for lien release processing
    - 3) log information as “Lien Satisfied” into mainframe
    - 4) when lien satisfied doc is returned from RMC, re-file into vault folder
4. Procedure for Releasing Liens
- a. Balance is paid in full
  - b. CSS618PR New Service Financing - Paid in Full report is generated monthly by Information services. A copy is sent to Accounting, Engineering & Construction and the Assistant Director of Customer Service.
  - c. The Assistant Director of Customer Service pulls the file of any customer on the list.
  - d. The Utility Fee Security Agreement is stamped “Lien Satisfied” it is dated, signed by a CWS Officer and witnessed on the back of the last page.
  - e. It is given to one of the two New Service/Technical Support Coordinators to complete the following lien removal process.
  - f. New Service/Technical Support Coordinator has a Petty Cash check issued.
  - g. Then make a copy of check.
  - h. A RMC Office form is filled out.
  - i. New Services/ Technical Support Coordinator to take the check, completed RMC Office form, and Agreement to RMC Office.
  - j. Request is made to release lien, payment is made and RMC Office form is signed, filed in with amount, and stamped with date by the RMC clerk.

- k. After returning to CWS the amount of the check is written on the check copy for the file. A copy of the RMC Office form is made for the file, and the original is returned to the check issuer as a receipt.
- l. File is then stored for 10 years. After 10 years, the file can be destroyed per CWS policy.

## **K. RECORDS RETENTION**

### 1. Approved Applications

- a. All Service Financing documentation relating to approved applications must be retained for six (6) years after the loan is paid in full.
- b. All documentation will be maintained by the Executive Office in the vault.

### 2. Rejected Applications

- a. All documentation associated with rejected Service Financing applications must be retained for three (3) years from the loan rejection date in the office of the Assistant Director of Customer Service. Any application records that are not completed will be processed as if rejected based on incomplete information.
- b. The Assistant Director of Customer Service will review all contracts before being stored in the vault.

## **L. POLICY DEVIATIONS**

1. Any customer's request for financing which deviates from this Policy will be considered on a case-by-case basis.
2. The Chief Executive Officer, Chief Administrative Officer, or Chief Financial Officer must approve any variation from this Policy.
3. An Exception Letter will be included in the file from the person granting the exception.

## **RELATED DOCUMENTS**

1. Wastewater System Use and Rate Resolutions Manual
2. Water Rules and Regulations Manual
3. Water and Wastewater Policies, Procedures and Standards Manual
4. CWS-New Service Form-001                      Utility Fee Security Agreement
5. CWS-New Service Form-002                      New Service Financing Checklist – Domestic
6. CWS-New Service Form-003                      New Service Financing Checklist – Non-Domestic
7. CWS-New Service Form-004                      New Service Finance Committee Checklist

#### IV. CHARLESTON WATER SYSTEM (CWS) GOOD NEIGHBOR POLICY

##### Policy Statement

This procedure assigns responsibility for performing certain functions associated with charitable contributions and establishes parameters for administering the program.

##### Scope

This Policy applies to all residential customers who are in need of financial assistance when handling their CWS Water/Wastewater bills.

##### Policy Implementation Guidelines

###### **A. General Information**

1. CWS Policy is to provide financial assistance to residential customers who demonstrate financial need.
2. Funds to administer the program are provided by customers through bill payments, through HomeServe revenue, and may also be generated through solicitation of major corporations.

##### Eligibility Requirements

###### **A. Palmetto Community Action Partnership (PCAP)**

1. Must secure proof of total household income for anyone 18 years and older for the **PAST 30 DAYS**. This includes wages, pensions, social security, Supplement Security Income (SSI), and cash assistance.
2. Must secure current printout from Unemployment Security Commission for anyone 18 years or older (for “0” income and unemployment compensation verification).
3. Must secure current year award letter or most recent bank statement for Social Security or Supplemental Security Income (SSI).
4. Must secure Picture ID and Social Security card (or Voters Registration card).
5. Must secure Social Security card and birth certificate for all household members.

6. Must secure past due water bill (PCAP) pays only the last \$500.00 of past due amount, if approved). Any past due balance over \$500.00 must be paid (by the customer) and a receipt provided prior to completing application.
7. The bill must be in the name of the person applying for assistance.

**B. For information purposes only.**

1. All information will be kept confidential and will not be shared with anyone without proper authorization/permission.
2. All required documentation must be presented prior to beginning the application process. **NO EXCEPTIONS!**

**C. Charleston Water System (CWS)**

1. Payment will only be accepted when two authorized representatives of PCAP endorses the check.
2. Budget authorization letters will originate from CWS. The monthly budget will be based on the actual contributions from the previous month.
3. CWS will be responsible for making monthly transfers or payments to PCAP. This figure should always be equal to the monthly budget authorization amount.

**D. All past and current CWS bill charges are included except connection charges such as:**

1. Water Service Tap Fees
2. Wastewater Service Tap Fees
3. Equivalent Unit Charges
4. Other Similar tap charges
5. Storm Drain charges

**E. Payment**

1. Pre-numbered checks are made payable to the Charleston Water System.
2. Two authorized representatives of the PCAP must sign all checks.
3. In order to save clerical time, one check may be used to consolidate and pay for separate accounts.

**F. Monthly Budget Authorization**

1. The following month's budget will be communicated to PCAP by CWS to set the contribution ceiling based on the previous month's contributions.

**Responsibilities of Palmetto Community Action Partnership (PCAP)**

- A. PCAP will administer the funds for payment of water and wastewater bills in CWS service areas.
- B. PCAP Financial Authority will be limited to the issuance of checks, which will be constrained by the monthly budget authorization letter issued by CWS.
- C. Eligibility will be based on the poverty level established by the Office of Management and Budget or the U.S. Department of Health and Human Services, and as further defined in the State LIHEAP (Low-Income Home Energy Assistance Program) Plan for similar programs. The income, household size and maximum annual contributions are defined by the 2014 Federal Poverty Level guidelines.
- D. If an individual cannot demonstrate financial need, then he/she will be referred by PCAP to CWS-appointed Needy Committee (currently the Director of Customer Services, Customer Service Administrative Manager and Credit Counselor) for further consideration. (An example of someone who would qualify includes an individual who has had undue financial hardship because of catastrophic medical expenses.)
- E. Each household will be limited to one (1) payment up to a maximum of \$500.00 per fiscal year.
  1. Elderly and disabled customers will be allowed two (2) payments up to a maximum of \$500.00 per fiscal year.
- F. PCAP will provide a monthly summary of all assistance provided by the program (see Exhibit "A").

**Responsibilities of the Charleston Water System (CWS)**

- A. Contributions made by Charleston Water System customers. Donations can be made to the Good Neighbor Program on a monthly basis, a one-time donation, or through the Operation Round-Up Program.**



1. The pre-determined monthly contributions/pledges that have been set by the customer are automatically applied to the customer's bill each month. These contributions/pledges were first established during the initial Good Neighbor campaign.
2. Payments are received in the mail and/or in person, and the cashier is responsible for applying the one-time donation. One-time donations can be applied and processed through the Good Neighbor Program by inputting the letter "N", which denotes the Good Neighbor payment key on the cash program.
3. The customer may contribute to the Good Neighbor Program through Operation Round-Up by completing and signing the back of their bill. The CWS will round-up the bill to the nearest dollar amount and apply the funds to the customer's bill each month.

**B. Review Information Called In from PCAP**

1. Account Status.
2. Verification of party applying for assistance.
3. Amount of past due balance.
4. Memo placed on Customer Memo Screen to inform them of the pledge amount and party that is calling in pledge with the CSR initials by the pledge amount. If pledge amount is changed, that should also be noted once the initial pledge is called in.
5. The Credit Counselor (or designee) will note account when payment is received on the Customer Memo Screen.
6. All customers' names, amount of payment and account number should appear on the Assistance Needy Program Report sent in by PCAP with the check.
7. After information has been reviewed and payment applied, a copy of the receipt and the report should be filed for the end of the month report.
8. Document the Good Neighbor Program Monthly Analysis Form and file with the above stated information.

**C. Between CWS and its Contributors**

1. To solicit contributions from customers and organizations in CWS service areas in the form of bill insertions, advertisements, and presentations.
2. To maintain records for contribution and to provide documented proof of receipt annually.
3. To provide information to the public concerning the distribution of funds to the needy customers.
4. To accept contributions from all outlying districts billed by CWS.

**D. Between CWS and CCHSC**

1. To allow PCAP to retain ten (10%) percent of the contributions to help offset the administrative costs of the program. Ninety (90%) percent of the funds collected will be expended for direct customer assistance.
2. To initiate a Monthly Budget Authorization Letter by the 10<sup>th</sup> of the following month to reflect actual customer contribution for the previous month.
3. To revise the Agreement between the CWS and PCAP, as needed, to meet the needs of our customers.
4. To accept checks as payment when signed, dated and include both the written and numerical amount of the approved contribution.
5. To limit each household to a maximum of \$500.00 in contribution annually. (One contribution per household, per fiscal year).
6. To reconcile the monthly report prepared by the PCAP to contributions recorded by the CWS.
7. To mail or electronically transfer payment to PCAP.

**Related Documents**

1. Wastewater System Use and Rate Resolutions Manual
2. Water Rules and Regulations Manual
3. Water and Wastewater Policies, Procedures and Standards Manual
4. CWS-New Service Form-001                      Utility Fee Security Agreement
5. CWS-New Service Form-002                      New Service Financing Checklist – Domestic
6. CWS-New Service Form-003                      New Service Financing Checklist – Non-Domestic
7. CWS-New Service Form-004                      New Service Finance Committee Checklist
8. CWS-Good Neighbor Program - SOI      CS- ADM-308 GOOD NEIGHBOR Program

**V. CWS CAPITALIZATION POLICY**

Refer to the latest revision of the Capitalization Policy, Document No. ACCT-PPM-003-001. This document is reviewed and revised periodically by the Accounting Department. Revisions are implemented, as needed, for the electronic and hard copies.

**VI. COST-EFFECTIVENESS POLICY**

<b>Subject: Cost-Effectiveness Policy</b>	<b>Effective Date: 1/22/02</b> <b>Revised Date: 7/25/16</b>	<b>Approval:</b>  <u>S/ Kin Hill, PE</u>  <b>Kin Hill, PE</b>
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**Charleston Water System**

**Policy Regarding “Cost-Effectiveness”**

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**I. General**

Throughout *CWS’s Water Rules & Regulations* and its *Wastewater Use & Rate Resolutions*, reference is made to the terminology of “cost-effectiveness”. In order to uniformly and consistently apply the concept of “cost-effective” in its consideration of provision of water and wastewater service, the following general Policy has been developed as a standard for CWS to objectively determine if a main extension **project** is considered “cost-effective” or not. Of course, CWS’s Chief Executive Officer and/or Commissioners may opt to waive this standard, in special circumstances, when such is viewed to be in the best overall interest of CWS. This Policy and its qualifying assumptions shall apply to any of CWS’s water or sewer retail service area.

**II. Policy Specifics**

**A. Assumptions**

Several qualifying assumptions are first made in the analysis to determine if the provision of water or wastewater service is considered “cost-effective”. They are as follows:

- 1) Outside City customer rates classes for both water and wastewater are assumed for the basis of the attached calculations.
- 2) Estimate of annual revenue per potential customer(s) at prevailing rates at time of service request (7 Ccf per ERU water consumption to be utilized). In the context of this Policy, a “potential customer” shall be defined as an existing ERU, an ERU under active construction, or any parcel permitted for construction or installation of a habitable dwelling.

- 3) Estimate from Item 2 (above) is reduced by the estimated annual variable-volume cost per customer and includes electricity, chemicals, etc.
- 4) Present-value calculations are on an annual basis, using an interest rate (discounted cash flow) derived from Cost of Service studies for 2015, the interest rate used is 4.5%.
- 5) Analysis is for a 10-year period and variable costs as well as water and wastewater rates are constant during the period. Constant costs and rates provide a “best-case scenario” to give the prospective customer the greatest chance of being classified as “cost-effective” to serve.
- 6) CWS’s capital cost components (other than return on investment, and depreciation recovered via rates) are offset by the payment of impact fees for the proposed customer(s). Impact fees must be paid prior to submittal of plans to SCDHEC for consideration permits.
- 7) Depreciation of assets is built into the monthly water / sewer user rates.
- 8) Annual increase in CWS’s service costs are offset by corresponding retail rate increases.

B. Payback Period

Upon input of the above assumptions into “cost-effectiveness” model, CWS will evaluate the cumulative balance of the present value of estimated annual net revenues in Year Ten (10) of the analysis; this will then be considered the “break-even” point of the “cost-effectiveness” determination. For simplification purposes, this figure will be rounded up to the nearest \$500.00. (See an attached example of proposed new Outside City residential sewer customer.) For example, the 10-year Net present value of \$,7,963.87 is rounded up to \$8,000.00, in the analysis of payback for individual sewer extensions for new Outside City wastewater customers. Therefore, any estimated project cost incurred by CWS to extend service to a customer(s) (under the assumptions made) which exceeds \$8,000.00 would not be considered, by this Policy, to be cost-effective. Likewise, estimated costs to extend service to a customer of this type, under these conditions, which are less than \$8,000.00 per ERU in expense to CWS would be considered “cost-effective” under this Policy. Similar analyses can be conducted for any class of customer as determined by CWS’s Director of Financial Services. Projects determined to be “cost-effective” in this analysis will have their service provision costs borne entirely by CWS. Likewise, an example analysis of a proposed outside-city water customer is also attached.

Using a similar analysis, the 10-year net present value for a one (1) ERU customer is calculated to be \$3,232.40, rounded to \$3,500.00. Therefore, CWS-estimated water service costs which exceed \$3,500.00 per ERU will not be considered “cost-effective”; water service projects whose estimated costs are \$3,500.00 per ERU or less, will be considered cost-effective.

C. Customers Options for “Non-Cost-Effective”

Upon determinations of “non-cost-effectiveness” as defined above, a potential customer may opt to pay the difference between the defined 10-year, break-even net present value figure, and the actual estimated cost of providing water and/or sewer service to a project. Such payment must be made to CWS in advance of project initiation. Failure to agree to make up the difference in estimated project cost will result in no action being taken by CWS to provide service. Also, all other prevailing fees and charges (impact, tap, origination) shall apply.

D. Prior Rules Apply

This Policy applies principally to provision of a public water main and/or wastewater main to an individual residential lot or existing single-family residences where one is not currently available within the service areas of CWS. This policy does not apply to planned, multi-service commercial, industrial, institutional and/or residential developments or to those lots subdivided subsequent to the installation of a new main. Existing developer policies in effect at the time of service request shall remain in effect for planned multi-service commercial industrial, institutional and/or residential developments.

**Charleston Water System**  
**Water and Wastewater Policies, Procedures, and Standards Manual**

**COMMISSIONERS OF PUBLIC WORKS**  
**ANALYSIS OF PAYBACK FOR SEWER EXTENSIONS**  
**FOR NEW OUTSIDE CUSTOMERS**

COMMISSIONERS OF PUBLIC WORKS  
 2016 ANALYSIS OF PAYBACK FOR SEWER EXTENSIONS  
 FOR NEW OUTSIDE CUSTOMERS

Assumptions of Analysis:

- 1) Uses outside city rates for sewer effective 01/01/16.
- 2) Based on average water consumption of 7 CCFs per month (6.65 ccfs sewer)
- 3) Variable wastewater costs are based on 2015 audited figures and include electricity, chemicals, purchased treatment & sludge disposal
- 4) Calculations are on an annual basis using a 4.5% interest rate
- 5) Variable costs and CPW sewer rates are constant
- 6) 20 year period

Annual revenue per customer	\$ 1,040.51
Annual variable cost per customer	(34.05)
Annual revenue above variable cost	<u>\$ 1,006.46</u>

Using present value analysis it will take one customer with consumption of 7 ccfs approximately 13 months to pay back \$1,000; a little more than 2 years (26 months) to pay back \$2,000 and less than 4 years (3 yrs 4 months) to pay back \$3,000. After 6 years the value of money decreases at a higher rate. See tables below to determine payback time.

Futhermore, an additional customer (two customers total) could reduce the payback time by at least half for the first 6 years. Therefore, a little more than 6 months to pay back \$1,000, 12 months to pay back \$2,000, and approximately 1.6 years, or less than 2 years, to pay back \$3,000. Please refer to the table below to determine payback for 3 and 4 additional customers.

	One Customer		Two Customers		Three Customers		Four Customers	
	PV of Annual		PV of Annual		PV of Annual		PV of Annual	
	Net Revenue of	Cumulative	Net Revenue of	Cumulative	Net Revenue of	Cumulative	Net Revenue of	Cumulative
	\$1,006.46	Balance	\$2,012.93	Balance	\$3,019.39	Balance	\$4,025.85	Balance
Year 1	\$963.13	963.13	\$1,926.25	1,926.25	\$2,889.38	2,889.38	\$3,852.50	3,852.50
Year 2	921.65	1,884.77	1,843.30	3,769.55	2,764.95	5,654.32	3,686.59	7,539.09
Year 3	881.96	2,766.74	1,763.93	5,533.48	2,645.89	8,300.21	3,527.86	11,066.95
Year 4	843.98	3,610.72	1,687.96	7,221.43	2,531.94	10,832.15	3,375.92	14,442.87
Year 5	807.64	4,418.35	1,615.27	8,836.71	2,422.91	13,255.06	3,230.55	17,673.42
Year 6	772.86	5,191.22	1,545.73	10,382.43	2,318.59	15,573.65	3,091.45	20,764.87
Year 7	739.58	5,930.80	1,479.16	11,861.59	2,218.74	17,792.39	2,958.32	23,723.19
Year 8	707.73	6,638.53	1,415.47	13,277.06	2,123.20	19,915.59	2,830.94	26,554.13
Year 9	677.25	7,315.78	1,354.50	14,631.56	2,031.75	21,947.34	2,709.00	29,263.12
Year 10	648.09	7,963.87	1,296.18	15,927.75	1,944.28	23,891.62	2,592.37	31,855.49
Year 11	620.18	8,584.06	1,240.37	17,168.11	1,860.55	25,752.17	2,480.73	34,336.22
Year 12	593.47	9,177.53	1,186.94	18,355.05	1,780.41	27,532.58	2,373.88	36,710.11
Year 13	567.92	9,745.44	1,135.83	19,490.89	1,703.75	29,236.33	2,271.67	38,981.77
Year 14	543.46	10,288.90	1,086.92	20,577.81	1,630.38	30,866.71	2,173.84	41,155.61
Year 15	520.06	10,808.96	1,040.12	21,617.93	1,560.18	32,426.89	2,080.24	43,235.85
Year 16	497.67	11,306.63	995.33	22,613.26	1,493.00	33,919.89	1,990.66	45,226.52
Year 17	476.24	11,782.87	952.48	23,565.74	1,428.71	35,348.60	1,904.95	47,131.47
Year 18	455.73	12,238.59	911.45	24,477.19	1,367.18	36,715.78	1,822.91	48,954.38
Year 19	436.10	12,674.69	872.20	25,349.39	1,308.30	38,024.08	1,744.40	50,698.78
Year 20	417.32	13,092.01	834.64	26,184.03	1,251.96	39,276.04	1,669.28	52,368.06





## VII. CWS Water and Wastewater Impact Fees

Effective July 1<sup>st</sup>, 2001, CWS implemented a procedural change in its Water and Wastewater Impact Fee Charges. Effective with this date, the following changes are to be administered:

### 1) Water Impact Fees:

Water impact fees (as currently published, based on tap size) will be charged for all new taps to CWS's water system except for the following cases:

#### Exceptions:

- a) No impact fee to be charged for any residential 3/4-inch irrigation-only services for one-family detached dwellings. This includes residential irrigation services for new, as well as existing residences. Customer must first have an active domestic account or apply first for a domestic account at that location before acceptance of the irrigation account. For any detached single-family residential irrigation-only services greater than 3/4-inch, the customer will be required to pay a water service impact fee equal to the difference between requested irrigation service size and the published impact fee for a typical 3/4-inch service.
- b) No impact fee to be charged for existing multiple facilities on "master"-meters, where the customer is simply applying for new "individual" meters to segregate metering of existing CWS master-metered facilities if the original master meter was installed prior to July 1, 2001. This is the date CWS began requiring pretapped services for all new projects. If such requests are made in situations where the original master meter was installed subsequent to July 1, 2001, impact fees will be calculated to allow impact credits upon the abandonment of a meter. If additional meters are being applied for and no metered services are being abandoned, impact fees will apply. (See. (d) below if a meter-up-sizing is involved.)

#### Example: 4-unit apartment building on (1) meter:

Customer applies for (3) additional individual meters. Original master-meter installed in 1984. No new water impact fees due since units are existing CWS "master-metered" accounts which were served prior to July 1, 2001. Charge only tap fees in this case.

- c) New developments where water impact fees have been paid in advance by the project developer/owner, etc. thru the Engineering & Construction Department. Check with Engineering & Construction for fee verification.

- d) If an existing customer desires to up-size their existing water service, they will be charged the new tap fee for the up-sized service; they will be charged a water impact fee based on the impact fee difference, excluding the engineering portion of the fee, between the “old” service size and the “new”, larger service size. “Old” service must be de-activated within sixty (60) days of installation of new service; otherwise, the credited amount will be added to the new account.

Example: Existing customer with 3/4 inch domestic service wishes to up-size to a 1-inch domestic service.

Customer is to be charged for new 1-inch tap fee and 1-inch water impact fee at the difference between a 3/4 inch and 1-inch water impact fee. The difference is based on the impact portion only.

- e) Special situations as may be directed, in writing, by a CWS Officer.

## 2) **Wastewater Impact Fees:**

Wastewater impact fees must be paid on all new sewer connections with the following exceptions:

### Exceptions:

- a) No wastewater impact fee will be charged for new developments where these fees have been paid in advance by the project developer/owner, etc. through the Engineering Department. Check with the Engineering Department for fee verification.
- b) No wastewater impact fees will be charged to existing facilities where additional wastewater taps are installed, but no additional facilities are being served. Where such cases exist, tap fees and/or cost-to-extend fees should be charged. Where served, facility(s) use has been changed, change-in-use fees should be evaluated in lieu of wastewater impact fees. Change-in-use fees should be coordinated through Utility Services Specialist at 843-727-7134.
- c) Special situations as may be directed by a CWS Officer.

**Note: All other water and wastewater fees and charges remain as currently administered.**

## VIII. Grant Funded Projects

### **Grant Funded Water and Wastewater Infrastructure**

If the Grantee requests assistance with local matching funds, CWS may, at its discretion, provide an in-kind contribution for water and/or wastewater infrastructure projects. Typically, an in-kind contribution may include administrative services, engineering services, construction administration services and/or construction inspection services, if such resources are available. The total amount of the in-kind contribution will be calculated based on the provisions included in the CWS Cost-Effectiveness Policy.

**IX. CWS Investment Policy**

Refer to the latest revision of the Investment Policy for the Charleston Water System, Document No. ACCT-PPM-015-Investment Policy. This document is reviewed and revised periodically by the Accounting Department. Revisions are implemented, as needed, for the electronic and hard copies.



### **Program Benefits**

For each residential housing unit that is certified by the SCCLF as Affordable Housing to Low and Very-Low income Households, Charleston Water will offer to the Builders the following (the “Program Benefits”):

1. A \$500.00 reduction for the service portion of the engineering services of the water impact fee. Applies to all tap sizes.
2. A \$500.00 reduction for the service portion of the engineering services of the wastewater impact fee. Applies to all tap sizes.
3. Delayed payment of the water and/or wastewater impact fees. Fees may be paid at any time before the issuance by Charleston Water of a Letter of Acceptance of the water service mains and/or wastewater collection system. In no event will water or wastewater services be provided prior to the full payment of applicable water and wastewater impact fees.

### **Program Criteria**

The Program is available to Builders only for residential housing units that are considered as qualifying by the SCCLF as Affordable Housing for Low and Very-Low Income Households. The Builders must propose a method of maintaining the units as Affordable Housing for a period of ten (10) years.

This Program applies only to those services provided by Charleston Water within its retail service areas and does not ensure to other utility providers.

### **Administrative Procedures**

Builders may apply to participate in the Program to SCCLF at any time. For all residential housing units which meet the Program Criteria, the Builders are issued a written certification by SCCLF specifying the number of residential housing units that qualify to receive the Program Benefits.

To be eligible for the Program Benefits, the Builders must apply for written certification from the SCCLF prior to submitting a proposed residential housing unit development to Charleston Water System.

The Builders must provide the written certification from SCCLF to Charleston Water upon submittal of the proposed residential housing unit development.

The written certification will be valid for two years from the date of issuance.

The written certification issued for a qualified proposed residential housing unit development shall not be transferable to another project regardless of whether the applicant is the same for both projects or whether the other project is also a qualified proposed residential housing unit development.

Application to participate in the Program shall be submitted to SCCLF by the Builder, in writing, and shall include the following information:

1. The name of the Builder;
2. The location of the proposed residential housing unit development;
3. The number and type (bedroom count) of the residential housing units and identification of those residential housing units which are considered Affordable Housing for Low and Very-Low Income Households;
4. Whether the residential housing units will be offered for sale or for rent; and
5. The proposed sales price, financing terms, rental rates or other factors which will make the dwellings Affordable Housing to Low and Very-low Income Households.

SCCLF may request further information if necessary to make a determination of eligibility.

### **Terms and Conditions**

Upon receipt and verification by SCCLF of a completed application and approval by SCCLF that the proposed residential housing units qualify for the Program Benefits, the Builder shall enter into a written agreement (the "Builder Agreement") with SCCLF in a form satisfactory to SCCLF. The Builder Agreement shall be entered into for each proposed residential housing unit development whether or not the Builder is the same for multiple proposed residential housing unit developments.

The Builder Agreement, which shall be recorded at the Charleston County RMC Office, shall specify mechanisms or procedures to assure the continued affordability and availability of the specified number of Affordable Housing units for Low and Very-low income households.

Each Builder Agreement shall contain a Land Use-Restriction provision providing the Builder agrees to rent and/or sell its Affordable Housing units to eligible households at an affordable price for the period required by SCCLF. This Land Use-Restriction provision shall run with the land and shall be binding upon all heirs, successors or assigns of the project or property owner, and shall ensure affordability for a period of not less than ten (10) years, or as otherwise required by South Carolina law. A lien shall be taken on the property to ensure compliance and will be released once the ten (10) year affordability period has expired.



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Water and Wastewater Policies, Procedures, and Standards Manual**

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In the event the Applicant receives Program Benefits and subsequently defaults on the agreed upon terms, the Applicant will be penalized for breach of contract, including, but not limited to repayment of benefits, which are equal to published impact fees in effect at the time of this agreement less payment received, plus an additional administrative fee based on percentage of received benefit. The applicant will also be permanently barred from future incentive programs offered by both Charleston Water System and SCCLF.

Authority to enter into Builder Agreements pursuant to this Agreement on behalf of the Charleston Water is hereby delegated to the SCCLF and subject to approval by the SCCLF. All Builder Agreements will be binding on Charleston Water.

**Term**

This Agreement may be reviewed and amended from time to time by mutual agreement between Charleston Water and SCCLF.

The term of this Agreement shall be for a period of five (5) years commencing with the effective date of this Agreement and may be extended based upon the mutual agreement of the parties.

IN WITNESS WHEREOF, the SCCLF and Charleston Water System have caused this Agreement to be executed, sealed and delivered as of the date first set forth above.

**SC Community Loan Fund**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Charleston Water System**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**XI. Land and Water Management Policy & Procedure**

CHARLESTON WATER SYSTEM  
OF THE CITY OF CHARLESTON, SOUTH CAROLINA  
LAND AND WATER MANAGEMENT  
POLICY AND PROCEDURES

Commissioners Approved: January 29, 2013

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1. General

1.1 Purpose

- 1.1.1 The purpose of the Charleston Water System (CWS) of the Land and Water Management Policy and Procedures is to establish policies and procedures for management of CWS-owned property and easements, and for property transactions involving sales or acquisitions.
- 1.1.2 The Land and Water Management Policy and Procedures is not meant to supersede the regulatory requirements of any jurisdictional agency or government body.
- 1.1.3 No vested right or rights enforceable by third parties are created by CWS Policies or Procedures.
- 1.1.4 The Land and Water Management Policy and Procedures may be amended by the Commissioners from time to time as necessary.

1.2 Water Quality Standards

CWS will conduct a continuing water quality monitoring program as needed to ensure that the waters of Bushy Park and Goose Creek Reservoirs continue to be suitable for raw drinking water sources.

1.3 Future Development

CWS owns suitable land for development. The land can be sold subject to the Real Estate Procurement and/or Conveyance policy of CWS. (see section 4 herein) The development of the land must be in accordance with acceptable land management plans designed to protect the water quality of the reservoirs.

1.4 Undeveloped Areas

CWS land not suited for development will be maintained through a sound forest management program. Timber will be harvested in a multiple use manner to maintain a balance of quality watershed conditions and promotion of new timber growth.

2. Public Fishing, Boating and Hunting

2.1 Fisheries Management

Fisheries Management of the reservoirs will consist of annual checks of the population. State fishing regulations and fisheries management are enforced by the South Carolina Department of Natural Resources.

## 2.2 Boating Safety

The boating laws of South Carolina are enforced by the South Carolina Department of Natural Resources on Bushy Park and Goose Creek Reservoirs.

## 2.3 Public Hunting

There will be no hunting allowed on any of CWS land holdings. Hunting and fishing laws are enforced by the South Carolina Department of Natural Resources.

## 3. Public Landings

### 3.1 County Facilities

The Berkeley County boat ramp facilities are located on Durham Canal, Goose Creek Reservoir, Bushy Park Reservoir and Cooper River.

### 3.2 Criteria for Establishing New Facilities

When public use demonstrates the need for additional boat ramps, these sites may be developed in cooperation with Federal, State and County regulatory agencies.

## 4. Real Estate Procurement and/or Conveyance

### 4.1 Application Procedures

When any action is to be taken on the sale, purchase or lease of real property by the CWS Commissioners (hereinafter Commissioners), there must be submitted to the Property Committee a written description of the property, a copy of the plat or tax map showing the location of the property and, if applicable, the terms of the proposed sale, lease or purchase of the property and its intended use. Upon receipt, the proposal shall be subject to the following procedures:

#### 4.1.1 As to the sale or lease of real property by CWS:

- 4.1.1.1 The Property Committee shall identify the property and shall ascertain the fair market value thereof. The Property Committee shall as a general rule, secure an appraisal prepared by an M.A.I., except when the Property Committee deems it unnecessary or not cost effective. In that case, the fair market value may be determined by the Property Committee.

- 4.1.1.2 The Property Committee shall then determine whether or not the property shall be offered for sale or lease and make a recommendation to the Commissioners.
- 4.1.1.3 The Commissioners shall consider the recommendation of the Property Committee and the Commissioners shall have final authority to approve or disapprove any proposed sale or lease of real property.
- 4.1.1.4 In the event that the Commissioners decide to sell or lease any real property, the real property shall be offered for sale or lease in the following manner:
  - 4.1.1.4.1 By advertising the real property in a newspaper of general circulation in the Charleston area, calling for sealed bids on the same and reserving the right to reject any or all bids or to accept the bid most advantageous to CWS; such sale may be at a minimum price to be set by CWS and may contain such conditions as deemed appropriate.
  - 4.1.1.4.2 Section [4.1.1.4.1] shall not apply to sales of real property to governmental entities possessing the power of condemnation, or sales to public agencies for public purposes. In such case, CWS may sell the property by negotiated contract. At least one M.A.I. appraisal shall be received to use as a guideline for determining fair market value, unless the Property Committee deems it unnecessary or not cost effective.
- 4.1.1.5 The Commissioners shall have the right to waive, by Resolution, any provision of this policy, by vote of the majority of the Commissioners, if it deems the public bidding procedures set forth herein are not in the public interest. The reason(s) for such waiver shall be stated in the Resolution approving the waiver of policy.
- 4.1.1.6 The Commissioners, at their discretion, may elect to include in the bid specifications a real estate commission fee made payable to a licensed real estate broker representing the approved purchaser. The real estate commission fee will be established by the Commissioners, not to exceed 5% of the purchase amount.

4.1.2 As to the purchase or lease of real property by CWS:

- 4.1.2.1 The Property Committee shall identify the property and shall ascertain the fair market value thereof. The Property Committee shall, as a general rule, secure an M.A.I. appraisal except when the Property Committee deems it unnecessary or not cost effective. In that case, fair market value may be determined by the Property Committee.
- 4.1.2.2 Upon the initial drafting of the contract to purchase or lease real property, the Property Committee shall review the proposed contract to purchase or lease with CWS Counsel and make a recommendation to the Commissioners.
- 4.1.2.3 The Commissioners shall consider the recommendation of the Property Committee and it shall have final authority to approve or disapprove the proposed contract to purchase or lease real property.

5. Encroachment on CWS Lands or Right-of-Ways

5.1 Policy

Encroachment on, across, through and over CWS property or right-of-ways is not permitted without prior authorization from the CWS. All such unauthorized encroachments shall be removed within a reasonable time after notice is served to the individual concerned. If the encroachment has to be removed by CWS it will be at the owner's expense.

5.2 Application Procedure

Plans of the proposed encroachment shall be submitted to and meet the approval of CWS before construction is begun. The applicant will be required to apply to CWS in writing and submit the following:

- 5.2.1 Surveyed drawings prepared and sealed by a licensed professional showing location and dimensions of the proposed encroachment.
- 5.2.2 Professional design drawings of any proposed structures within the encroachment area.
- 5.2.3 Signed and dated copy of the Hold Harmless Agreement herein.
- 5.2.4 Permits issued by CWS will be contingent upon obtaining approval from all other applicable state and federal regulatory agencies.

- 5.2.5 The Commissioners and/or the CEO have the final authority to approve or disapprove the proposed encroachment across CWS property or rights-of-way.
- 5.2.6 Before application can be reviewed by Charleston Water System, the permit fee of \$200 will be attached to the application. CHECK ONLY is to be made out to Charleston Water System.

## 6. Excavations or Dredging

### 6.1 Policy

Excavation of soil below the high water contour is not permitted without prior authorization from CWS and the jurisdictional federal and state regulatory authorities as applicable. For the purposes of this policy section, the high water contour shall be defined as the deeded elevation retained by CWS for flooding rights on all properties contiguous with the reservoir or the associated watershed. All authorized excavations must be in accordance with CWS permit specifications and requirements and requirements of all other federal and state regulatory authorities.

### 6.2 Application Procedure

Applications for permits to excavate shall be submitted to CWS in writing and shall include the following:

- 6.2.1 A copy of applicant's deed and plat to the property.
- 6.2.2 Surveyed drawings prepared and sealed by a licensed professional showing the area on plat where located and type of erosion control structure proposed.
- 6.2.3 Specific directions, by land, to applicant's property.
- 6.2.4 Professional design drawings of the proposed excavation, grading, and soil stabilization measures as applicable.
- 6.2.5 Signed and dated copy of the Hold Harmless Agreement herein.
- 6.2.6 Permits issued by CWS will be contingent upon obtaining approvals from all other applicable state and federal regulatory agencies.
- 6.2.7 The Commissioners and/or the CEO have the final authority to approve or disapprove the proposed work on CWS property or rights-of-way.



6.2.8 Before application can be reviewed by Charleston Water System, the permit fee of \$200 will be attached to the application. CHECK ONLY is to be made out to Charleston Water System.

### 6.3 Excavation Specifications

6.3.1 All excavating must be done directly in front of the individual's lot; no encroachment onto adjacent properties is permitted.

6.3.2 Ordinarily, no excavation will be permitted when the excavation site is covered with water.

6.3.3 All displaced soil must be moved above the high water contour and must be removed from the site or contoured and sodded to prevent erosion.

## 7. Docks, Piers and Floats

### 7.1 General

The CWS requires that all docks, fixed, floating or combinations, be inspected by CWS agents to comply with Section 7, paragraph 7.5 after construction.

### 7.2 Policy

7.2.1 CWS requires that anyone desiring to repair, replace, add to or construct a dock will be required to have a permit from CWS prior to start of construction. All approved permits must be visible on the construction site. If permits are not visible or if the structure is not in compliance with all issued permits, all construction must cease. Docks, whether fixed or floating, must not interfere with surface water activities or navigation and must be compatible with scenic values in the vicinity. Common use of docks will be encouraged where practical.

7.2.2 A dock structure may be permitted, provided it conforms to the standards stated herein. The dock structure may originate at or below the high water contour, but not below the wetlands critical line delineated by regulatory authority, and shall be no greater in length than specified in 7.5 below. An ingress/egress easement may be granted by CWS where dock structures encroach on CWS property to reach the adjacent water body.

7.2.3 For the purposes of this policy section, the high water contour shall be defined as the deeded elevation retained by CWS for flooding rights on all properties contiguous with the reservoir or the associated watershed. The recapturing of land by earthen fill below the high water contour will not be permitted.

- 7.2.4 Charleston Water System's review and issuance of a permit to construct does not relieve the applicant from obtaining the necessary permits from local, state and federal agencies having jurisdiction over the proposed work.
- 7.2.5 Authorized structures shall be limited to private-owner, non-commercial use in conjunction with residential lots only. Berthing of vessels abreast, i.e., multiple berthing, will not be allowed unless the structure is common for multiple lots.
- 7.2.6 The applicant must make every reasonable effort to perform the work authorized herein in a manner so as to minimize any adverse impact of the work on fish, wildlife and natural environmental values.
- 7.2.7 The applicant must perform the work authorized herein in a manner so as to minimize any degradation of water quality.
- 7.2.8 The applicant shall maintain the pier, dock, or float herein in good condition at his/her cost.
- 7.2.9 No attempt shall be made by the applicant to prevent reasonable use by the public of all navigable waters adjacent to the pier, dock or float.
- 7.2.10 There shall be no unreasonable interference with navigation by the existence or use of the pier, dock, or float.
- 7.2.11 If the display of lights and signals on any structure authorized herein is not otherwise provided by law, such lights and signals as may be prescribed by the United States Coast Guard shall be installed and maintained by and at the expense of the applicant.
- 7.2.12 If and when an applicant desires to abandon an authorized pier, dock, or float, unless such abandonment is part of a transfer procedure by which the individual is transferring ownership of the structure, the structure owner will be required to remove the structure.
- 7.2.13 The issuance of a permit does not relieve the applicant from taking all proper steps to insure the integrity of the structures permitted hereby and the safety of boats moored thereto from damage by wave wash and the structure owner shall indemnify Charleston Water System, the State of South Carolina, and the United States.
- 7.2.14 An applicant, upon receipt of a notice from the Corps of Engineers, SCDHEC, Charleston Water System, or the State Budget and Control Board of failure to comply with the terms, conditions or standards of the permit, shall within sixty (60) days, without expense to Charleston Water System, the Corps of Engineers, or the State Budget and Control Board or the United States effect compliance with the terms, conditions and standards or remove the structure.

### 7.3 Revocable license

The permit for activities or structures described herein shall constitute a revocable license. CWS may require the permittee to modify or remove activities or structures authorized herein if it is determined by CWS that such activity or structure is in violation of the public health, safety and welfare or such activity or structure is detrimental to CWS's management of its water supply, water rights and/or related properties. Modification or removal under this condition shall be ordered only after reasonable notice stating the reasons therefore and providing the permittee with an opportunity to respond in writing.

### 7.4 Dock Application Procedure for New Construction, Additions or Replacements

The applicant will be required to apply to CWS in writing and submit the following:

- 7.4.1 A copy of applicant's deed and plat to the property.
- 7.4.2 Surveyed drawings prepared and sealed by a licensed professional showing location, design and dimensions of the proposed structure, and any neighboring or adjoining structures as applicable.
- 7.4.3 Specific directions, by land, to applicant's property.
- 7.4.4 Professionally prepared design drawings (plan and profile) of the proposed dock and walkway structure. Show adjoining structures if applicable.
- 7.4.5 Signed and dated copy of the Hold Harmless Agreement herein.
- 7.4.6 Permits issued by CWS will be contingent upon obtaining approval from all other applicable state and federal regulatory agencies.
- 7.4.7 The Commissioners and/or the CEO have the final authority to approve or disapprove the proposed structure and encroachment on CWS property or rights- of-way.
- 7.4.8 Before application can be reviewed by Charleston Water System, the permit fee of \$200 will be attached to the application. CHECK ONLY is to be made out to Charleston Water System.

### 7.5 Dock Specifications

- 7.5.1 Private docks whether permanent, floating or a combination of both shall not exceed the maximum allowable dimensions prescribed by the governing jurisdictional agency provided they do not interfere with navigation, ingress or egress to adjoining property

or, are in any manner hazardous. Walkway length shall typically be no greater than that which is necessary to reach open water and in no case greater than fifty (50') feet. The approval of docks is within CWS' discretion. In some locations, such as narrow coves, the maximum size may not be permitted or docks may not be permitted at all. Floating docks or platforms attached to permanent docks, may be moved out as the water level recedes, provided they are secured by steel cables to anchors on land.

- 7.5.2 A variance in the dimensions related to the length of docks may be granted in instances where conformity with existing structures would be practical and in cases where exceptions would be desirable due to curvature and/or slope of the shoreline. However, the effects on navigation and the aesthetic values of the surrounding area will take precedent over the issuance of any variance.
- 7.5.3 Docks shall be located a minimum of fifteen (15') feet from adjacent property lines and the projected length shall not encroach across the straight line extension of said property lines. Common use docks between adjacent property owners, is encouraged. The sideline limitation of fifteen (15') feet will be waived for existing or proposed common use docks. A copy of the written agreement between participating property owners will be furnished to CWS.
- 7.5.4 Where practical, piers will extend into project waters at right angles to the general direction of the shoreline.
- 7.5.5 Piers shall be constructed of treated wood or concrete. Creosote or petroleum based treatment will not be permitted.
- 7.5.6 The elevation of the top of the decking of the fixed pier or dock will be a minimum of two (2') feet above the full lake elevation.
- 7.5.7 Hand railings and covers on docks are permissible, provided that the sides of the docks are not enclosed so as to obscure cross-vision. Covers shall not exceed one hundred twenty (120) square feet in area.
- 7.5.8 Piers and docks may have "T" or "L" shaped terminals having an overall surface area not greater than one hundred twenty (120) square feet. Terminals may be fixed or floating and shall not project beyond the fifty (50') feet maximum prescribed in Paragraph 7.5.1 above.
- 7.5.9 Where flotation material is used, such material will be encased or encapsulated or equivalent. Exposed Styrofoam bead billets, steel drums, tanks, cylinders and other such materials are not permitted for floatation purposes.

- 7.5.10 White reflective tape or white reflectors are required on each furthestmost waterward corner of the pier and every ten (10') feet on both sides of the length of the pier.
- 7.5.11 No structure shall be provided with any type of equipment or construction which will create or cause any liquid or solid discharge into the waters of the reservoir waters will be permitted. Living quarters, sinks, bathroom facilities and showers will not be allowed on docks, piers or floats.
- 7.5.12 Houseboats used for habitation may not be permanently moored at private docks.
- 7.5.13 The structure or work authorized herein shall be maintained in good condition and in accordance with the plans and drawings attached hereto. Failure to maintain the structure in this condition shall be grounds for revocation of the permit.
- 7.5.14 Best Management Practices for erosion and sediment control are required during construction of a dock or other similar facility.
- 7.5.15 All approved permits must be visible on the construction site. If permits are not visible, and the structure is not constructed in compliance with all issued permits, all construction must cease.
- 7.5.16 Authorization obtained under a permit limits the size, length and use of structures. Any deviation from the specifications or other terms or conditions contained herein would constitute a violation and could result in having to remove the structures or work and restore the waterway to its former conditions and/or imposition of penalties as provided by law. (refer to sections 15 and 17 of this program policy)
- 7.5.17 New structures must comply with the latest applicable regulatory requirements and local building codes, ordinances, etc.
- 7.5.18 The aforementioned requirements shall not preempt other state, federal or local requirements.

## 7.6 Compliance for Existing Docks

Currently existing docks meeting permit requirements will be issued a permit at no cost. Modifications may be required if an existing structure fails to meet CWS policy requirements. Docks which have been previously constructed pursuant to valid permits will not require a permit for repairs.

## 7.7 Notification of Adjoining Property Owners

Prior to the issuance of permit, applicants shall provide written proof that the work proposed

has been reviewed by the adjoining owners to which such work is proposed and no objections have been received. In the event the applicant is unable to provide said written proof from the adjoining property owners, Charleston Water System will solicit written comments from the appropriate individuals.

## 7.8 Cultural Resources

In the event that significant, archeological or paleontological remains are discovered, the applicant agrees to cease work and contact the Corps of Engineers, and South Carolina Institute of Archeology and Anthropology.

## 8. Boathouses and Boat Lifts

### 8.1 Policy

Boathouses and boat lifts will not be permitted.

## 9. Erosion Control

### 9.1 Policy

9.1.1 This policy refers to the placement of stone rip-rap material or construction, replacement, or repair of retaining walls as erosion control or bank stabilization measures. Retaining walls for erosion control may be permitted, provided they are constructed on the applicant's property and on the high water contour or above.

Placement of stone rip-rap material for erosion control will generally be permitted provided it is aesthetically acceptable and materials used are approved by CWS and local, state and federal agencies having jurisdiction. All types of the aforementioned measures shall be hereinafter referred to as "structure or structures".

9.1.2 For the purposes of this policy section, the high water contour shall be defined as the deeded elevation retained by CWS for flooding rights on all properties contiguous with the reservoir or the associated watershed. The recapturing of land by earthen fill below the high water contour will not be permitted.

9.1.3 CWS requires that anyone desiring to repair, replace, add to or construct a structure will be required to have a permit from CWS prior to start of construction. All approved permits must be visible on the construction site. If permits are not visible or if the structure is not in compliance with all issued permits, all construction must cease. Structures must not interfere with surface water activities or navigation and must be compatible with scenic values in the vicinity. Authorized structures shall conform to the

standards stated herein.

- 9.1.4 Charleston Water System's review and issuance of a permit to construct does not relieve the applicant from obtaining the necessary permits from local, state and federal agencies having jurisdiction over the proposed work.
- 9.1.5 Authorized structures shall be limited to private, non-commercial use in conjunction with residential lots only.
- 9.1.6 The applicant must make every reasonable effort to perform the work authorized herein in a manner so as to minimize any adverse impact of the work on fish, wildlife and natural environmental values.
- 9.1.7 The applicant must perform the work authorized herein in a manner so as to minimize any degradation of water quality.
- 9.1.8 The applicant shall maintain the structure authorized herein in good condition at his/her cost.
- 9.1.9 No attempt shall be made by the applicant to prevent reasonable use by the public of all navigable waters adjacent to the structure.
- 9.1.10 There shall be no unreasonable interference with navigation by the existence or use of the structure.
- 9.1.11 If and when an applicant desires to abandon an authorized structure, unless such abandonment is part of a transfer procedure by which the individual is transferring ownership of the structure, the applicant will be required to remove the structure.
- 9.1.12 The issuance of a permit does not relieve the applicant from taking all proper steps to insure the integrity of the structures permitted hereby and from damage by wave wash and the structure owner shall indemnify Charleston Water System, the State of South Carolina, and the United States.
- 9.1.13 An applicant, upon receipt of a notice from the Corps of Engineers, SCDHEC, Charleston Water System, or the State Budget and Control Board of failure to comply with the terms, conditions or standards of the permit, shall within sixty (60) days, without expense to Charleston Water System, the Corps of Engineers, or the State Budget and Control Board or the United States effect compliance with the terms, conditions and standards or remove the structure.

## 9.2 Application Procedure

Application for permits for erosion control shall be submitted to CWS in writing and shall include the following:

- 9.2.1 A copy of applicant's deed and plat to the property.
- 9.2.2 Surveyed drawings prepared and sealed by a licensed professional showing the area on plat where located and type of erosion control structure proposed, and showing neighboring or adjoining structures as applicable.
- 9.2.3 Specific directions, by land, to applicant's property.
- 9.2.4 Professional design drawings of the proposed erosion control structure.
- 9.2.5 Signed and dated copy of the Hold Harmless Agreement herein.
- 9.2.6 Permits issued by CWS will be contingent upon obtaining approvals from all other applicable state and federal regulatory agencies.
- 9.2.7 The Commissioners and/or the CEO have the final authority to approve or disapprove the proposed structure and encroachment on CWS property or rights-of-way.
- 9.2.8 Before application can be reviewed by Charleston Water System, the permit fee of \$200 will be attached to the application. CHECK ONLY is to be made out to Charleston Water System.

## 9.3 Specifications

- 9.3.1 Retaining walls for erosion control may be permitted provided the material used consists of treated wood, aluminum or concrete. Creosote or petroleum based treatment will not be permitted.
- 9.3.2 Retaining walls will generally follow the high water contour.
- 9.3.3 Only clean earthen fill will be allowed as backfill behind any retaining wall.
- 9.3.4 Stone rip-rap at the normal high water mark and below is permitted provided the material used is granite riprap, aesthetically acceptable, and prior approval of Charleston Water System is received. Riprapping is not allowed over emergent vegetation.



9.3.5 Retaining walls shall generally be located no closer than six (6) inches from adjacent property lines and from the straight-line extension of said property lines. Property owners/applicants are solely responsible for establishing legal property boundaries.

9.3.6 Authorization obtained under a permit limits the size, length and use of structures. Any deviation from the specifications or other terms or conditions contained herein would constitute a violation and could result in having to remove the structures or work and restore the waterway to its former condition and/or imposition of penalties as provided by law. (refer to sections 15 and 17 of this program policy)

#### 9.4 Compliance for Existing Structures

Currently existing structures meeting permit requirements will be issued a permit at no cost. Modifications may be required if an existing structure fails to meet CWS policy requirements. Structures which have been previously constructed pursuant to valid permits will not require a permit for repairs.

#### 9.5 Notification of Adjoining Property Owners

Prior to the issuance of permit, applicants shall provide written proof that the work proposed has been reviewed by the adjoining owners to which such work is proposed and no objections have been received.

In the event the applicant is unable to provide said written proof from the adjoining property owners, Charleston Water System will solicit written comments from the appropriate individuals.

#### 9.6 Cultural Resources

In the event that significant, archeological or paleontological remains are discovered, the applicant agrees to cease work and contact the Corps of Engineers, and South Carolina Institute of Archeology and Anthropology.

### 10. Land Use

#### 10.1 Encroachments

CWS does not allow construction, replacement or additions to existing fences, seawalls, earth fills or structures other than docks below high water contour. All such unauthorized encroachments shall be removed within a reasonable time after notice is served.

11. Water Removal from the Reservoir

11.1 CWS does not allow removal of water from the reservoirs except as authorized by contract and regulatory permit.

11.2 Application Procedure

An application to withdraw water from the reservoir must include a complete description of the processes to be used, the volumes to be withdrawn and ultimately to be returned to the project waters and copies of all required local, state and federal permits and reports.

12. Effluent Discharges

12.1 Policy

CWS does not allow point source discharge of pollutants into the reservoirs. However, applications for discharge permits may be submitted to CWS. CWS will deny the application if it is detrimental to water quality, wildlife or plant life. No permit will be issued and construction will be halted if the applicant has not abided by the South Carolina Storm Water Management and Sediment Reduction Act.

12.2 Application Procedure

Applicants must apply to CWS in writing for a discharge permit and submit the following:

12.2.1 Copy of applicant's deed and plat.

12.2.2 Engineering plans, specifications and calculations for discharge design prepared and sealed by a licensed professional engineer.

12.2.3 Signed and dated copy of the Hold Harmless Agreement herein.

12.2.4 Environmental report according to the format established by Section 102 of the National Environmental Policy Act.

12.2.5 Evidence of compliance with local, state and federal laws, and copies of all permits or certificates and correspondence. (Including the S.C. Department of Health and Environmental Control and the U.S. Environmental Protection Agency.)

12.2.6 Permits issued by CWS will be contingent upon obtaining approvals from all other applicable state and federal regulatory agencies.

12.2.7 The Commissioners and/or the CEO have the final authority to approve or disapprove

the proposed structure and encroachment on CWS property or rights- of-way.

12.2.8 Before application can be reviewed by Charleston Water System, the permit fee of \$200 will be attached to the application. CHECK ONLY is to be made out to Charleston Water System.

### 12.3 Unauthorized Discharges

CWS personnel will continue to notify the South Carolina Department of Health and Environmental Control or the U.S. Environmental Protection Agency of any unauthorized discharges which are discovered. Anyone found to have an unauthorized discharge source on land or in the reservoir will be required to remove it.

## 13. Governmental Consents

13.1 The South Carolina Department of Natural Resources has jurisdiction over navigation, wildlife and fisheries on CWS land and reservoirs. Construction of new docks, boat ramps, excavations, filling and other encroachments will require the consent from CWS.

13.2 The South Carolina Department of Health and Environmental Control and the U.S. Environmental Protection Agency will check any and all discharges and activities affecting water quality in the reservoir.

Permits and certificates from these agencies will be required. CWS has the right to deny any and all applicants' permits, even if they have all other agencies approval.

14. Assignability

No permit may be transferred or assigned to a third party without prior written consent of CWS.

15. Enforcement Provisions

15.1 The permittee shall allow Charleston Water System, the Corps of Engineers, the South Carolina Department of Health and Environmental Control, the South Carolina Department of Natural Resources and other State and Federal agencies, their representative(s) or designee(s) to make periodic inspections at any time deemed necessary in order to assure that the permitted activity is being performed is in accordance with the terms and conditions prescribed herein.

15.2 Before revocation, suspension or modification of a permit, CWS shall provide written notification to the permittee of intention to revoke, suspend, or modify the permit, and the permittee shall be given an opportunity to present a written response to CWS.

15.3 The permittee, upon receipt from CWS of written notification of intent to revoke, suspend or modify the permit, shall cease all work under the permit. Furthermore, work shall not be resumed under the permit until final disposition of the proceeding has occurred.

15.4 The permittee, upon receipt of written notice of revocation or suspension of the permit from CWS, and before completion of the authorized structure or work shall, without expense to CWS in such time and manner as CWS or its authorized representative may direct, restore the area to its former condition. If the permittee fails to comply with the direction of CWS or its authorized representative, CWS may seek legal recourse to restore the affected area to its former condition, by contract or otherwise, and recover the cost thereof from the permittee.

15.5 In issuing a permit, CWS has relied on the information and data which the permittee has provided in connection with the permit application. If subsequent to the issuance of the permit, such information and data prove to be false, incomplete, or inaccurate, the permit may be modified, suspended or revoked, in whole or in part, and CWS may, in addition, institute appropriate legal proceedings.

15.6 Any modification, suspension or revocation of a permit shall not be the basis for any claim for damages against CWS.

16. General Duty

- 16.1 The permittee, in accepting the permit, covenants and agrees to comply with and abide by the provisions and conditions herein and assumes all responsibility and liability and agrees to hold CWS, its employees or representatives, harmless from all claims of damage arising out of operations conducted pursuant to the permit. As a condition to CWS granting the permit, the permittee shall sign such hold harmless agreement as CWS shall deem appropriate.
- 16.2 The permittee shall allow CWS or its authorized agents or representatives to make periodic inspections at any time deemed necessary in order to assure that the activity being performed is in accordance with the terms and conditions of the permit.
- 16.3 If and when the permittee desires to abandon the activity authorized herein, unless such abandonment is part of a transfer procedure by which the permittee is transferring his interests herein to a third party pursuant to Paragraph 14 hereof, he/she must restore the area to a condition satisfactory to CWS.
- 16.4 Deeds, permits or other instruments affecting CWS lands and waters shall contain all standard covenants customarily imposed upon CWS property and such other covenants as, in the sole discretion of CWS, may be desirable or appropriate. The instrument may contain indemnity clauses and insurance provisions.

17. Violations

Violations of these standards may result in civil penalties as allowed by law to include recover of any incurred legal and other legitimate and documented expense.

18. Appeal Procedure

Any party aggrieved by a decision of CWS to issue, deny, modify, or revoke a permit, or enforce the provisions of these policies and procedures, may request a review of that decision by submitting a written request to CWS within 30 days of receipt of notice of such decision. The Commissioners, or a committee appointed by the Commissioners, shall schedule a hearing at one of its regularly scheduled Board meetings and, following such hearing, may vote to affirm, reverse, modify or remand the decision to the CWS staff. Any further appeal from the decision of the Commissioners or its committee shall be to the Circuit Court.

**ATTACHMENT 1**

**Application for Permit**

**Charleston Water System**

**Application for Permit**

Permit Fee \$200.00  
Check to be made out to  
Charleston Water System

Application No. Assigned  
By CWS: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Work Telephone No.: (\_\_\_\_) \_\_\_\_\_  
Home Telephone No.: (\_\_\_\_) \_\_\_\_\_  
Cell Phone No.: (\_\_\_\_) \_\_\_\_\_

Name of Contractor or Agent: \_\_\_\_\_  
Address of Contractor: \_\_\_\_\_  
\_\_\_\_\_

Work Telephone No.: (\_\_\_\_) \_\_\_\_\_

or Agent \_\_\_\_\_ Home Telephone No.: (\_\_\_\_) \_\_\_\_\_  
Cell Phone No.: (\_\_\_\_) \_\_\_\_\_

Describe the proposed activity, its purpose and intended use, dimensions, and specifications (use additional pages as needed for completeness of the description of the proposed activities): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of adjoining property owners:

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of property:  
County: \_\_\_\_\_ Municipality: \_\_\_\_\_  
Lot No.: \_\_\_\_\_ Marginal: \_\_\_\_\_ TMS: \_\_\_\_\_ Other: \_\_\_\_\_  
Body of Water: \_\_\_\_\_ (if applicable)

Submittals: See Charleston Water System Land and Water Policies and Procedures for requirements.

Remarks/Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT 2**

**Hold Harmless Agreement**



**Hold Harmless Agreement**

Applicant assumes the risk of liability arising from or pertaining to the construction, possession, operation, maintenance, and use of such structures, related facilities and/or activities for which this application is made. Applicant does hereby agree to indemnify, hold safe and harmless against, and defend Charleston Water System, its agents, employees, successors and assigns from, any and all claims, costs, expenses, damage, liabilities, obligations, losses, injuries, demands, penalties, actions, including attorney's fees, of whatsoever kind and nature, arising from or pertaining to the construction, possession, operation, maintenance, and use of such structure(s) or activities for which this application is made.

I hereby certify that I have read the information in the Charleston Water System Land and Water Management Policy and Procedures and that the information in this application, to the best of my knowledge, is true, complete, and accurate.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

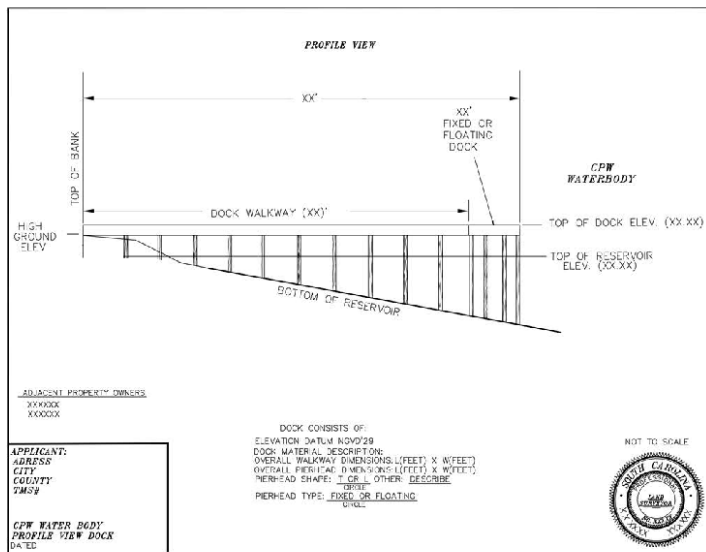
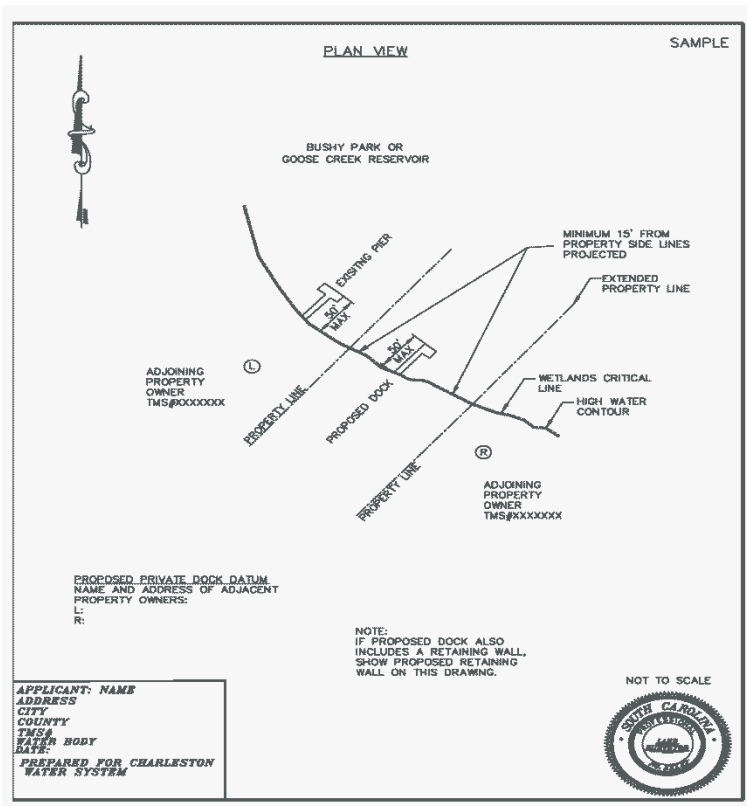
## ATTACHMENT 3

### Drawing Requirements

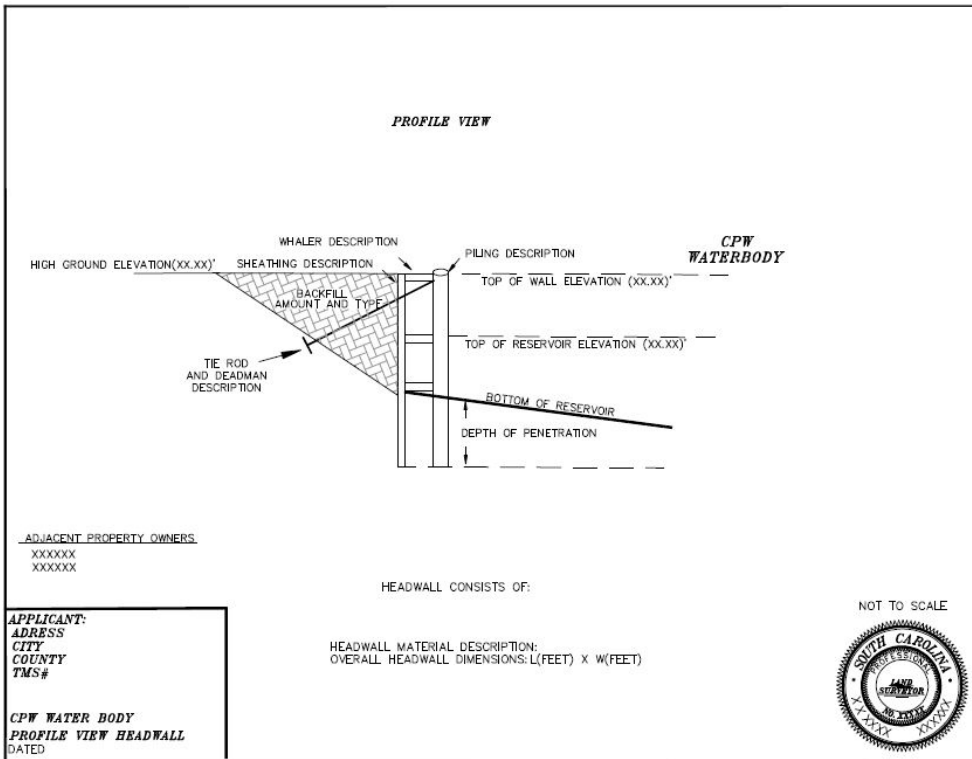
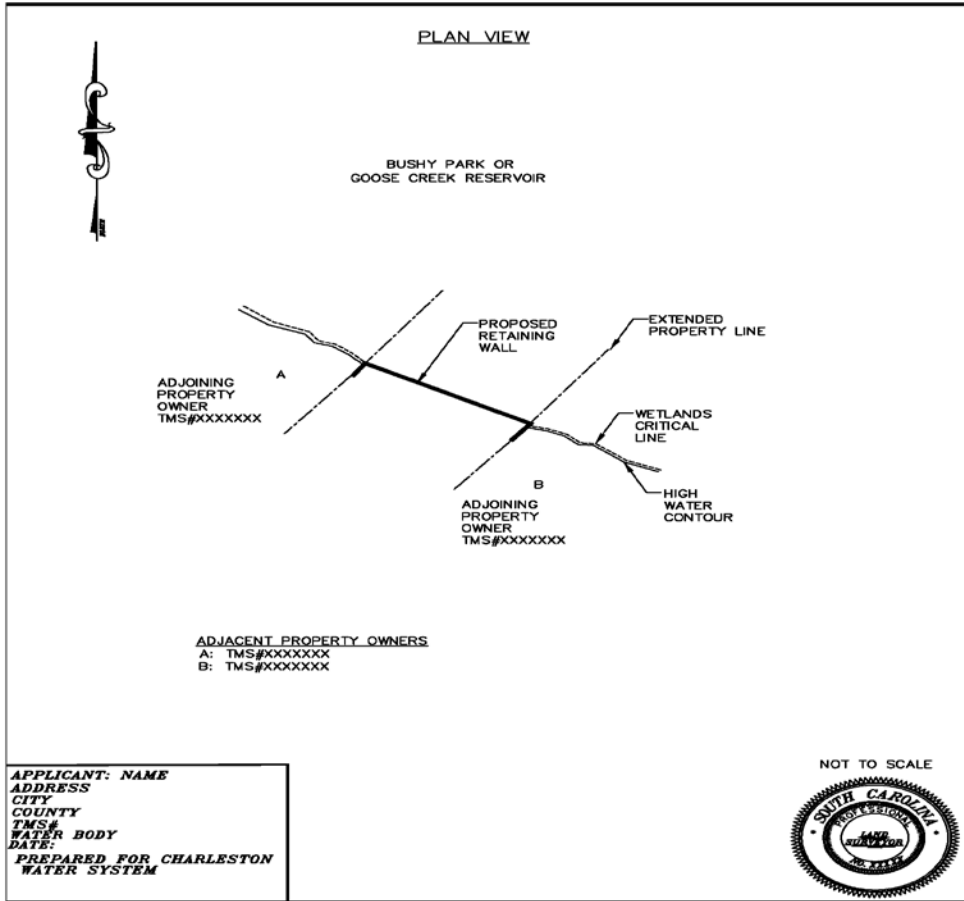
## Drawing Requirements

1. General
  - 1.1 Submit two copies of all drawings on 8 ½ by 11 inch paper. Submit the fewest number of sheets necessary to adequately show the proposed activity. Drawings should be in accordance with the general format of the enclosed sample drawings and must be neat, accurate and concise.
  - 1.2 Drawings should show the identity of professional engineers, architects, surveyors, or consultants employed to prepare plans for the proposed activity.
  - 1.3 A one inch margin should be left at the top edge of each sheet for binding purposes.
  - 1.4 Since drawings must be reproduced photographically, color shading cannot be used. Drawings may show work as dot shading, hatching, cross-hatching, or similar graphic symbols.
2. Location Map
  - 2.1 Show property location.
  - 2.2 Show north arrow.
3. Plan View
  - 3.1 Show shoreline with the proposed activity and any adjacent existing structures.
  - 3.2 Show north arrow.
  - 3.3 Show structure features and details.
  - 3.4 Show all dimensions of structures and distance from nearest property line.
  - 3.5 Show adjacent property owners.
  - 3.6 Show graphic scale.
  - 3.7 Show adjoining structures if applicable.
4. Profile View
  - 4.1 Show and label structure features and details.
  - 4.2 Show all dimensions of structures.
  - 4.3 Show elevations of structure, water and ground surfaces.
  - 4.4 Show graphic scale.
  - 4.5 Show adjoining structures if applicable.

# Charleston Water System Water and Wastewater Policies, Procedures, and Standards Manual



**Charleston Water System  
Water and Wastewater Policies, Procedures, and Standards Manual**



**ATTACHMENT 4**

**Permit**

**CHARLESTON WATER SYSTEM ENCROACHMENT PERMISSION FORM**

**APPLICATION NUMBER:** \_\_\_\_\_ **PUBLIC NOTICE NUMBER:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**DATE OF ISSUANCE:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

Charleston Water System hereby grants the encroachment permission sought by the named applicant, hereinafter called the "Applicant", under the above referenced application number. This encroachment permission is subject to the conditions noted below, and applies only to the activity(s) described in the referenced application, more particularly described as follows:

**COUNTY:** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**DESCRIPTION OF PROJECT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY TAX MAP NUMBER:** \_\_\_\_\_

**SUBJECT LOT NUMBER:** \_\_\_\_\_

**BODY OF WATER:** \_\_\_\_\_

**PERMISSION CONDITIONS:**

This permission is conditioned as follows:

1. The Applicant has read and agrees to abide by the terms and conditions contained in the Charleston Water System Land and Water Management Policies and Procedures.
2. The Applicant has read and agrees to abide by the terms and conditions contained in any easement granted by Charleston Water System for the encroachment to which this permission applies. Said easement being attached hereto and made a part hereof.
3. The Applicant agrees to perform the activities to which this permission applies in strict accordance with the plans and specifications attached hereto and made a part hereof.
4. The Applicant has read and agrees to abide by any special conditions that may be issued by Charleston Water System with this permission. Said special conditions, if issued, being attached hereto and made a part hereof.

**CHARLESTON WATER SYSTEM ENCROACHMENT PERMISSION FORM**

**APPLICATION NUMBER:** \_\_\_\_\_ **PUBLIC NOTICE NUMBER:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**DATE OF ISSUANCE:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

5. This permission issued by Charleston Water System does not relieve the Applicant from the requirements of obtaining the necessary permits from all local, state and federal agencies having jurisdiction over the proposed encroachment activity.
6. This permission issued by Charleston Water System does not relieve the Applicant from compliance with all local, state and federal laws, ordinances, zoning and/or other regulations applicable to the proposed encroachment activity.
7. The Applicant agrees that any deviation from the documents, laws, ordinances, zoning, or regulations cited above shall be grounds for revocation, suspension, or modification of this encroachment permission.
8. If the activity authorized herein is not completed on or before the year from the date of issuance, unless otherwise specified, this permission if not previously revoked or specifically extended, shall automatically expire. A request, in writing, for an extension of time shall be made not less than sixty days prior to the expiration date.
9. That this permission does not convey, expressed or implied, any property rights in real estate or material, nor any exclusive privileges; nor does it authorize the Applicant to alienate, diminish, infringe upon or otherwise restrict the property rights of any other person/persons or the public; nor shall this permission be interpreted as appropriating public properties for private use.
10. This permission may not be transferred or assigned to a third party without the prior written consent of the Charleston Water System.
11. **The Applicant has read and signed the Hold Harmless Agreement contained in the Charleston Water System Land and Water Management Policies and Procedures, a copy of which is attached hereto and made a part hereof.**

Any person adversely affected by the issuance of Charleston Water System permission may appeal the decision to the Charleston Water System Board of Commissioners by filing a written "Notice of Intent to Appeal" within fifteen (15) days after the notification of the permission's issuance. In the event of an appeal of the decision to issue this permission, the Charleston Water System reserves the right to order a stay of any use or activity authorized herein, pending a final decision by the Charleston Water System Board of Commissioners when, in its judgment, the interest of the public would be best served.



**CHARLESTON WATER SYSTEM ENCROACHMENT PERMISSION FORM**

**APPLICATION NUMBER:** \_\_\_\_\_ **PUBLIC NOTICE NUMBER:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**DATE OF ISSUANCE:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**THE CHARLESTON WATER SYSTEM HEREBY GRANTS PERMISSION SOUGHT BY THE NAMED APPLICANT UNDER THE REFERENCED APPLICATION NUMBER SUBJECT TO THE TERMS AND CONDITIONS HEREIN STATED.**

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By: Charleston Water System

\_\_\_\_\_  
F. Kin Hill, Jr., PE  
Chief Executive Officer

**THE APPLICANT HAS READ THE PERMISSION CONDITIONS AND HEREBY ACCEPTS AND AGREES TO ABIDE BY THE TERMS AND CONDITIONS AS SET FORTH BY CHARLESTON WATER SYSTEM.**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Print Applicant's Name: \_\_\_\_\_

Sign Applicant's Name: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

STATE OF SOUTH CAROLINA

COUNTY OF \_\_\_\_\_

SWORN to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC FOR SOUTH CAROLINA  
My Commission Expires: \_\_\_\_\_