

**RICHMOND  
WATER & SEWER**

**WATER AND WASTEWATER SERVICE CONNECTION PERMITTING POLICY**

**Purpose, scope and application.**

- 1) **Purpose.** The purpose is to establish uniform minimum standards and requirements for the design and installation of safe hook up of water and wastewater collection, connection, and distribution services to the Richmond Water Resources Department (RWRD) System which promote the efficient use and protection of water and other natural resources.
- 2) **Scope and Application.** Water supply and wastewater capacity represents a resource of the RWRD. This policy shall apply to all water distribution and wastewater collection systems within the RWRD service area. It addresses the design, requirements, water quality, installation, inspection and testing for such connections.

**Richmond Water Resources Department Utility Connection Permit ("UCP").**

- 1) **Permits Required.** It is unlawful to make any connection to the RWRD system without first having filed an application and obtained a UCP as required.
- 2) All work to be performed under the UCP shall be in compliance with all rules and regulations of all governing agencies having jurisdiction of the matter.
- 3) The Utility Connection Permit Application shall be submitted and signed by the owner and applicant (where applicable) of the property to be serviced by RWRD; and authorized by any other property owner through which the facilities for such service are to be situated.
- 4) All fees required by the UCP Application shall be as set forth by the selectboard in the Development Permit Fees.
- 5) The UCP Application shall:
  - a. Identify the location of the property to be served and the location through which the facilities for the water distribution and/or wastewater collection system connection are situated.
  - b. Require the applicant and any other property owner through which the facilities for such service are situated to indemnify, hold harmless and, at RWRD Attorney's option, defend or pay for an attorney selected by RWRD Attorney to defend RWRD, its officers, agents, servants, and employees against any and all claims, losses, liabilities, and expenditures of any kind, including attorney fees, court costs, and expenses, caused by negligent act or omission of owner and applicant, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of the Permit

Application, including, without limitation, any and all claims, demands, or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property, to the extent provided by law.

- c. In the case where the service facilities are to be located outside the right of way, Applicant shall provide a title opinion reflecting current and future ownership of the property through which the facilities for the water distribution and/or wastewater collection system connection are located and any lien hold interests. The record title owner of such property shall provide to RWRD an easement over, upon and through the property for the water distribution and/or wastewater collection system connection upon completion and acceptance of the work by RWRD. The owner shall be joined in the easement by any lien holder as reflected in the title opinion. *Intent for the work to remain Public or Private shall be made at this time.*
- d. Include a copy of the conceptual design of the facilities. This design shall meet the standards of the Richmond Public Works Specifications OR be stamped “Private Extension” as required in the **Policy for providing Water and Wastewater service to future Public OR Private land development projects or properties.** This design should be approved by RWRD, RPZD, the town engineer, and possibly other staff as deemed necessary by the Zoning Administrator or Superintendent prior to submission of the Application.

**Design, installation and inspection for future Private extensions.**

**1) Design, installation and Inspections.**

- a. The connections to RWRD systems shall be constructed in accordance with the Richmond Public Improvement Standards in effect at the time of submission of the Permit Application.
- b. If it is determined by RWRD that the construction effort to make the connections requires more than a reference to the specifications, the design for the connections shall be prepared by a Professional Water and Wastewater Designer or Professional Engineer, licensed in the State of Vermont. The design shall be shown on plans and specifications signed and sealed by the Designer or Engineer.

**2) Installation and Inspections.** All material and installations for the connections shall be inspected by RWRD to verify compliance with the plans and specifications.

- a. RWRD will provide periodic inspection of the connections during construction to ensure compliance with the plans and specifications.
- b. All materials shall adhere to RWRD minimum Design Standards and the Public Improvement Standards and shall be approved as a shop drawing or approved material review list.

- 3) **Close out.** Upon completion of the construction of the facilities, owner shall provide:
- a. A Bill of Sale Absolute for all of owner's right, title and interest to all of the connections (including the meter vault) constructed in the right of way and the easement, if applicable.
  - b. As-Built drawings of the water distribution and/or wastewater collection system connection(s), containing all pertinent information therein. As-Built prints shall be verified and sealed by a Vermont Licensed Designer or Engineer. As-Built drawing information as to easements, the correct location of all mains services, grades, invert elevations, heights related to known datum and all appurtenances belonging to the connections shall also be certified and signed and sealed by a Vermont Registered Professional Land Surveyor. The As-Built drawings and all information shown thereon shall be in such a form as approved and accepted by RWRD.
  - c. An Affidavit that all persons, firms or corporations who furnished labor or materials used directly or indirectly in the execution of the work required to be performed by the agreement have been paid, which shall be in writing, in a form approved and accepted by RWRD.
  - d. A Release of Lien from all contractors and suppliers of materials and/or labor who might have acquired interest into the connections by the supplying of materials and/or labor.
  - e. A Final Release of Lien releasing all liens which owner might have on the connections, which shall be in writing, in a form approved and accepted by RWRD.
  - f. All manufacturer's warranties which owner might have received or is due to receive on any part of the connections.

4) **Termination.**

- a. Should owner fail to complete the connections within the time set forth in the Permit, or fail to comply with the plans, specifications and/or provisions, (after ten (10) calendar days written notice) RWRD will disconnect all connections, if any, and retain all fees. Any costs incurred by the town will be required to be paid by the property owner. Should such termination occur, owner shall be required to reapply for a Utility Connection Permit at double the standard permit fee in order to connect to the RWRD System and again pay any and all fees and costs required.

**Design, installation and inspection for future Public extensions.**

1) **Design.**

- a. All facilities shall be constructed in accordance with the Richmond Public Improvements Standards in effect at the time of submission of the Permit Application. Variances may be given by RWRD in certain circumstances upon request.

- b. If it is determined by RWRD that the construction effort to make the connections requires more than a reference to the specifications, the design for the connections shall be prepared by a Professional Water and Wastewater Designer or Professional Engineer, licensed in the State of Vermont. The design shall be shown on plans and specifications signed and sealed by the Designer or Engineer.
- 2) **Installation and Inspections.** All material and installations covered by this section shall be inspected by RWRD to verify compliance with the plans and specifications.
  - a. RWRD will provide periodic inspection of the facilities during construction to ensure compliance with the plans and specifications.
  - b. All materials shall adhere to RWRD minimum Design Standards and the Public Improvement and shall be approved as a shop drawing or approved material review list.
- 3) **Close out.** Upon completion of the construction of the facilities, owner shall provide:
  - a. A Bill of Sale Absolute for all of owner's right, title and interest to all of the facilities (including the meter vault) constructed in the existing and future right of way and the easement, if applicable.
  - b. As-Built drawings of the water distribution and/or wastewater collection system connection(s) and facilities, containing all pertinent information therein. As-Built prints shall be verified and sealed by a Vermont Licensed Designer or Engineer. As-Built drawing information as to easements, the correct location of all mains, services, grades, invert elevations, heights related to known datum and all appurtenances belonging to the installations shall also be certified and signed and sealed by a Vermont Registered Professional Land Surveyor. The As-Built drawings and all information shown thereon shall be in such a form as approved and accepted by RWRD.
  - c. An Affidavit that all persons, firms or corporations who furnished labor or materials used directly or indirectly in the execution of the work required to be performed by the agreement have been paid, which shall be in writing, in a form approved and accepted by RWRD.
  - d. A Release of Lien from all contractors and suppliers of materials and/or labor who might have acquired interest into the facilities by the supplying of materials and/or labor.
  - e. A Final Release of Lien releasing all liens which owner might have on the facilities, which shall be in writing, in a form approved and accepted by RWRD.
  - f. All manufacturer's warranties which owner might have received or is due to receive on any part of the facilities.
- 4) **Termination.**
  - a. Should owner fail to complete the connections within the time set forth in the Permit, or

fail to comply with the plans, specifications and/or provisions, (after ten (10) calendar days written notice) RWRD will disconnect all connections, if any, and retain all fees. Any costs incurred by the town will be required to be paid by the property owner. Should such termination occur, owner shall be required to reapply for a Utility Connection Permit at double the standard permit fee in order to connect to the RWRD System and again pay any and all fees and costs required.

Adopted: \_\_\_\_\_

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Bard Hill

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Christy Witters

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Bob Reap