

Development Authority of the North Country

Approval Process for Developments within Existing Water/Sewer Service Areas

1.0 Purpose

The purpose of this procedure is to: 1) describe the application process to request approval for new developments that are located within a municipal water or sewer district that is connected to the Development Authority's system; and 2) describe the requirements of the Authority's capacity management program. Written approval is required for the following developments:

- 1) New water/sewer districts which will be connected either directly or indirectly to a DANC water or sewer system; or
- 2) New developments within an existing district that are subject to regulatory agency review; or with anticipated usage of water or sewer in excess of 2,500 gallons per day (gpd).

This process is effective January 1, 2009. It will apply to any project for which a capacity allocation has been approved, but for which a building permit has not been issued as of the effective date.

2.0 General Requirements

- 2.1 The Development Authority of the North Country (Authority) is a wholesale supplier of water and sewer collection services to municipalities that are connected to the Watertown-Fort Drum System and the Western Jefferson County Regional Water Line (RWL).
- 2.2 The Authority is not able to provide services directly to private individuals. As such, all requests for approvals must be submitted by the municipality within which the utility resides. Requests for approvals received directly from developers will not be accepted.
- 2.3 Municipalities must have a current water or sewer service agreement with the Development Authority. If the municipality is forming a new district or expanding an existing district, then a new or amended water and/or sewer service agreement is required.
- 2.4 Municipalities must have a current updated easement on file for each connection point into the Authority system. If a development will require an additional connection point to the Authority system, then a new easement will be required.

- 2.5 Municipalities must have a review and inspection process that ensures that new water and sewer infrastructure is designed and constructed in accordance with applicable standards.

3.0 Initial Submittal Requirements

Requests for capacity approval for new developments must include the following information:

- 3.1 A letter explaining the project and detailing the request.
- 3.2 An Engineering Report that contains:
 - 1) Number of Equivalent Dwelling Units (EDUs) in the proposed system, including a breakdown by type (i.e., residential, commercial, industrial, etc.);
 - 2) Estimated volume of water/sewer that will be used on a per EDU basis provided in average gallons per day and peak gallons per day. The basis of estimates is required. Engineers are encouraged to utilize actual system modeling data, historical flow data, and other relevant data to provide realistic estimations of projected flow. Application of Ten State Standards without consideration given to historical flows which result in excessively conservative over estimations, computed without justification, will not be approved.
- 3.2 A list of all required regulatory permits, and copies of all approved regulatory required permits (NYSDEC water supply permit applications, etc.).
- 3.3 Detailed drawings and specifications, related to water and/or sewer infrastructure, indicating the proposed materials, methods of construction, and pressure testing, etc.
- 3.4 Documentation of the projects readiness to be constructed and a proposed schedule for construction is required. Construction readiness is defined as ability to obtain a permit to construct within one year of the request for a capacity reservation from the Authority and start of construction within two years of the initial request for capacity reservation.
- 3.5 Phased projects will be reviewed as they approach construction readiness. Future phases may be considered for a capacity reservation if they are within one year of issuance of a permit to construct.
- 3.6 Any other relevant information needed to assess the impact of the proposed connection.

3.7 Since the Authority is a wholesale supplier of water and sewer services, it is necessary for proposed expansions of the system to be reviewed by the source supplier or end recipient. Applicants should include the required number of complete packets so that the Authority can transmit copies of the submittals to the appropriate reviewers or copy the other reviewing agencies on correspondence with the Authority.

- 1) Regional Water Line (4 copies)
 - 2 for the Development Authority
 - 2 for the Village of Cape Vincent
- 2) Army Water Line (4 copies)
 - 2 for the Development Authority
 - 2 for the City of Watertown
- 3) Army Sewer Line (4 copies)
 - 2 for the Development Authority
 - 2 for the City of Watertown

3.8 Submittals shall be mailed to the following address or made electronically:

Development Authority of the North Country
Attention: Carrie Tuttle, PhD, PE, CSP
23557 NYS Route 37
Watertown, NY 13601
ctuttle@danc.org

Questions regarding the submittal process shall be directed to Carrie Tuttle, at 315/661-3259.

4.0 Review Process

Requests will be evaluated based on the potential impact on the system capacity and sound engineering/construction basis. The Authority's average review process takes approximately four weeks from receipt of all required documentation. A complete submittal will help avoid delays. A written response will be issued by the Authority. If a new or revised water or sewer service agreement is required, the agreement will be drafted by the Authority and submitted to the municipality for Board approval.

5.0 Annual Submittal Requirements

5.1 Municipalities must submit an annual EDU breakdown and summary which lists the total EDUs in each district serviced by the Authority's water and/or sewer system. This information is required by March 1st of each year and will be utilized to track growth of single family homes and smaller developments that do not require formal review.

5.2 Municipalities must provide a design flow reconciliation report to the Authority by March 1st annually, if either of the following conditions exist:

- 1) Any developments larger than 2,500 gpd have been approved within the system in the prior calendar year; or
- 2) Any development approved in a prior calendar year has not been fully constructed.

This report will provide information on actual flows versus design flows and allow the Authority and the City of Watertown, or the Village of Cape Vincent, to revise prior capacity reservations to more accurately reflect the needed capacity to support the development's requirements. The calculations must be performed by a licensed engineer and shall be completed by utilizing actual metered water data or sewer flow metering data, when available. If these data are not available then statistical analysis of historical flow data for comparable customer classifications (i.e., residential single family home, one bedroom apartment, commercial/retail, commercial/restaurant, hotel, etc.) within the district and/or modeling may be utilized.

5.3 For all projects that have not been fully constructed, a statement of the projects intent to finish construction, and a revised project schedule is required. Capacity that was previously reserved for developments based on full build-out will be reviewed annually in conjunction with reconciliation between design and actual flows. Developments that have not met the requirements for construction readiness as defined in Section 3.4 will be required to reapply for a capacity reservation should the project proceed in the future.

6.0 Related Documents

Specific requirements for developments which will require a new direct connection point into an existing Authority mainline are detailed in a separate document, *Protocol for Connecting to DANC-Owned Water or Sewer Mains*, which is available by contacting the Authority at 315/661-3210 or at <http://www.danc.org/files/public/pdf/DANC-Protocol.pdf>.

7.0 Record of Changes

<u>Rev.</u>	<u>Revision Date</u>	<u>Description of Changes</u>	<u>Authorized By</u>
0	6/19/06	Original Document Created	Carrie Tuttle
1	12/15/08	Document revised to address capacity management requirements	Carrie Tuttle
2	1/26/09	Revised initial submittal requirements; added Village of Cape Vincent to Section 5.2	Carrie Tuttle
3	6/30/11	Updated link to <i>Protocol for Connecting to DANC-Owned Water or Sewer Mains</i>	Carrie Tuttle
4	4/4/12	Updated contact information	Carrie Tuttle

5	7/8/13	Added "or end recipient" to section 3.7	Carrie Tuttle
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DANC Approval Process for New Developments

Objective:

- 1) Ensure system has capacity to handle new development
- 2) Ensure new developments are constructed properly

Developments > 2500 GPD or reviewable by NYSDEC	Developments <2500 GPD or non-reviewable by NYSDEC
Managed through Formal Review Process	Manage through Administrative and Field Controls (DANC Oversees/City can Audit)
<ol style="list-style-type: none"> 1. Capacity Review <ul style="list-style-type: none"> • Municipality capacity review • DANC capacity review • City capacity review (Demand for new development assessed) 	<ol style="list-style-type: none"> 1. Written procedures document standard specifications, construction, and administrative requirements. Require for all "external" water/sewer customers
<ol style="list-style-type: none"> 2. Technical Review (Plans, Specs, Engineering Rpt.) <ul style="list-style-type: none"> • Municipality – Planning Boards • DANC • City – approval/accounting process • Regulatory Agencies 	<ol style="list-style-type: none"> 2. DANC technical review required for all Water/Sewer Service Applications
<ol style="list-style-type: none"> 3. Inspection <ul style="list-style-type: none"> • Contractor/Engineer or DANC on behalf of municipality 	<ol style="list-style-type: none"> 3. Inspection <ul style="list-style-type: none"> • DANC field inspection required for all connections
<ol style="list-style-type: none"> 4. Monitor Flows <ul style="list-style-type: none"> • Monthly Meter Reading and trending in Excel • Annual EDU count updates from external users • Annual reconciliation of actual versus proposed demands • Review of dormant capacity reservations 	
<ol style="list-style-type: none"> 5. Update Water/Sewer Service Agreements as necessary to incorporate system capacity requirements 	