



Charleston Water System
Commissioners of Public Works (CPW)
P.O. Box B
Charleston, SC 29402
(843) 727-6856
www.charlestonwater.com

Charleston Water System

Developer Policies

Index: Charleston Water System Developer Policies

1. [Water Section](#)
2. [Wastewater Section](#)
3. [Miscellaneous](#)

1. Water Section	Policy No.
Approach Mains, Water System	W88001
Acceptance of Water Service, System Activation	W88002
Engineering Services Fees Water	W88003
Increasing the Size and/or Length of Water Mains in Newly Developed Areas	W88004
Installation of Fire Hydrants	W88005
Installation of Water Facilities in Established Subdivisions	W88006
Master Meters to Existing Areas Where CPW Extends Mains	W88007
Metering	W88008
Fire Services	W88009
Water System Design and Construction Procedures	W88010
Water Main Extensions Inside the City of Charleston	W88011
Water Service Area	W88013
Water System Impact Fees	W88014
Water Tap Fees	W88015
Developer Project Abeyance for Water	W91016
CPW Water Availability to Private Water or Well Systems	W95017
Alternate Source Mains	W2005001

2. Wastewater Section	Policy No.
<u>Approach Mains, Wastewater System</u>	S88001
<u>Acceptance of Wastewater Service, System Activation</u>	S88002
<u>Engineering Services Fees Water and Wastewater</u>	S88003
<u>Increasing the Size, Depth and/or Length of Wastewater Mains in Newly Developed Areas</u>	S88004
<u>Installation of Wastewater Facilities to Established Subdivisions</u>	S88005
<u>Wastewater Collection System Extensions</u>	S88006
<u>Wastewater System Design and Construction Procedures</u>	S88007
<u>Wastewater Service Area</u>	S88008
<u>Wastewater Tap Fees</u>	S88009
<u>Wastewater Tap Fees and Change-in-Use Fees</u>	S88010
<u>Wastewater System Impact Fees and Engineering Service Fees</u>	S88011
3. Miscellaneous	Policy No.
<u>Developer Project Cancellation</u>	WS91016
<u>Water and Wastewater Maintenance Bonds</u>	WS2006001
<u>Water and Wastewater Warranty Inspection Fees</u>	WS2006002
<u>List of Definitions</u>	

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 3/24/09</p>	<p>Policy No.</p> <p style="text-align: center;">W88001</p>
<p style="text-align: center;">SUBJECT: Approach Mains, Water System</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Approach Mains, Water System

An approach main is defined as a water main extension that is necessary in order to provide service to a parcel of property or development. An approach main connects a proposed water project with an existing facility that has available capacity to provide the level of service required by CPW Minimum Standards and current regulations.

Approach mains will be installed at the expense of the proposed development that requires the installation of the main. Approach mains may provide service for a single development or may be a component of a development master plan that will enable future development. If the approach main is a component of a development master plan and will provide service to other projects or areas in the future, the developer will be required to pay all costs associated with the facility design and the cost to install the facilities sized to serve all phases of the development master plan. CPW may elect to provide additional funding to increase the main(s) size to provide for future capacity for areas outside of the development for which the extension is required. CPW will work with the developer's engineer to determine the incremental cost associated with upsizing. Detailed cost estimates will be provided and three competitive bids from CPW approved contractors may be required in order to determine the cost of upsizing. Charleston CPW will determine the size requirements and design parameters for all approach mains for compliance with CPW water system master plans. Master plans may be existing or may be developed for new areas by CPW as required when service inquiries are made.

Mains With Future Service Capacity

CPW reserves the right to establish design parameters for all proposed water systems serving new residential, commercial, institutional and industrial developments so that all water system improvements are consistent with CPW master plans. These design parameters will require the water systems to include design capacity to serve future phases of a development, and may require design capacity to serve other potential areas as identified by CPW in the master plan. The cost of designing and constructing the mains required for future phases of development will be paid by the development requiring the main extension. CPW will not provide funding for the additional costs associated with designing and constructing water facilities, which include provisions for future phases of a development. CPW may elect to provide design and construction funding to increase main capacity for other future needs that are not associated with the development requiring the main extension. In this case, CPW funding will only be for the incremental cost of design, materials and installation associated with upsizing facilities beyond the capacity needed to supply all phases of a development requiring the extension. Three competitive bids from CPW approved contractors may be required in order to determine the cost of upsizing.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 10-12-06</p>	<p style="text-align: center;">Policy No. W88002</p>
<p style="text-align: center;">SUBJECT: Acceptance of Water Service, System Activation</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Acceptance of Service, System Activation

Water systems cannot be activated in any capacity until all of the following steps are completed:

1. All requirements established by the Charleston CPW Design & Construction Department must be completely satisfied. Requirements are published in the Charleston CPW Minimum Standards for Design and Construction Of Water & Sanitary Sewer Systems. **All record Drawings must be submitted along with all other closeout documents.**
2. Charleston CPW issues a “Letter of Acceptance” for the system.
3. SCDHEC issues a “Permit To Operate” for the system.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 6-25-08</p>	<p>Policy No. W88003</p>
<p style="text-align: center;">SUBJECT: Engineering Services Fees For Water</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 2</p>

Engineering Service Fees

The Charleston Commissioners of Public Works (CPW) will charge an Engineering Service Fee of five hundred dollars (\$500) as a component of each water impact fee assessed. The engineering services fee will serve to fund the cost of reviewing developer and customer plans, specifications, design documents, sketches, calculations and providing other associated administrative services and construction inspection services associated with new development and the installation of new services. The Engineering Service Fee will be established based on periodic evaluations performed by CPW staff. The amount of the fee will be included in the CPW Water Rules And Regulations.

Engineering Service Fee Deposit

One hundred dollars (\$100) of the Engineering Services Fee shall be considered a non-refundable Engineering Services Fee Deposit collected at the time plans are submitted for review to cover CPW engineering and administrative costs. In no case will the total Engineering Services Fee Deposit amount be less than \$500 for a single project submittal with less than five assessable services. No plan review will be performed prior to payment of the deposit. The deposit will be credited toward the total Engineering Services Fee amount due for the project once final plans are approved for permitting by CPW. However, the deposit amount is non-refundable if the project is cancelled after submittal to CPW and will not be credited if the project is reinitiated at some later date.

Refunds

Prior to submitting the project to SCDHEC for a construction permit, CPW will collect the balance of the Engineering Services Fees due along with the total impact fees due. Prior to project commissioning, Engineering Services Fees paid to CPW may be reimbursed to the developer, less the Engineering Services Fee Deposit amount, if a project is cancelled or the scope of the project is reduced. Upon determination by CPW that a portion of the Engineering Services Fees is eligible for reimbursement, the applicable amount will be refunded. The Engineering Services Fee Deposit amount, \$100 for each water service impact fee assessed in the original project scope, is not refundable and will be retained by CPW to cover its administrative and engineering costs.

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88 Revised Date: 6-25-08</p>	<p>Policy No. W88003</p>
<p style="text-align: center;">SUBJECT: Engineering Services Fees For Water</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 2 of 2</p>

Resubmittals

If the developer wishes to re-initiate a previously cancelled project or activate a delayed project phase, a new project submittal will be required in conformance with the most current CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems, at which time engineering services fees will be assessed according to the most current CPW fee structure. No credit will be given for any portion of **Engineering Services Fees** previously retained by CPW.

Exceptions

Exceptions to this Policy may be made on a case-by-case basis, by the CEO, if the CEO determines that extraordinary circumstances exist such that an exception to the Policy is required to make certain that the application and intent of the Policy is fair and reasonable both to the customer and CPW.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88 Revised Date: 3-24-09</p>	<p>Policy No. W88004</p>
<p style="text-align: center;">SUBJECT: Increasing the Size or Length of Water Mains in Newly Developed Areas</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Increasing the Size or Length of Water Mains in Newly Developed Areas

CPW reserves the right to request that water mains be increased in size and/or length within newly developed areas to accommodate future growth or master plans. Should CPW decide to request a developer to oversize or lengthen a main above that which is needed to serve the property, CPW will be responsible for only the portion of the design, material and installation costs associated with the increase in size and/or lengthening of the water main. The design cost should be agreed upon with CPW staff **prior** to beginning the design or amending the design of the project. Three competitive bids from CPW approved contractors may be required in order to determine the incremental cost of materials and installation associated with upsizing or lengthening facilities beyond the capacity needed to supply all phases of a development. CPW reserves the right to increase the main to the size and/or length it deems necessary for future growth.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 10-12-06</p>	<p>Policy No. W88005</p>
<p style="text-align: center;">SUBJECT: Installation of Fire Hydrants</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Installation Of Fire Hydrants

CPW reserves the right to require the installation of fire hydrants on all water distribution and transmission mains that are proposed for construction. The authority responsible for fire protection in the project area will approve the locations of the hydrants. New developments or upgrades to existing development will be required to fund any hydrant improvements required to meet fire department requirements.

When no local fire department requirements are established, hydrants will be spaced at intervals of 1000 feet in rural areas or at intervals of 500 feet in urban areas, as determined by the CPW project engineer. CPW may require closer hydrant in densely developed areas, industrial or commercial projects.

As a matter of policy, CPW will not allow the installation of private fire hydrants. Variances to this requirement may be considered by CPW in special circumstances.

All fire hydrants installed on the CPW system become property of CPW. CPW will own, operate and maintain hydrants that are conveyed along with appropriate easements where required.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88 Revised Date: 10-12-06</p>	<p>Policy No. W88006</p>
<p style="text-align: center;">SUBJECT: Installation of Water Systems to Established Subdivisions</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Installation of Water Facilities in Established Subdivisions

CPW is sometimes requested to install water systems in established subdivisions where public water service does not exist. CPW will consider these requests on a case by case basis and may elect to install facilities provided funding is available and the request meets the following criteria:

1. The subdivision or planned unit development is determined to be approximately 50% developed and occupied.
2. A request or petition signed by at least 75% of the existing residents is submitted to the Design & Construction Department indicating that they are willing to pay the prevailing fees and rates and agree to connect to the system become a customer should the water system be constructed.

CPW will evaluate each request and determine the feasibility and cost effectiveness of the project based on the total project cost, number of equivalent residential units served and other criteria that may be specific to the request on a case by case basis. Refer to latest revision of the Cost-Effectiveness Policy for details.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 10-12-06</p>	<p>Policy No. W88007</p>
<p style="text-align: center;">SUBJECT: Master Meters to Existing Areas Where CPW Extends Mains</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Master Meters for Existing Areas

CPW may elect to provide service to some areas where service has been provided through the use of wells serving multiple users. In this case, a master meter may be considered to provide a connection to the distribution system. All fire protection requirements established by the governing fire department must be met as a part of the project to connect the system to the CPW distribution system. The improvements required to meet the fire protection requirements will be funded by the entity requesting service.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date:</p>	<p style="text-align: center;">Policy No. W88008</p>
<p style="text-align: center;">SUBJECT: Metering</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 2</p>

Individual Meters

CPW will require an individual water meter for each of the following types of domestic services:

- Each one-family detached dwelling
- Each one-family attached dwelling
- Each unit in a two-family dwelling
- Each unit in a multiple dwelling with fewer than three (3) floors
- Mobile homes
- Each commercial establishment
- Each commercial establishment in a multiple occupancy building with one (1) story.

Exceptions will be reviewed on a case-by-case basis.

Master Meters

A master water meter is defined as a water meter that serves more than one (1) dwelling unit or commercial establishment. CPW will require a master meter to provide domestic water service for each multiple dwelling building with three (3) or more stories, and each multiple occupancy commercial building with two (2) or more stories. In such cases, the meter may serve as a dual-purpose meter for domestic needs and fire suppression needs if applicable. Exceptions will be reviewed on a case-by-case basis.

CPW will not accept service contracts for master water meters.

General

CPW will only allow one (1) water meter per residential or commercial unit, with the following exceptions:

- An additional water meter for an irrigation system or yard sprinkler.
- Other exceptions may be considered on a case-by-case basis.

CPW cross-connection control policies apply for all service connections.

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date:</p>	<p style="text-align: center;">Policy No. W88008</p>
<p style="text-align: center;">SUBJECT: Metering</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 2 of 2</p>

Definitions

Dwelling - Any building, or part thereof, used and occupied for human habitation or intended to be so used including any appurtenances belonging thereto or usually enjoyed therewith but not including hotels, motels, inns, and timesharing facilities

One-Family Detached Dwelling - A separate detached building designed for and occupied exclusively as a residence by one family.

One-Family Attached Dwelling - A building designed for and occupied exclusively as a residence by one family, being attached by means of a common dividing side wall or walls to one or more buildings likewise designed for and occupied as a residence for one family. A single housing unit occupies each structure from ground to roof and independent access is available for each unit from the outside. Such attached one-family dwellings are commonly referred to as "town", "patio", or "row" houses.

Two-Family Dwelling - A separate detached building designed for or occupied exclusively as a residence by two families. Commonly referred to as a "duplex".

Multiple Dwelling - A building designed or occupied otherwise than as a one-family dwelling or a two-family dwelling. The term "multiple dwelling" shall be understood to include apartment houses, tenement houses, residential condominiums and similar multi-family buildings exclusive of hotels, apartment hotels, and motels, inns, boarding or rooming houses, bed and breakfasts, and timesharing facilities.

Dwelling Unit - One or more rooms arranged for the use of one (1) or more individuals living together as a single housekeeping unit, with cooking, living, sanitary and sleeping facilities.

Story - That portion of a building included between the surface of any floor and the surface of the next floor above, or if there be no floor above it, then the space between such and the ceiling next above it.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 07-24-07 Revised Date:</p>	<p style="text-align: center;">Policy No. W88009</p>
<p style="text-align: center;">SUBJECT: Fire Services</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Where a fire service is required by the governing fire department or codes, a dedicated fire service may be installed by a CPW approved contractor for new or renovated buildings at the applicant's cost. In the case of existing buildings that have domestic water service and the owner desires to add a fire sprinkler system, an additional dedicated fire service may be installed by a CPW approved contractor at the owner's cost. Typically, a single dedicated fire main and backflow protection assembly will be installed for each building, for which a fire service is requested, regardless of use. CPW will not permit private water systems for fire service where CPW capacity is available. In all cases, CPW cross-connection control policies will apply, and the materials used between the CPW main and the backflow preventer must be compliant with CPW minimum standards.

No meter is required for a dedicated fire service; however, for buildings that meet with CPW's master metering criteria outlined in Policy No. W88008, a single meter may be installed to provide both domestic and fire service (dual-purpose). CPW reserves the right to require installation of a flow monitoring system on all dedicated fire services. Refer to the CPW Minimum Standards for Construction of Water and Sanitary Sewer Systems for details.

In all cases, the applicant for fire service, dedicated and dual-purpose, shall submit plans prepared by a professional engineer to the CPW Design and Construction Department for review and approval prior to installation. CPW will designate the point of connection to the water system. In cases where a main extension is required to provide the level of service requested, Policy No. 88001 for Approach Mains will apply.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88 Revised Date: 6-25-08</p>	<p>Policy No. W88010</p>
<p style="text-align: center;">SUBJECT: Water System Design & Construction Procedures</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Water System Design & Construction Procedures

Any entity wishing to install or extend any CPW facility must adhere to the requirements described in the CPW Minimum Standards for the Design and Construction Of Water and Sanitary Sewer Systems as amended and in force at the time the development agreement is signed. In the event that no development agreement is required, the system must conform to the requirements in place at the time plans are approved by CPW for construction. In the event that construction does not progress at a reasonable rate following approval or is otherwise not initiated within one (1) year, CPW will re-evaluate the project on the basis of service availability, fees and design standards to ensure conformance with requirements in place at the time the project is re-initiated. Refunds of fees paid to CPW, if applicable, will be as described in the policies W88003 and W88014.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 10-12-06</p>	<p>Policy No. W88011</p>
<p style="text-align: center;">SUBJECT: Water System Extensions</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Water System Extensions

1. Water Main Extensions for New Development

Effective May 1, 2001, CPW will not reimburse developers of any type of project for the cost of the water infrastructure constructed to provide service for the project. CPW will not extend water lines at its expense to serve new development. All costs for the water system infrastructure needed to provide service for the project shall be borne by the developer. The developer of the property shall be responsible for the designing, permitting, and construction of the water system and deeding the system to CPW for operation and maintenance. All distribution mains, hydrants, valves, services and appurtenances will be installed per CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems and under the review of CPW's inspection staff.

2. Water Main Extensions Within Subdivided Property

CPW will not extend water lines at its expense within recently subdivided property within its service area. The developer of the property shall be responsible for the designing, permitting, and construction of the water system and deeding the system to CPW for operation and maintenance. All distribution mains, hydrants, valves, services and appurtenances will be installed per CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems and under the review of CPW's inspection staff.

3. Water Main Extensions to Established Subdivisions

See Policy No. W88006

4. Water Main Extensions to a Development or Parcel of Property

See Policy No. W88001

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 10-12-06</p>	<p>Policy No. W88013</p>
<p style="text-align: center;">SUBJECT: Water Service Area</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 1</p>

Water Service Area

It is the policy of the Charleston CPW to provide retail water service to areas inside and outside the city limits of Charleston in a manner that will not infringe upon the rights or authorities of other local jurisdictions. CPW may also provide wholesale and/or retail service based on agreements with other municipalities.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 6-25-08</p>	<p>Policy No. W88014</p>
<p style="text-align: center;">SUBJECT: Water System Impact Fees</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 2</p>

Water System Impact Fees

Impact fees are defined as fees that are collected by CPW when new services are requested. Impact fees help to offset the costs associated with designing and constructing capital facilities, which provide for the treatment, pumping, transmission, and distribution of water. Impact fees will be reviewed periodically and adjusted accordingly in conformance with sound rate making principles and practices for utility systems.

Impact fees will be assessed to all new residential, commercial, industrial, and institutional projects for which water service can be provided. If service cannot be provided, the project and associated impact fees will be deferred until such time as service is available and fees will be due at the prevailing rate at that time. Water Impact fees are assessed on new services based on the size of service required. Impact fees for all projects will be assessed and collected prior to the submittal of plans to the South Carolina Department of Health & Environmental Control for construction permits. All fees must be paid prior to the initiation of service. Water impact fee amounts are as defined in CPW's Water Rules And Regulations, as amended. Each water impact fee assessed includes a \$500 engineering services component, see Policy W88003.

Impact fees will not be charged on single-family residential irrigation services or dedicated fire services. Impact fees will be assessed on all other water services.

Refunds

Prior to project commissioning, a portion of the impact fees paid to CPW **may be reimbursed to the developer** if 1) a project is cancelled, 2) the scope of the project is reduced, or 3) the project is divided into multiple phases. Upon determination by CPW that a portion of the impact fees is eligible for reimbursement, the applicable amount will be refunded. After project commissioning, CPW will not refund any portion of the impact fees paid by the developer.

Resubmittals

If the developer wishes to re-initiate a project or activate a delayed project phase after receiving an impact fee refund, a new project submittal will be required in conformance with the most current CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems, at which time impact fees will be assessed according to the most current CPW fee structure.

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88 Revised Date: 6-25-08</p>	<p>Policy No. W88014</p>
<p style="text-align: center;">SUBJECT: Water System Impact Fees</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 2 of 2</p>

Exceptions

Exceptions to this Policy may be made on a case-by-case basis, by the CEO, if the CEO determines that extraordinary circumstances exist such that an exception to the Policy is required to make certain that the application and intent of the Policy is fair and reasonable both to the customer and CPW.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 07-24-07</p>	<p style="text-align: center;">Policy No. W88015</p>
<p style="text-align: center;">SUBJECT: Water Tap Fees</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Water Tap Fees

CPW assesses tap fees to all new connections made to the water system. The tap fee is established based on sound utility rate making principles and practices. The respective tap fee amounts are defined in the CPW Wastewater Use And Rate Resolutions and the CPW Water Rules And Regulations. Tap fees will not be charged for dedicated fire services.

[Back to index](#)

COMMISSIONERS OF PUBLIC WORKS POLICIES	Effective Date: 09-05-91 Revised Date: 10-12-06	Policy No. W91016
SUBJECT: Developer Project Abeyance for Water	Approval: F. Kin Hill, P.E.	Page 1 of 1

Project Abeyance

This Policy has been amended and is now included as Policy No. WS91016

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 10-12-06</p>	<p>Policy No. W95017</p>
<p style="text-align: center;">SUBJECT: CPW Water Availability to Private Water or Well Systems for Existing Residential Communities</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 2</p>

CPW Water Availability to Private Water or Well Systems for Existing Residential Communities

This policy is applicable to the Commissioners of Public Works (CPW) takeover of water systems service existing residential communities (trailer/mobile homes, prefabricated homes, or site-built homes) that are on private water or well systems that have been approved for construction and operation by the South Carolina Department of Health and Environmental Control (SCDHEC). The goal of this policy is to help create a more uniform water quality throughout the CPW service area by eliminating various less controlled water sources where a variation in water quality may exist.

This policy would apply to systems meeting all of the following criteria:

1. Water is provided by a well or other private water system.
2. The water distribution system was constructed to SCDHEC standards.
3. Fire protection is either in place or will be constructed by the proponent in accordance with CPW standards prior to CPW takeover.
4. There is an existing CPW water transmission main adjacent to the residential community with capacity capable of supplying the needs of the subject community.
5. The system must be inspected by CPW, and meet CPW's approval for operation and maintenance.

Once the system has been found to meet the preceding criteria, the system will be considered for takeover.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 3/24/09</p>	<p>Policy No. W95017</p>
<p style="text-align: center;">SUBJECT: CPW Water Availability to Private Water or Well Systems for Existing Residential Communities</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 2 of 2</p>

All construction, including well abandonment, will be accordance with SCDHEC regulations, CPW's most current Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems, as well as CPW's Cross-Connection Control Department Rules and Regulations.

The proponent will be required to individually meter each dwelling unit within the existing residential community. CPW will install the individual water services to include: meters, boxes and connection materials. The proponent will pay CPW the actual cost for the installation of the individual water services.

The proponent will be responsible for any cost associated with connection of the existing water system with the CPW water transmission main. CPW will offer two (2) options for the transmission main connection: (Option 1) Proponent uses a CPW-approved contractor to install any required pipe, obtain necessary permits, install tapping equipment, and retain CPW's tapping crew to make the physical connection to the water transmission main. (Option 2) Proponent pays CPW actual cost to install any required pipe, obtain necessary permits, install tapping equipment, and made the physical connection to the water transmission main.

The existing water system will be conveyed to CPW for operation and maintenance. The conveyance will include easements, and right-of-way agreements, as-built construction drawings, as well as any other documentation required within CPW's Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems. All conveyance costs shall be the responsibility of the proponent.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 06-01-05 Revised Date: 10-12-06</p>	<p style="text-align: center;">Policy No. W2005001</p>
<p style="text-align: center;">SUBJECT: Alternate Source Mains</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Alternate Source Mains

An alternate source main is defined as a water main that provides a second supply of water to an area, development, or subdivision. It is installed to assure that CPW customers will be minimally inconvenienced in case of a supply interruption, and to comply with DHEC regulations regarding looping of water systems to avoid unnecessary dead ends.

On new construction projects CPW requires that an alternate source main be installed at the expense of the proposed development where practical and an alternate source of supply is available within 500 feet. Roadway crossings in the method prescribed by the permitting authority will be considered as normal construction and will be required if necessary. In cases where the alternate source is not accessible via public right-of-way, the developer shall attempt to obtain the easement(s) or encroachment permit needed to access the alternate source. Unusual construction conditions that preclude this policy requirement include wetlands crossings, open cuts over 10 ft. deep, or documented denial of the easement(s) or encroachment permit needed to access the alternate source. For distances greater than 500 feet, or if the aforementioned unusual construction conditions exist, CPW may elect to provide funding over and above what is normal to install the alternate source main. The size of the alternate source main shall be equal to the main at the connection point in the new system or the existing main that will serve as the secondary supply source. The minimum size for an alternate source main is 6-inches.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 3-24-09</p>	<p>Policy No. S88001</p>
<p style="text-align: center;">SUBJECT: Approach Mains, Wastewater System</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 2</p>

Approach Mains, Wastewater System

An approach main is defined as a sewer main that is necessary in order to provide service to a parcel of property or development. An approach main connects a proposed wastewater project with an existing facility owned and operated by Charleston CPW that has available capacity to provide the level of service required by CPW Minimum Standards and current regulations. The approach main will be a gravity sewer main where depth of the existing facility is sufficient to provide service to all or any portion of the development. The approach main may be a wastewater force main if both of the following apply: depth of the existing facility is insufficient to reach any portion of the development property, and the force main serves more than one equivalent residential unit.

Approach mains will be installed at the expense of the proposed development that requires the installation of the main. Approach mains may provide service for a single development or may be a component of a development master plan that will enable future development. If the approach main is a component of a development master plan and will provide service to other projects or areas in the future, the developer will be required to pay all costs associated with the facility design and the cost to install the facilities sized to serve all phases of the development master plan. Where an approach main is extended as a gravity sewer main, the approach main will be connected at the depth of the existing facility, and installed at the minimum grade for the size main required to serve all potential areas as identified by CPW in the development master plan. CPW may elect to provide additional funding to increase the main(s) size to provide for future capacity for areas outside of the development for which the extension is required. CPW will work with the developer's engineer to determine the incremental cost associated with upsizing. Detailed cost estimates will be provided and three competitive bids from CPW approved contractors may be required in order to determine the cost of upsizing. Charleston CPW will determine the size requirements and design parameters for all approach mains for compliance with CPW wastewater system master plans. Master plans may be existing or may be developed for new areas by CPW as required when service inquiries are made.

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 3-24-09</p>	<p style="text-align: center;">Policy No. S88001</p>
<p style="text-align: center;">SUBJECT: Approach Mains, Wastewater System</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 2 of 2</p>

Mains With Future Service Capacity

CPW reserves the right to establish design parameters for all proposed wastewater systems serving new residential, commercial, institutional and industrial developments so that all wastewater system improvements are consistent with CPW master plans. These design parameters will require the wastewater systems to include design capacity to serve future phases of a development, and may require design capacity to serve other potential areas as identified by CPW in the master plan. The cost of designing and constructing the mains required for future phases of development will be paid by the development requiring the extension. CPW will not provide funding for the additional costs associated with designing and constructing wastewater facilities, which include provisions for future phases of development. CPW may elect to provide design and construction funding to increase main capacity for other future needs that are not associated with the development requiring the main extension. In this case, CPW funding will only be for the incremental cost of design, materials and installation only associated with upsizing facilities beyond the capacity needed to supply all phases of a development requiring the extension. Three competitive bids from CPW approved contractors may be required in order to determine the cost of upsizing.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 10-12-06</p>	<p style="text-align: center;">Policy No. S88002</p>
<p style="text-align: center;">SUBJECT: Acceptance of Wastewater Service, System Activation</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Acceptance of Wastewater Service, System Activation

Wastewater systems cannot be activated in any capacity until all of the following steps are completed:

1. All requirements established by the Charleston CPW Design & Construction Department must be completely satisfied. Requirements are published in the Charleston CPW Minimum Standards for Design and Construction Of Water and Sanitary Sewer Systems. **All record Drawings must be submitted along with all other closeout documents.**
2. Charleston CPW issues a “Letter of Acceptance” for the system.
3. SCDHEC issues a “Permit To Operate” for the system.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 09-27-88</p> <p>Revised Date: 6-25-08</p>	<p>Policy No. S88003</p>
<p style="text-align: center;">SUBJECT: Engineering Services Fees for Wastewater</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 2</p>

Engineering Service Fees

The Charleston Commissioners of Public Works (CPW) will charge an Engineering Service Fee of five hundred dollars (\$500) as a component of each wastewater impact fee assessed. The engineering services fee will serve to fund the cost of reviewing developer and customer plans, specifications, design documents, sketches, calculations and providing other associated administrative services and construction inspection services associated with new development and the installation of new services. The Engineering Service Fee will be established based on periodic evaluations performed by CPW staff. The amount of the fee will be included in the CPW Water Rules And Regulations.

Engineering Service Fee Deposit

One hundred dollars (\$100) of the Engineering Services Fee shall be considered a non-refundable Engineering Services Fee Deposit collected at the time plans are submitted for review to cover CPW engineering and administrative costs. In no case will the total Engineering Services Fee Deposit amount be less than \$500 for a single project submittal of less than five ERU. No plan review will be performed prior to payment of the deposit. The deposit will be credited toward the total Engineering Services Fee amount due for the project once final plans are approved for permitting by CPW. However, the deposit amount is non-refundable if the project is cancelled after submittal to CPW and will not be credited if the project is reinitiated at some later date.

Refunds

Prior to submitting the project to SCDHEC for a construction permit, CPW will collect the balance of the Engineering Services Fees due along with the total impact fees due. Prior to project commissioning, Engineering Services Fees paid to CPW may be reimbursed to the developer, less the Engineering Services Fee Deposit amount, if a project is cancelled or the scope of the project is reduced. Upon determination by CPW that a portion of the Engineering Services Fees is eligible for reimbursement, the applicable amount will be refunded. The Engineering Services Fee Deposit amount, \$100 for each wastewater service impact fee assessed in the original project scope, is not refundable and will be retained by CPW to cover its

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 6-25-08</p>	<p style="text-align: center;">Policy No. S88003</p>
<p style="text-align: center;">SUBJECT: Engineering Services Fees for Wastewater</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 2 of 2</p>

administrative and engineering costs.

Resubmittals

If the developer wishes to re-initiate a previously cancelled project or activate a delayed project phase, a new project submittal will be required in conformance with the most current CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems, at which time Engineering Services Fees will be assessed according to the most current CPW fee structure. No credit will be given for any portion of **Engineering Services Fees** previously retained by CPW.

Exceptions

Exceptions to this Policy may be made on a case-by-case basis, by the CEO, if the CEO determines that extraordinary circumstances exist such that an exception to the Policy is required to make certain that the application and intent of the Policy is fair and reasonable both to the customer and CPW.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 3-24-09</p>	<p style="text-align: center;">Policy No. S88004</p>
<p style="text-align: center;">SUBJECT: Increasing the Size, Depth and/or Length of Wastewater Facilities in Newly Developed Areas</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Increasing the Size, Depth and/or Length of Wastewater Facilities in Newly Developed Areas

CPW reserves the right to request that wastewater mains or pump stations be increased in size and/or deepened within newly developed areas to accommodate future growth or master plans. Should CPW request a developer to oversize, deepen, or lengthen a wastewater facility more than is needed to serve the property, CPW will be responsible for only the portion of the design, material and installation costs associated with the increase in size, lengthening and/or deepening of the wastewater facility. The design cost should be agreed upon with CPW staff **prior** to beginning or amending the design of the project. Three competitive bids from CPW approved contractors may be required in order to determine the incremental cost of materials and installation associated with upsizing, deepening, or lengthening facilities beyond the capacity needed to supply all phases of a development. CPW reserves the right to increase the size, depth or length of mains or pump stations as it deems necessary for future growth.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 10-12-06</p>	<p style="text-align: center;">Policy No. S88005</p>
<p style="text-align: center;">SUBJECT: Installation of Wastewater Facilities in Established Subdivisions</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Installation of Wastewater Facilities in Established Subdivisions

CPW is sometimes requested to install wastewater systems in established subdivisions where public wastewater service does not exist. CPW will consider these requests on a case-by-case basis and may elect to install facilities provided funding is available and the request meets the following criteria:

1. The subdivision or planned unit development is determined to be approximately 50% developed and occupied.
2. A request or petition signed by at least 75% of the existing residents is submitted to the Design & Construction Department indicating that they are willing to pay the prevailing fees and rates and agree to connect to the system become a customer should the wastewater system be constructed.

CPW will evaluate each request and determine the feasibility and cost-effectiveness of the project based on the total project cost, number of equivalent residential units served and other criteria that may be specific to the request on a case by case basis. Refer to latest revision of the Cost-Effectiveness Policy for details.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 10-12-06</p>	<p style="text-align: center;">Policy No. S88006</p>
<p style="text-align: center;">SUBJECT: Wastewater Collection System Extensions</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Wastewater Collection System Extensions

1. Wastewater Main Extensions Within New Development

CPW will not extend wastewater lines at its expense to serve new development. All costs for the wastewater system infrastructure needed to provide service for the project shall be borne by the developer. The developer of the property shall be responsible for the designing, permitting, and construction of the wastewater system and deeding the system to CPW for operation and maintenance. All collection mains, force mains, manholes, services, pump stations and appurtenances will be installed per CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems and under the review of CPW's inspection staff.

2. Wastewater Main Extensions Within Subdivided Property

CPW will not extend wastewater lines at its expense within recently subdivided property within its service area. The developer of the property shall be responsible for the designing, permitting, and construction of the wastewater system and deeding the system to CPW for operation and maintenance. All collection mains, force mains, manholes, services, pump stations and appurtenances will be installed per CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems and under the review of CPW's inspection staff.

3. Wastewater Main Extensions to Established Subdivisions

See Policy No. S88005

4. Wastewater Main Extensions to Development or Parcel of Property

See Policy No. S88001

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 6-25-08</p>	<p style="text-align: center;">Policy No. S88007</p>
<p style="text-align: center;">SUBJECT: Wastewater System Design and Construction Procedures</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Wastewater System Design and Construction Procedures

Any entity wishing to install or extend any CPW facility must adhere to the requirements described in the CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems as amended and in force at the time the development agreement is signed. In the event that no development agreement is required, the system must conform to the requirements in place at the time plans are approved by CPW for construction. In the event that construction does not progress at a reasonable rate following approval or is otherwise not initiated within one (1) year, CPW will re-evaluate the project on the basis of service availability, fees and design standards to ensure conformance with requirements in place at the time the project is re-initiated. Refunds of fees paid to CPW, if applicable, will be as described in policies S88003 and S88011.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 10-12-06</p>	<p style="text-align: center;">Policy No. S88008</p>
<p style="text-align: center;">SUBJECT: Wastewater Service Area</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Wastewater Service Areas

The CPW wastewater service area will include all areas within the corporate boundary of the St. Andrews Public Service District and the City Of Charleston, except for a small area within the City limits, north of Mt. Pleasant Street located in the Charleston Peninsula. CPW may provide service outside these areas through special agreements with the governing authority having the right to provide wastewater service. CPW may also provide wholesale service based on agreements with other municipalities.

[Back to index](#)

COMMISSIONERS OF PUBLIC WORKS POLICIES	Effective Date: 09-27-88 Revised Date: 10-12-06	Policy No. S88009
SUBJECT: Wastewater Tap Fees	Approval: F. Kin Hill, P.E.	Page 1 of 1

This policy has been amended and incorporated within Policy No. S88010.

[Back to index](#)

COMMISSIONERS OF PUBLIC WORKS POLICIES	Effective Date: 09-27-88 Revised Date: 10-12-06	Policy No. S88010
SUBJECT: Wastewater Tap Fees and Change-in-use fees	Approval: F. Kin Hill, P.E.	Page 1 of 1

Wastewater Tap Fees and Change-in-use fees

CPW assesses tap fees to all new connections made to the wastewater system. The tap fee is established based on sound utility rate making principles and practices. The respective tap fee amounts are defined in the CPW Wastewater Use And Rate Resolutions and the CPW Water Rules And Regulations.

Change-in-Use fees will be assessed to new or expanded wastewater customers where the proposed use of a parcel of property will generate more wastewater (as defined by CPW's Unit Contributory Loading Criteria) than the existing use or more than one (1) Equivalent Residential Unit (ERU). The Change-in-Use fee is charged to the customer at the time of application for service. No credits will be issued for decreases in flow which result from a proposed Change-in-Use of a parcel of property or facility.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 6-25-08</p>	<p style="text-align: center;">Policy No. S88011</p>
<p style="text-align: center;">SUBJECT: Wastewater System Impact Fees</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 2</p>

Wastewater System Impact Fees

Impact fees are defined as fees that are collected by CPW when new services are requested. Impact fees help to offset the costs associated with designing and constructing capital facilities, which provide for the treatment, collection, and pumping of wastewater. Impact fees will be reviewed periodically and adjusted accordingly in conformance with sound rate making principles and practices for utility systems.

Impact fees will be assessed to all new residential, commercial, industrial, and institutional projects for which wastewater service can be provided. If service cannot be provided, the project and associated impact fees will be deferred until such time as service is available and fees will be due at the prevailing rate at that time. Wastewater Impact fees are assessed on new services based on the number of equivalent residential units (ERU) in the proposed project at the impact fee rate per ERU. The number of ERU will be determined based on the unit contributory loadings defined in CPW Water and Wastewater Policies, Procedures and Standards Section VIII, as amended. Impact fees for all projects will be assessed and collected prior to the submittal of plans to the South Carolina Department of Health & Environmental Control for construction permits. All fees must be paid prior to the initiation of service. Wastewater impact fee amounts are as defined in CPW's Wastewater Use And Rate Resolutions, as amended. Each wastewater impact fee assessed includes a \$500 engineering services component, see Policy S88003.

Refunds

Prior to project commissioning, a portion of the impact fees paid to CPW may be reimbursed to the developer if 1) a project is cancelled, 2) the scope of the project is reduced, or 3) the project is divided into multiple phases. Upon determination by CPW that a portion of the impact fees is eligible for reimbursement, the applicable amount will be refunded. After project commissioning, CPW will not refund any portion of the impact fees paid by the developer.

Resubmittals

If the developer wishes to re-initiate a project or activate a delayed project phase after receiving

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-27-88 Revised Date: 10-31-06</p>	<p style="text-align: center;">Policy No. S88011</p>
<p style="text-align: center;">SUBJECT: Wastewater System Impact Fees</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 2 of 2</p>

an impact fee refund, a new project submittal will be required in conformance with the most current CPW Minimum Standards for Design and Construction of Water and Sanitary Sewer Systems, at which time impact fees will be assessed according to the most current CPW fee structure.

Exceptions

Exceptions to this Policy may be made on a case-by-case basis, by the CEO, if the CEO determines that extraordinary circumstances exist such that an exception to the Policy is required to make certain that the application and intent of the Policy is fair and reasonable both to the customer and CPW.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 09-05-91 Revised Date: 10-31-06</p>	<p style="text-align: center;">Policy No. WS91016</p>
<p style="text-align: center;">SUBJECT: Developer Project Cancellation</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 1 of 1</p>

Project Cancellation

Any project without “Activity” from the Developer, the Developer’s Engineer or the Developer’s Utility Contractor for a period of twelve (12) months, concerning intent to proceed with the project, will be considered canceled by CPW and any letter of availability issued by CPW for utility service shall be considered withdrawn. For the purpose of this policy, examples of “Activity” include such actions as plan submittals, payment of fees, meetings with Charleston Water System’s Development Coordinator and/or Engineering Staff, written correspondence concerning design, submittal of permit applications, and water/wastewater construction activities. Examples not considered “Activity” are submittals to other municipal planning departments or review boards, telephone calls, and correspondence with other permitting agencies. Upon cancellation, Engineering Services Fees and Impact Fees paid to CPW may be reimbursed in accordance with current policies addressing water and/or wastewater system Engineering Services Fees and Impact Fees.

Once a project has been canceled by CPW, any continued progress will require the developer or his engineer to re-submit the project plans. CPW will re-evaluate the project on the basis of service availability, fees and design standards to ensure conformance with requirements in place at the time the project is re-initiated.. When the project is re-initiated, the appropriate fees will be assessed in conformance with the prevailing CPW fee structure.

[Back to index](#)

<p>COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 01-01-06 Revised Date: 04-30-08</p>	<p>Policy No. WS2006001</p>
<p>SUBJECT: Water and Wastewater Maintenance Bonds / Letter of Credit</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 3</p>

Water and Wastewater Maintenance Bonds

1) Water and Wastewater Maintenance Bonds / Letter of Credit:

The purpose of the bond or letter of credit is to provide readily available funds from which CPW may draw to make corrections to system deficiencies in the event the Development Agreement is breached in regards to warranted repairs. This will allow for a reduction in CPW costs, reduced repair time, and eliminate connection delays for new customers.

a) Irrevocable Standby Letter of Credit

1. The Developer will provide CPW an Irrevocable Standby Letter of Credit from his/her financial institution for all new water and wastewater facilities (i.e., water main extensions, gravity main and force main sewer extensions, pump stations, etc.) within the CPW service area. This includes those facilities that are permitted through SC DHEC and those that do not require a permit (i.e. short main & hydrant installations). Individual Grinder Pump Stations Service(s) will be determined on a case by case basis. The letter of credit must be provided by the owner/developer before the facilities are accepted for ownership and operation by CPW. This excludes CPW initiated projects.
2. The Irrevocable Standby Letter of Credit amount will equal ten percent (10%) of the cost of the newly installed water and/or wastewater facilities as described on the Project Questionnaire completed by the certifying engineer at the time of project closeout. The letter of credit shall name Charleston CPW as the beneficiary, shall be in force until

<p>COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 01-01-06 Revised Date: 04-30-08</p>	<p>Policy No. WS2006001</p>
<p>SUBJECT: Water and Wastewater Maintenance Bonds / Letter of Credit</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 2 of 3</p>

CPW releases the applicant from the warranty, and shall be without conditions.

3. The Developer is liable for any/all repairs of system deficiencies for a period of two (2) years from the date of acceptance of the system by CPW. CPW will notify the Developer by certified letter if such repairs are necessary. Upon correction of the system deficiencies and approval of said repairs by CPW, the CPW will notify the Developer’s financial institution of the Developer’s fulfillment of his/her warranty obligations. In the event the Developer defaults on the obligation to make warranted repairs to the water system within thirty (30) days of notification from CPW, CPW will proceed to correct any/all system deficiencies and notify the Developer’s financial institution of the warranty default. All costs incurred by CPW for correction of system deficiencies shall be collected from the Developer’s financial institution.

b) Maintenance Bond

1. If the Developer cannot provide an Irrevocable Standby Letter of Credit, then he/she must provide a Maintenance Bond for all new water and wastewater facilities (i.e., water main extensions, gravity main and force main sewer extensions, pump stations, etc.) within the CPW service area. This includes those facilities that are permitted through SC DHEC and those that do not require a permit (i.e. short main & hydrant installations). Individual Grinder Pump Stations Service(s) will be determined on a case by case basis. The bond will be collected from the owner/developer before the facilities are accepted for ownership and operation by CPW. This excludes CPW initiated projects.

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p style="text-align: center;">Effective Date: 01-01-06 Revised Date: 04-30-08</p>	<p style="text-align: center;">Policy No. WS2006001</p>
<p style="text-align: center;">SUBJECT: Water and Wastewater Maintenance Bonds / Letter of Credit</p>	<p style="text-align: center;">Approval: F. Kin Hill, P.E.</p>	<p style="text-align: center;">Page 3 of 3</p>

2. The Maintenance Bond amount will equal ten percent (10%) of the cost of the newly installed water and/or wastewater facilities as described on the Project Questionnaire completed by the certifying engineer at the time of project closeout. The bond amount must be paid in cash to CPW and will be escrowed for the project warranty period.

3. The Developer is liable for any/all repairs of system deficiencies for a period of two (2) years from the date of acceptance of the system by CPW. CPW will notify the Developer by certified letter if such repairs are necessary. Upon correction of the system deficiencies and approval of said repairs by CPW, the CPW will refund the total bond amount to the Developer. In the event the Developer defaults on the obligation to make warranted repairs to the water system within thirty (30) days of notification from CPW, the total bond amount will be forfeited by the Developer and used by CPW to make the necessary repairs to correct system deficiencies.

[Back to index](#)

<p style="text-align: center;">COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 01-01-06 Revised Date:</p>	<p>Policy No. WS2006002</p>
<p style="text-align: center;">SUBJECT: Water and Wastewater Warranty Inspection Fees</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 1 of 2</p>

Water and Wastewater Warranty Inspection Fees

Effective January 1, 2006, Charleston CPW implemented a procedural change in its Commissioning process by instituting a “Warranty Inspection Fee”. Effective with this date, the following changes are to be administered:

1) Water and Wastewater Warranty Inspection Fees:

The purpose of the fee is to provide readily available funds for the two- year warranty inspection performed by the Water Distribution or Waste Water Collection Department. This will allow for a reduction in CPW costs, reduced repair time, and eliminate connection delays for new customers

a) Water Warranty Inspection Fees

1. A Water Warranty Inspection Fee will be charged for all new water main extensions within the CPW service area. This includes those extensions that are permitted through SC DHEC and those that do not require a permit (i.e. short main & hydrant installations). Whenever there is a portion of new main installed, the fee will be charged to the owner/developer before that main is accepted for ownership and operation by CPW. This excludes CPW initiated projects.

2. The Warranty Inspection Fee will be determined based on \$0.50 per linear foot of newly installed water main as described on the Project Questionnaire completed by the certifying engineer at the time of project closeout, the cost of which may be changed from time to time to current pricing conditions. Any additions or alterations which increase the linear footage shall be charged the commissioning fee at the time of said increase. No refunds will be given.

<p>COMMISSIONERS OF PUBLIC WORKS POLICIES</p>	<p>Effective Date: 01-01-06 Revised Date:</p>	<p>Policy No. WS2006002</p>
<p>SUBJECT: Water and Wastewater Warranty Inspection Fees</p>	<p>Approval: F. Kin Hill, P.E.</p>	<p>Page 2 of 2</p>

b) Wastewater Warranty Inspection Fees

1. A Wastewater Warranty Inspection Fee will be charged for all new gravity main and force main sewer extensions and pump stations within the CPW service area. This includes those extensions that are permitted through SC DHEC and those that do not require a permit. Individual Grinder Pump Stations Service(s) will be determined on a case by case basis. Whenever there is a portion of new main installed, the fee will be charged to the owner/developer before that main is accepted for ownership and operation by CPW. This excludes CPW initiated projects.

2. The Warranty Inspection Fee will be determined based on \$2.00 per linear foot of newly installed sewer main as described on the Project Questionnaire completed by the certifying engineer at the time of project closeout, the cost of which may be changed from time to time to current pricing conditions. Any additions or alterations which increase the linear footage shall be charged the commissioning fee at the time of said increase. No refunds will be given.

[Back to index](#)

DEFINITIONS

1. **Acceptance.** The time when CPW takes possession of the water or wastewater system for operation and maintenance, and all requirements for deeding of the system to CPW have been met.
2. **Area.** The geographic boundary that constitutes the project or a portion of the service area.
3. **Commercial Unit.** Any unit used for business or manufacturing use.
4. **CPW Minimum Standard Pressure.** The minimum acceptable water pressure needed to serve the customer in accordance with DHEC requirements. The minimum standard pressure is measured at the water meter.
5. **CPW Standards.** CPW's published Minimum Standards for the Design and Construction of Water and Sanitary Sewer Systems, latest revision, or any other CPW specification or policy.
6. **Dedicated Public Roads.** Are those roadways that are owned and maintained by local, city, county, State or Federal governmental agencies.
7. **Density of Development.** The number of residential or commercial units allowed on a particular parcel of land by the appropriate planning agency having control over a development.
8. **Densely Populated Industrial Areas.** Areas of extreme building density such as downtown areas of cities. Industrial areas are those areas of heavy manufacturing, commercial or industrial supported usage.
9. **Design.** The engineering work necessary to physically layout the extent of water and/or wastewater construction for serving proposed CPW customers.
10. **Developers Work.** Is any planning or construction relating to establishment of a new subdivision, development or parcel of land by a developer.
11. **DHEC Permit to Operate.** The permit issued by the South Carolina Department of Health and Environmental Control allowing the water or wastewater system to be placed into operation.

12. **Equivalent Residential Unit or ERU.** Any generator of 400 gallons per day of wastewater flow as defined by CPW unit contributory loading guidelines.
13. **Established Subdivisions.** Subdivisions that were platted and constructed prior to CPW services being extended.
14. **Facility.** A building or structure or a group of buildings and structures that constitute the customers to be served.
15. **Funding Capital.** Money allocated by CPW for expenditure towards extension of water or wastewater facilities.
16. **Inspection Staff.** CPW construction inspectors.
17. **Land Use and Zoning Requirements.** Those requirements set forth for the layout or usage of land as dictated by the local governmental agency having authority.
18. **Letter of Acceptance.** CPW's letter accepting a water or wastewater system for operation and maintenance. This letter states that CPW's requirements for approval and acceptance of the system have been met.
19. **Letter of Commitment.** A written document furnished to CPW outlining an individual's or developer's intentions for extending CPW water or wastewater mains or an individual's commitment to tie into CPW facilities.
20. **Local Fire Department.** The governmental agency providing fire protection needs within a specific portion of CPW's service area.
21. **Master Water Meters.** Water meters that serve more than one residential or commercial building unit.
22. **Overhead Rate.** The prevailing CPW indirect cost as calculated by CPW
23. **Permitting.** The obtaining of all permits required by other governmental agencies having jurisdiction over a project.

24. **Privately-Owned DHEC-Approved Water Distribution System.** Any water distribution system not owned or operated by CPW, but approved for operation by the South Carolina Department of Health and Environmental Control.
25. **Residential Unit.** One (1) single family residential building, i.e., one (1) single family home, a single condominium unit, single apartment unit.
26. **Rural Areas.** Those areas having a density of less than one (1) commercial or residential unit per acre.
27. **Subdivided Property.** Property that has been platted as one (1) piece, one (1) parcel, and is re-divided to create multiple parcels.
28. **Takeover Contract.** A legal agreement between CPW and the developer which establishes the conditions under which CPW will assume ownership of water or wastewater mains constructed by the developer and provide utility services.
29. **Urban Areas.** Those areas having a density of one (1) unit per acre or greater. These constitute normal residential subdivisions and commercial areas.
30. **Wastewater Collection System.** The system of gravity sewers, sewer pump stations, and sewer force mains necessary to properly collect and transport the wastewater to the Plum Island Wastewater Treatment Plant.
31. **Water Distribution System.** Are those mains, hydrants and appurtenances relating to the distribution of water.
32. **Water Main Extension.** The addition of any water main, facilities and/or appurtenances to CPW's water distribution system.
33. **Wastewater Main Extension.** The addition of any wastewater main, facilities and/or appurtenances to CPW's wastewater collection system.

[Back to index](#)