

ATTACHMENT A

City of Greensboro - Guilford County

Policies & Procedures

for

Water & Sewer Extensions

Outside the Corporate Limits

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City of Greensboro - Guilford County Policies and Procedures for Water and Sewer Extensions Outside the Corporate Limits

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I. PREFACE

The City of Greensboro and Guilford County wish to promote and ensure the continued orderly development of water and sewer into any area specified under a City/County Agreement and lying outside the corporate limits of the City so as to promote the public health and welfare of the citizens of Greensboro and Guilford County. Further said extensions of public utilities are to be provided in a rationale manner in order to facilitate economic development and ensure efficient and effective delivery of services. The following policies and procedures are to be followed in the extensions of water and sewer into the Water and Sewer Service Availability Areas.

II. DEFINITIONS

- 1) Agreement: The most recently revised version of the "City and County Consolidated Water and Sewer Line Agreement".
- 2) Assessed Projects: Projects that are initiated by "petition" or "health recommendation". Assessments are levied, per Special Assessments, Article 9, General Statute 153A, against all benefited properties within the scope of the project.
- 3) Assessment Roll: The official map maintained by the County that provides pertinent information relating to water and/or sewer lines installed under the County's "assessed" program. Information includes the location of the water and sewer lines; property ownership; address; ACL tax map numbers; front road frontage; acreage and location of the water/sewer lateral(s).
- 4) Collection or Branch Sewer: A gravity sewer line generally installed within a street right-of-way, which serves the property through which it is laid and usually could serve the property beyond and which is directly assessable to the property contiguous to the line. The minimum diameter for a public sewer main is 8".
- 5) Feeder Main: A distribution main intended to convey bulk water from one portion of the system to another. Mains with diameters larger than 16" are feeder mains.
- 6) Force Main: A pressurized line which transmits sewage from a pumping station to a receiving point in the collection system. Connections to force mains are not permitted.

7) Interceptor Sewer: An outfall sewer main is intended to serve an area ranging in size from several thousand acres to several square miles and are typically routed along well defined streamlines. Sewer lines greater than 24" in diameter are considered interceptors.

8) Non-assessed Projects: Projects funded by the County for purposes of: a) serving public schools; b) for economic development projects; c) in conjunction with the City for purposes of upgrading its water and sewer system or for the installation of main infrastructure lines required outside the corporate limits of the City; and d) by developers under the County's "Private Extension" program. Property owners abutting these lines are not assessed for the utilities until such time as they connect to the lines.

9) Outfall: A gravity sewer line, installed outside of a street right-of-way in order to serve subject property not currently served with sewer and property upstream beyond for which it was installed for.

Any adjoining property served by an outfall must have a reasonable early development potential. This line is usually not assessable to property contiguous to the line.

10) Service Lateral: The stub or "T" installed on the main line in the street or other right-of-way to the property line. The Service Lateral allows a plumber to connect the utility to the house to be served.

Assessed projects require that laterals be installed at properties with existing structures. The cost for the installation is a part of the assessment against the property. Laterals are not installed on nonassessed projects unless specifically approved.

11) Sewer Lift Station: A structure containing pumps designed to collect sewer and transfer via force main to a portion of the collection system that ultimately leads to the water reclamation facility.

12) Water and Sewer Service Area (WSSA): All defined areas outside the corporate limits of the City of Greensboro that are eligible for extension of the City's water and sewer, as delineated on the "Water and Sewer Service Area" map maintained by Water Resources.

13) Water Distribution Main: A water line installed in the street right-of-way which serves the property through which it is laid. This main has the potential to be extended to serve other properties lying beyond the immediate project area. The minimum diameter for a public water main is 8".

III. ASSESSED PROJECTS

Guilford County's Assessed Water and Sewer Program is administered under Article 9, Special Assessments of General

Statute 153A. Assessed projects are those that are initiated by a "petition" signed by a majority of property owners in a subdivision developed on well and septic system or "health recommendation" for a subdivision or residential area that suffers from contaminated well water and/or failing septic systems. The Guilford County Environmental Health

Department is responsible for conducting any necessary well/septic surveys and for initiating "health recommendation" projects.

Assessments are levied against all benefited properties within the scope of said projects. The assessments consist of the following fees based on the rate at the time of petition:

Water Frontage ----- \$15 / foot

Water Lateral Fee ----- Actual Cost of Construction

Sewer Frontage ----- \$15 / foot

Sewer Lateral Fee ----- Actual Cost of Construction

These fees are due and payable to the County whether or not the property owner connects to the water and sewer lines. The assessment is payable over a five-year period at 8% interest from the date of confirmation of the assessment roll.

Additional fees are due at such time that a property owner makes application to connect to the water and/or sewer line. These fees consist of a County Acreage Fee and City Meter and Capacity Use Fee. Additionally, if laterals were not left at the time of construction of the water and sewer lines and were not part of the Assessment, then the property owner will contract with the City for the laterals to be installed and pay the lateral fee(s).

A. Requests by Petition

- 1) Petition forms and fact sheets are available in the Office of the Community Services Division of the Guilford County Community and Economic Development Department.
- 2) Upon request, the Community Services Office shall coordinate with the City of Greensboro Water Resources Department to assist the individual(s) sponsoring the petition in determining to what extent the petition should circulate (if possible) in order to provide for the most feasible project.
- 3) The Community Services Division, in conjunction with Greensboro Water Resources, shall prepare a preliminary engineering feasibility study including cost (engineering design, right-of-way, construction, inspection and permit fees) and revenue estimates for the requested project.
- 4) A petition must be signed by a simple majority of property owners and who also own a majority of all the potentially assessable front footage.
- 5) The petition shall be filed with the Guilford County Community and Economic Department, Community Services Division.
- 6) The Community Services Division shall check the petition for validity.
- 7) The Community Services Division shall present the petition and a Preliminary Resolution Ordering a Public Hearing to the Board of County Commissioners for its consideration. A funding source must be determined prior to the project being presented to the Board of County Commissioners for approval.

8) The Board of County Commissioners will approve, revise, continue or reject the Resolution. If approved, a date for the Public Hearing will be set.

9) The Community Services Division will determine and submit to the Clerk to the Board of County Commissioners a list of all potentially affected property owners and their mailing addresses.

10) The Clerk to the Board will:

a. Cause a copy of the Preliminary Resolution to be published one time in a newspaper at least 10 days prior to the date of the Hearing.

b. Mail a copy of the Resolution to all property owners whose property is subject to assessment at least 10 days prior to the date of the Hearing.

c. Prepare and file a Certificate with the Board of Commissioners stating that the copies of the Resolution have been mailed to the property owners.

11) After holding the Public Hearing, the Board of County Commissioners will vote to adopt the Resolution authorizing the project be undertaken or the Commissioners may deny the project. If the project is approved by the Commissioners, a pending lien is placed against the affected properties.

12) Upon adoption of the Final Resolution, the Board of County Commissioners shall also adopt a Project Budget Ordinance in the amount of the estimated project cost and authorize the Community Services Division to coordinate with the City for the purpose of proceeding with the engineering design.

13) The Community Services Division will notify the Water Resources Representative whether or not the project was approved and will also provide the adopted Resolution setting out the scope of the project.

14) If approved, the Water Resources Representative is responsible for placing this item on the agenda of the City Council for its authorization of the project. In addition, the Water Resources Representative will also place on the agenda a request for a budget ordinance for the project.

15) Following City of Greensboro Council approval, the Water Resources Representative will coordinate with the City's Finance Department to create a spending account for the project.

16) Upon Council authorization the Water Resources Department, with County concurrence, shall determine if the engineering design is to be prepared by City staff, by one of the engineering firms under contract with the City or to be contracted for under the City's contracting procedures for obtaining professional services.

17) Upon completion of the engineering design, Water Resources will furnish the Division of Community Services with copies of all pertinent maps and drawings including a construction cost estimate of the project. The City shall provide County with approved easement drawings, the legal descriptions and title searches. The deeds for the easements shall be prepared by the County Attorney's office. The

easements will be acquired by the County, City, or a Private Contractor provided by the County as determined at time of engineering design.

18) The City's Engineering and Inspections Department will provide draft specifications to the County Division of Community Services for review prior to advertisement for bids.

19) Upon completion of the easement acquisition phase & approval of all permits and encroachments, the City will advertise for bids for the construction phase(s) of the project, after which the bid opening will take place. The City will notify County Community Services of the pre-bid and bid opening dates.

20) Upon receipt of a recommendation from the City to award the Contract, the Division of Community Services shall present the project to the Board of Commissioners requesting authorization for the City to award the contract to the lowest responsible bidder. In addition, the Board of Commissioners may appropriate additional funds and increase the project budget ordinance if necessary.

21) The Community Services Division shall be responsible for notifying the Water Resources Department with written authorization and approval to recommend to City Council the award of the construction contract. The City Representative shall be responsible for obtaining City Council approval and initiating the construction of the project.

22) The Community Services Division shall cause funds for said project to be encumbered upon receipt of two (2) fully executed contracts from the City.

23) The Community Services Division is responsible for causing reimbursement payments to be made to the City upon receipt of an invoice, with proper documentation attached for actual work completed. Payments are to be processed in a timely manner. The City will invoice the County quarterly for outstanding projects. Invoices will include the reimbursements for construction costs as well as the administrative fees incurred by Greensboro for the execution of the project such as for surveying, inspections, and other construction related tasks.

24) The Community Services Division is to be included in all meetings, including construction status meetings with the contractor for all projects.

25) The City will cause "as built" plans to be prepared for the project by the engineer for the project. The "as built" plans shall indicate ACL Tax lots, ownership, road frontage, location of water and/or sewer laterals for each lot. These "as built" plans, as well as, the final project cost shall be forwarded to the Community Services Division, in duplicate.

26) Upon completion of the construction and acceptance of the project by the City Construction Inspector, including review of Contractor-provided closed circuit video tapes of the installed sewer lines, an Engineering Certification will be made and the lines will be officially placed in service and made a part of the City's water and sewer system.

27) Once the "as built" plans are received, the Community Services Division shall prepare the preliminary assessment roll for the project that will consist of the following information:

Ownership Account number

Property address Front footage

Mailing address Frontage assessment

Complete ACL tax map number Lateral assessment

Township Total assessment

Project number Acreage

28) A Notice of the Completion of the assessment roll shall be prepared by the Clerk to the Board of County Commissioners that gives a description of the project and states the time and place for a Public Hearing by the Board of County Commissioners on the preliminary assessment roll. The Clerk to the

Board of County Commissioners will:

a) Cause this Notice to be published one time in the Greensboro News and Record, or equivalent, at least 10 days prior to the date set for the Hearing on the preliminary assessment roll.

b) Mail a copy of the Notice to all of the owners of property listed on the preliminary assessment roll at least 10 days prior to the date of the Hearing.

29) The Board of Commissioners will hold the Public Hearing on the preliminary assessment roll as specified in the advertisement. The Community Services Division is responsible for placing this item on the agenda of the Commissioners' meeting. The roll may be confirmed, modified or annulled in whole or in part. If any assessments are to be confirmed, the Board of County Commissioners shall pass a Resolution confirming the assessment. The Community Services Division will prepare the Resolution. (If the project's assessments are placed in 5-year abeyance, it shall be handled accordingly.) The Clerk to the Board shall enter on the minutes of the Board and on the assessment roll the date, hour and minute of confirmation. Hence the assessments shall be a lien on the property until paid.

30) The Community Services Division shall then update the assessment roll by indicating any account activity which preceded confirmation.

31) After the assessments are confirmed, a copy of the assessment roll shall be delivered to the County Tax Collector and to the County Finance Department, Accounts Receivable.

32) No earlier than twenty days after the confirmation of the assessment roll, the County Tax Collector shall publish one time a Notice of the confirmation of the assessment roll. The Notice shall state that assessments may be paid thirty (30) days from the date of the publication of the Notice without interest or that assessments may be paid in installments, with interest from the date of confirmation of the assessment roll, over five years.

33) Monthly statements will then be mailed.

34) Monthly ledger sheets by account will be maintained for the term of the assessment.

35) Updated assessment information shall be made available to attorneys to aid in title searches, land sales, etc.

36) If there is any irregularity, omission or error in any of the proceedings relating to assessments, the Board of County Commissioners may set aside the whole assessment and make a reassessment.

B. Request by Public Health Necessity

1) If, in the determination of the Public Health Department's Division of Environmental Health, a fully or partially developed area within unincorporated Guilford County appears to be experiencing a widespread problem with malfunctioning septic tank or well systems, the Division of Environmental Health shall immediately conduct a door-to-door septic tank-well survey in the neighborhood.

2) If, in the opinion of the Environmental Health Division, the survey's results indicate that the number of malfunctioning systems is causing or will cause detrimental effects on the general health and welfare of the area as a whole, said Division shall formally so state to the Community Services Division.

3) The Community Services Division shall then initiate a preliminary engineering feasibility study including cost (engineering design, right-of-way, construction, inspection and permit fees) on providing services to the area.

4) The Community Services Division shall present the engineering report, septic tank-well results and Preliminary Resolution ordering a Public Hearing to the Board of County Commissioners for consideration.

5) If the Public Hearing is set by the Board, the remaining procedures shall then be identical to that for Petitioned Projects as outlined beginning with Section III, Part A, Item 7 of this policy.

IV. NON-ASSESSED PROJECTS

1) Water and sewer are critical to orderly development and provides beneficial density and commercial/industrial opportunities. Outside the "Petitioned" or "Health Recommended" projects, there are other reasons to make water/sewer service available such as service to Guilford County Schools, economic development projects and projects that will upgrade and enhance the City's water and sewer system. These types of water and sewer projects are extended under the "nonassessed" program. These extensions can be contracted for and funded for purposes of serving schools, for economic development projects, in conjunction with the City for the purposes of upgrading its water and sewer system, for the installation of main infrastructure lines required outside the corporate limits of the City, and by developers under the "private extension" program.

2) Property owners abutting these lines are not assessed for the utilities until such time as an application for a connection is submitted to Greensboro Water Resources. At such time, the property owner will be

required to pay the following fees to the County in full, based on the current rates at the time application is made, before a connection can be made, except as noted:

- a) Water and Sewer Frontage fees
- b) Water and Sewer Acreage fees
- c) Water and/or Sewer Lateral fee (payable to the City)
- d) Water and/or Sewer Capacity Use fee (payable to the City)
- e) Water Meter fee (payable to the City)

A. Requests by Development Necessity

1) The City will provide the Guilford County Public Health Department's Division of Environmental Health with access or a copy of the GIS water and sewer layer files. These maps will be updated from data supplied by the Community Services Division of the Guilford County Community and Economic Development Department.

2) All requests for installation of septic tank systems for new industrial, commercial, or residential development in areas that can be served by existing lines will be temporarily held in abeyance until it is determined by the City and the Community Services Division if public service to the development is feasible.

3) If such extensions are found to be feasible, the applicant shall be required to extend and/or connect to such services as provided herein. (See the Following Section)

4) If such an extension is found not to be feasible, the Division of Environmental Health shall process the request for septic tank installation. (See the Guilford County Department of Public Health, Division of Environmental Health, "Septic Tank Regulations.")

B. Requests for Privately-Financed Utility Extensions

1) Any citizen, company, corporation, etc. may request permission to extend, at his own expense, services to his property, facility, development, etc. within the identified WSSAs.

2) The applicant shall first contact the Community Services Division to determine the proximity of existing services to the applicant's existing or proposed facility site.

3) The Community Services Division and the City shall assist the applicant's private engineer in determining the feasibility of such an extension.

4) The privately financed extension may require upgrades to the City's existing water and sewer system by way of upgrading of existing receiving sewers, upgrading waterlines, installation of off-site improvements to create loops in the distribution system, or etc. of which the developer is responsible for bearing the full costs.

5) The City and County shall confirm the applicant's particular requirements in regard to proposed system component capacities.

6) The Community Services Division shall determine if the requested extension would be in keeping with the County's plan for long range system development.

7) If the determination is that the applicant's proposed extension does not lend itself to be a potentially public system; then, with City and County approval, the owner may install the system to City specifications and pay County acreage fees as per standard policy. At the option of the City, the system will become the property of the City upon completion. Front footage fees would have been satisfied by cost of construction.

8) If the determination is that the applicant's proposed extension would lend itself to be a part of the public system if oversized beyond the owner's needs; then, with City and County approval, the owner shall install the oversized system to City and County specifications and requirements. Upon completion, the County shall reimburse to the owner the proportionate cost of the over sizing in accordance to the WSSA in which the project resides. Also upon completion the system shall become the property of the City. County acreage fees shall be paid by the owner as per standard policy. Front footage fees would have been satisfied by owner's share of the construction cost:

a) Minimum pipe diameter for both water and sewer lines shall be eight inches (8") unless otherwise specifically approved by City and County. If the requirement by Water Resources engineers is that the water or sewer lines must be sized larger than eight inches (8") to provide service to the area and not just the named development, then the County may participate in the costs associated with the oversized line(s) (the difference between an 8" and the required diameter) contingent upon availability of funds. Participation levels shall be as defined in the Agreement.

b) If the requirement by Water Resources dictate the installation of water feeder mains (>16") or sewer interceptors (>24"), then the City may participate in the costs associated with these major lines, contingent upon availability of funds. Participation levels shall be as defined in the Agreement.

c) In the event a lift station-force main arrangement is required, Guilford County may, from the Joint Water and Sewer Trust Fund and in accordance with the Agreement, assume financial responsibility for these facilities contingent upon the fact that the sewer facilities will provide service to a larger area of unincorporated County and not just the named development and contingent upon availability of funds. Participation level will be based on the majority WSSA area classification of which the proposed pump station will serve and will range from no participation to full participation.

9) It shall be the Developer's responsibility to request, through the County, over-sizing participation for line size installation requirements that are in excess of the size requirements needed for the particular development. Over-sizing reimbursement is intended to compensate the Developer for increases in line sizes and not extra length water and/or sewer mains required for looping or proper sewer alignments.

Determination of over-sizing participation amounts shall be determined as follows:

a) The Developer shall submit to the County three Engineer-certified estimates of the proposed utility extensions priced two ways. The first estimate shall be priced to reflect the cost of installing the over-sized utilities and the second estimate shall reflect the cost of installing the utility extensions sized according to the development needs only, subject to the minimum size criteria established by Water Resources.

b) The County will review the estimates and offer a reimbursement amount based on the over-sizing cost premium. Depending on the WSSA in which the project is located, a reimbursement cost factor will be applied to the eligible amount, resulting in the County reimbursing from 0% to 100% of the over sizing costs. The County will enter into a separate Contract with the Developer for the reimbursement to be made.

c) The ability to participate in reimbursement is dependent upon available funding and lack of available funding will, in no way, reduce the Developer's obligation to install the required lines sizes and alignments, which shall be a condition of service availability.

10) Upon the determinations referred to above in #5, #6 and #7, the Division of Community Services shall present the matter to the Board of County Commissioners for its consideration.

11) If endorsed by the Board, the matter shall be presented to City Council for its consideration.

12) Upon approval by both governing bodies the applicant shall enter into formal contractual agreement with the County. A copy of the agreement format is available in the Office of the Community Services Division.

13) Privately financed water extensions, having the capability to be further extended beyond the applicant's property, must be constructed across the entire width of the property. Privately financed sewer extensions shall be extended to the uppermost portion of the property, following the natural terrain of the property, in order to allow upstream properties to access the installed sewers.

C. Requests for Extensions for Economic Development

1) Depending on the availability of water and sewer funds, economic development projects located within the water and sewer service boundary (green line) may be eligible for participation towards costs relating to the construction of water and sewer infrastructure.

2) A company or corporation may request permission to extend services to his property, facility, development, etc. that is being developed as an economic development project.

3) The applicant should first contact the Guilford County Community and Economic Development Department, Community Services Division to determine the proximity of existing services to the subject property and/or development.

4) The City and County shall confirm the applicant's particular requirements in regard to water and sewer. If the development meets the requirements and criteria as stated in the section entitled

"Requests by Privately-Financed Installation" and sufficient funds are available, the City and the County may participate financially from water and sewer trust funds in the construction of the water and sewer utilities to the property line of the development. Other applicable laws, including N.C. G.S. 158-7.1, shall be followed.

5) If a development lies outside the water and sewer service areas the County Commissioners and City Council may decide to extend water and sewer utilities and participate in the construction cost if it is determined that a project is of significant economic benefit.

V. Rules For Determining Linear Footage

1) In general, the frontage abutting on the lines will be the basis for making assessments for linear footage charges.

2) Assessments will be the front footage charges on all lines installed under the assessment procedure. On lines not installed under an assessment procedure, a front footage charge will be applied which would equal the assessment charge had the line been installed under an assessment procedure.

3) An owner on a cul-de-sac will be charged for the ARC distance across the end of lot through which the sewer or water line runs.

4) An owner will be charged for the full length of frontage even though the sewer or water line abuts only part of the distance across his property, provided the owner can be served by the water or sewer line.

5) Outfall lines or main trunk lines running cross-country on undeveloped property and not abutting a street will not be assessed. An abutting linear footage charge will apply to the property when service is provided. (Based on road frontage)

6) In cases where a line runs along a street which abuts the City corporate limits, the property lying within the City corporate limits shall be assessed at the regular rates. Such assessment shall require approval of City Council. The acreage charge is not applicable to property inside the City.

7) A tract abutting two streets in which service is provided, but not on a corner, shall pay the full assessment on both streets. In instances where such a lot is utilized as single-family residential, the assessment on the line not being utilized may be held in abeyance.

8) A property owner has to pay the assessment for each side of a line when the street, road or highway bisects his property.

9) Corner Lot Exemption - DEFINITION: A corner lot shall be deemed to mean any lot which is adjacent to the intersection of two streets or the corner of one continuous street where the angle caused by such corner is between eighty and one hundred degrees.

a) Residential - Up to 150' on the side yard dimension.

b) Business - Up to 100' on the side yard dimension.

c) Industrial - Up to 100' on the side yard dimension.

10) In situations where services desired for a single family or agricultural residence, which is part of a larger (five (5) acres or more) undeveloped, un-subdivided property and the owner designates a minimum of one (1) acre for the purpose of connection thereto, a linear frontage assessment shall apply to the "designated acre," for a maximum of 150 feet. The remainder of linear frontage shall be held in abeyance until the owner makes application for a second connection or subdivides, at which time the remaining acreage and linear frontage becomes due in full.

11) In situations where service is desired for public Parks and Recreation Property, an acreage charge will be levied. The acreage charge shall be computed based on a basis of either a minimum of one (1) acre charge for each structure being served or the square footage of each structure, whichever is greater.

12) Frontage assessment fees shall not be levied on County Community Development projects pursuant to regulations promulgated by the United States Department of Housing and Urban Development.

VI. Rules for Applying Acreage Charges

1) In general, the charge will be applied to the entire contiguous acreage one person or firm owns either directly or indirectly.

2) Generally, the same acreage as the County is taxing will be used as the acreage to determine acreage charges, or by a survey of the property if available.

3) In situations where service is desired for a single family or agricultural residence which is part of larger undeveloped, un-subdivided property, the owner may designate a minimum of one (1) acre per dwelling unit to which the acreage charge will apply for service to each dwelling unit. The balance of the undeveloped, unsubdivided property will be exempt from the acreage charges until service is desired for the property.

4) The acreage used to determine charges for Commercial, Institutional and Industrial land uses including residential subdivision developments (both single and multi-family) will be the total acreage owned either directly or indirectly.

5) Exclusions for acreage charges cannot be made for portions of land for future streets and highways including a proposed right-of-way, which has been designated by a governmental agency.

6) Portions of property which are not suitable for building sites such as a pond, creek or lake will be included in the acreage for which a charge will be made.

7) All land lying within a publicly dedicated road right-of-way in excess of a width of 30 feet from the centerline of the road may be exempt from acreage charges.

8) Any disagreement as to the amount of actual acreage owned will be settled by a survey provided by the property owner.

9) If, due to severe topographical factors, a portion of a tract developed or to be developed for residential use cannot be served by gravity sewer lines, the Board of County Commissioners can exempt said portion. The Community Services Division shall calculate the area contained within said portion - this policy does not apply to required open space areas, recreation areas, parking areas, flood plains, etc.

10) Acreage fees shall not be levied on County Community Development projects pursuant to regulations promulgated by the United States Department of Housing and Urban Development.

VII. LATERAL INSTALLATIONS

1) This fee, for water and/or sewer laterals installed in conjunction with water and /or sewer lines installed under the assessment procedure, will be assessed by the County along with the water and/or sewer frontage fee; the charge will be at prevailing city rates. Water and/or sewer laterals are left at all lots with existing habitable structures when part of an assessed project.

2) This fee, for water and/or sewer laterals installed at the owner's request and not as part of an assessed water and/or sewer project, is levied by the City at the prevailing City rate. This is part of the connection fee.

3) The line is assumed to run down the center of the street and each owner is charged a connection fee according to the type of street surface (asphalt, gravel, etc.). This charge is part of the City's connection fee.

VIII: WELL ABANDONMENT PROCEDURES

1) Installation of sewer lines within 25' of existing wells, non-ductile iron sewer mains within 100' of existing wells, or the installation of sewer manholes within 100' of existing wells will require the wells to be abandoned.

2) All existing wells, along with the 25' and 100' impact zones, must be identified on construction plans for both public and private extensions.

3) The Engineer shall make every attempt to avoid impacting existing wells in the design of the extension.

4) In the case an impact is unavoidable; the entity making the extension shall be responsible for all costs associated with the well abandonment in accordance to Guilford County Health Department requirements as well as providing for a new well or connection to the public water system. Costs include, but may not be limited to; permit fees, plumber fees, meter fees, and well abandonment fees.

5) Prior to private plan approval, proof must be submitted to Water Resources that arrangements have been made with owners of affected wells for their abandonment. If well conflicts are discovered after approval, the abandonment must be resolved prior to project acceptance.

IX. BASIN DEVELOPMENT

1) The City, at its discretion, may choose to proactively extend sewer lines into a basin in order to facilitate the development of the basin in an orderly manner.

2) The City will be responsible for the engineering, financing, and construction of the necessary sewer improvements required serving the basin.

3) The City will be responsible for the installation of the major outfall lines in the basin, installation of any necessary sewer pump stations and force mains, and upgrading any portions of the receiving sewers to provide for adequate discharge capacity as a result of this action.

4) Based on the aggregate sum of the cost of the improvements, the City will collect at the time of plan approval, the basin development fee based on the gross acreage of the proposed development. The basin development charge will be adjusted 8% annually to reflect the cost of capital and inflation.

5) The City will maintain a map of the basins created under this program and will supply the County with access to the map along with information regarding the applicable basin fees.

6) Water extensions within the basin will be handled under the current rules for County participation.

X. COLLECTION and TRANSFER of ACREAGE and FOOTAGE CHARGES

1) The City will collect all acreage charges and footage charges on all non-assessed lines (those not installed under the assessment procedure). These charges will be paid in full at the time of application for service.

2) When the County negotiates with an individual or firm privately financing the construction of a project, the County will be responsible for collection of all acreage fees from the individual or firm.

3) The County will promptly notify the City when any funds or credit is received which is to be applied as acreage or footage charges.

4) The City will submit to the Community Services Division Office, on a monthly basis, a list of those property owners who have paid either frontage or acreage fees to the City during that month.

5) Acreage and footage charges collected by the City will be remitted to the County on a quarterly basis along with an accounting of those person or firms who paid the fees. These funds will be deposited in the joint water and sewer construction fund.

6) The County will collect assessment charges from lines installed under an assessment procedure.

7) All funds transferred between the City and County will be channeled through the respective government's Finance Departments in order that proper records can be made of the transfers.

XI. POLICY GUIDELINES

1) Negotiations and discussions involving water and sewer services will be conducted with a member of the Community Services Division of the Guilford County Community and Economic Development and appropriate City staff.

2) When service for an area is desired, organization and contact of other interested property owners will be by the property owners desiring service. The Community Services Division staff will not attempt to contact persons or firms to solicit their support for installation of water and sewer lines, unless specifically authorized by the Board of County Commissioners.

3) Estimates of cost for water and/or sewer service for an individual parcel of property should be given only after carefully consulting the "Rules for Applying Acreage Charges" and "Rules for Determining Linear Footage." Any changes of the routing of the line however slight could change the linear footage charges. The final footage charges are determined when the assessment roll is prepared after completion of installation.

4) Questions and inquiries about water and sewer service received by County and City personnel will be referred to the Community Services Division. This is to avoid giving out potentially misleading information.

5) No project can be promised by any employee of the County. Water and sewer projects are only authorized by the Board of County Commissioners and City Council.

6) The property owner is entirely responsible for the installation of water and sewer service lines that connect to the water/sewer laterals at the property line and extend across his property and connects to the structure(s) being serviced.

7) The County or Developer may install interior sewer collection lines and/or water distribution mains. If the County installs these lines, then they would be immediately assessable. If the Developer installs them, the installation is made in lieu of frontage assessments or frontage charges in lieu of assessments.

8) In cases where a property owner requests lateral service from an existing outfall, collector or distribution main which may require installation of manholes and the possible crossing of property owned by other parties:

a) The County will require the Owner to be responsible for the installation of this lateral (as in item 6, above) including negotiating and paying for rights-of-way across the other party's (parties') property(s).

b) The Owner installing the line will be responsible for paying the frontage and acreage fee for his property. If the line is deemed a main line with manholes and can service more than one property, then the installation of the line is made in lieu of payment of frontage charges.

c) When and if the Owner(s) of the interim property desires service from this lateral, he will be required to pay an acreage and frontage charge.

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Printed: May 10, 2007

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