

**RICHMOND  
WATER & SEWER**

**POLICY FOR PROVIDING WATER AND WASTEWATER SERVICE TO FUTURE PUBLIC  
OR PRIVATE LAND DEVELOPMENT PROJECTS OR PROPERTIES**

No policy can completely cover all possible circumstances created by the combination of the individual characteristics of a land development project or property and the configuration of the existing utility system the project will connect to. The intent of this document is to provide information that covers most projects. Richmond Water Resources Department (RWRD) reserves the right to act in the best interests of its existing customers.

It is the Developer's responsibility to connect to the system's existing potable water and wastewater systems by making all the required extensions to the existing system to provide the required level of service for potable water and wastewater to the project. It is RWRD responsibility to define a “required level of service” as it applies to any particular project. These may be found in Richmond’s Public Improvements Specifications document.

Non-fire connections to an existing RWRD water main where the required tap is 2-inches or less can be initiated by calling the department at 802-434-2178; connecting to an existing RWRD gravity wastewater main can be initiated by calling the same number. These types of projects require a Utility Connection Permit, but do not require project review. Utility Connection Permits are administered through the Richmond Planning & Zoning Department (RPZD). It is your responsibility to call the RWRD at the above number to determine whether you need project review or not.

All other connections to RWRD water and wastewater systems require written approval from RWRD in the form of a Developer's Agreement and Permit (see **WATER AND WASTEWATER SERVICE CONNECTION PERMITTING POLICY**). Service to a property is not guaranteed until the Developer receives a signed agreement and permit from RWRD and RPZD specifying the intended end status of the project (Public or Private). The Developer must comply with the terms and conditions of that agreement or permit and pay all required fees and charges **before connection**.

### **Initiating a project.**

The Developer and/or their Engineer shall meet with RWRD and RPZD staff to discuss the project at a conceptual level before detailed designs are started. All projects will be initiated by submitting to RPZD a completed “application for plan review”, the application will be reviewed by staff from both departments. *No plans will be approved until a determination is made as to its future Public or Private status and there is written agreement to the future transfer of ownership.* All these conditions must be met before final connections. Should the Developer wish to change the status of a project at any time after this determination, RWRD will require modifications as needed, *before or after connection*, to such a project at the Developer's expense. An amended Utility Connection Permit will be required if there are any alterations to the connection.

### **Designs and design criteria.**

RWRD approval of water and wastewater system designs is a part of the plan review/agreement/permit process. The Developer and/or their Engineer must meet with RWRD staff to discuss the project at a conceptual level before detailed designs are started. These criteria apply:

#### **General (applies to public and private connections).**

- 1) A project is defined by a description that is incorporated into the agreement/permit process, the description of the project will be drafted and agreed upon by the Developer and RWRD and RPZD staff.
- 2) Any proposed project or proposed system residing outside of the current water and wastewater district at the time of proposal will require an extension of the water and wastewater district to then include the project within the district boundaries. A permit will not be given to projects or systems outside of the existing water and wastewater district without an extension of the district to include the project or system.
- 3) In making connections to RWRD systems, the Developer will likely need to construct off-site potable water mains, wastewater gravity mains or force mains and sewage pumping stations. RWRD has minimum requirements for such facilities. The ***MINIMUM REQUIREMENTS OF THE DEVELOPMENT*** are the minimum requirements set forth in the Richmond Public

Improvement Standards. These are the requirements necessary to provide “adequate service”. These minimum requirements must be met or exceeded.

- 4) The Developer is financially responsible for the design, permitting and construction of the ***MINIMUM REQUIREMENTS OF THE DEVELOPMENT***, even if these requirements have capacity to or are positioned in a location to serve other properties. There are a few exceptions. Consult with RWRD to see if an exception applies.
- 5) The Developer is responsible for the design, permitting and construction of the ***MINIMUM REQUIREMENTS OF THE DEVELOPMENT***, plus any RWRD required upsizing or extensions of the water/wastewater system.
- 6) RWRD is the final determiner of the size of on-site and off-site piping and of the configuration of the water/wastewater system necessary to provide adequate service to the project.

### **Private or Public piping.**

- 1) Determination of whether piping will be private or public (maintained by RWRD) will be determined by RWRD ***during the initial application***. In certain cases, a Developer may choose whether to be public or private and the availability of that option will be determined by RWRD. In other cases, RWRD may require that a system is public. A system can remain private only when all parts of the project property will be forever served by one water meter and it is not advantageous to the entire system to provide a “loop” through the project property.
- 2) RWRD will not meter multiple property owners through new private systems. Each customer will be individually metered for water and will not share the privately-owned piping downstream of the meter with any other property or property owner.
- 3) Each customer must own, have control of and be responsible for the facilities between RWRD point of service and the building or other usage location. This includes water service lines and wastewater service connections through other property.
- 4) Each property owner will have its own wastewater collection system upstream of a RWRD-owned clean-out or maintenance access structure and will not share the privately-owned piping with any other property owner.
- 5) If it is determined by RWRD that the property's wastewater needs will be served by private, on-site piping, then RWRD may determine that all on-site water piping will also be private.
- 6) All private water piping will be separated from RWRD system by a meter vault and approved

back flow prevention device.

- 7) The force main from a private lift station will transition to a RWRD-owned and maintained force main at a point in the system determined by RWRD. A gravity wastewater line from a private system will connect to the RWRD wastewater main at a point determined by RWRD.
- 8) In no case will private gravity mainline wastewater lines be greater than 400 feet in total length without an access structure. Wastewater system layout will be configured to minimize private wastewater lateral length. In no case will a private wastewater lateral be greater than 250 feet in length.
- 9) Any project containing private wastewater lines will have its approved drawings (both design and record) stamped with the wording (The same wording will appear in the Agreement and Permit.):

***This project has been approved containing private wastewater lines. Private wastewater systems in a public wastewater district may severely limit the ability to sell portions of this property in the future. All water meters for this property must be in the name of the one entity that is responsible for maintaining the private wastewater system.***

- 10) Any project containing a single water and fire service for multiple units, including hydrants, which are **NOT ALLOWED ON PRIVATE EXTENSIONS WITHOUT A METER VAULT AT THE PUBLIC TO PRIVATE TRANSITION CONNECTION**, will have its approved drawings (both design and record) stamped with the wording (The same wording will appear in the Agreement and Permit.):

***This project has been approved containing private water and fire service for multiple units. Private water and fire service in a public water district may severely limit the ability to sell portions of this property in the future. The single main meter for this water and fire service must be in the name of the one entity that is responsible for maintaining the private water and fire service.***

### **On-site piping.**

- 1) The Developer is financially responsible for all on-site water system piping, even if extra piping is required on-site to loop the water system.
- 2) The Developer is financially responsible for all on-site wastewater system piping, even if extra depth of gravity piping is required to provide service to other sites.
- 3) The Developer is financially responsible for extending on-site piping in a manner as requested by RWRD to position RWRD to provide service to other properties. RWRD is the final determiner of the location and configuration (and depth in the case of gravity piping) of on-site piping in a manner that best serves RWRD.

### **Off-site piping.**

- 1) The Developer is financially responsible for extending the water system to the full width of the project property (termed “abutting mains”) unless it is deemed unnecessary by RWRD. For properties that abut multiple streets, this means extending the water system in multiple directions.
- 2) The Developer is financially responsible for extending the gravity wastewater system (and terminating the gravity wastewater line with a maintenance access structure) to the full width of the project property (termed “abutting mains”) at the depth requested by RWRD unless it is judged not necessary by RWRD. For properties that abut multiple streets, this means extending the wastewater system in multiple directions.
- 3) The Developer is financially responsible for extending the water and/or wastewater system to the nearest point or points of connection to the existing system that can provide adequate service.
- 4) The Developer is financially responsible for “looping” the water system to the extent determined by RWRD.
- 5) If the project or a portion of the project can be served by a gravity wastewater system connected to an existing gravity wastewater system, then the off-site piping should be gravity.

## Lift (pump) stations.

- 1) It is a RWRD goal to minimize the number of lift stations owned and maintained by RWRD.

## Water meters, connections.

- 1) Each structure must have its own water meter(s) and wastewater lateral(s). Structures cannot share a meter or lateral. The exception to this is two structures where one structure is a minor, like a maintenance shed.
- 2) The customer is the entity being billed for water. The customer is responsible for the private water service between the water meter vault and the structure, and responsible for the private on-site wastewater lateral between the RWRD wastewater main and the structure.
- 3) ~~Multiple meters in multiple entities' names for a single one owner structure are generally not allowed. See RWRD for any possible exceptions to this rule. Generally, a single one owner structure should have one water service/one wastewater lateral. Internal plumbing can be split for individual water meters for each unit. However, all meters will be billed to the structure owner. In other words, different customers in a single structure cannot share private piping.~~ Each structure that is serviced by the Richmond Water Resources Department (RWRD) shall have only one Town water meter per water service line. If the building owner seeks to have multiple Town water meters, then a water service line for each Town meter must be constructed at the building owner's expense, from the water main to the building. If a building has two or more owners, where each owner owns a physically separate portion of the building, then the building must have one Town meter for each separate portion of the building, with each meter having its own water service line connected to the water main. Internal plumbing beyond the Town water meter can be split to allow for individual private water meters for each unit, however these water meters will not be read by RWRD. RWRD will only read the Town water meter, and all billing will be based on the Town water meter, regardless of any discrepancies between the Town water meter and any private water meters located downstream of the Town water meter. The Town water meter will be billed to the structure owner.
- 4) RWRD has no specific requirements on how a structure is plumbed except a shut off, meter and back flow preventer must be installed as directed by RWRD on the main water service entrance *as soon as it enters the structure*. RWRD shall be given notice prior to installation and

will require inspection during installation.

- 5) RWRD allows private sub-metering downstream of its meter as stated above.
- 6) RWRD is the final determiner of water meter type and sizing.

**Easements.**

- 1) Easements near property lines will be to the property line. Reserve strips of private land shall not be used to exclude service to adjacent properties. Easements will be of such width as determined by RWRD.
- 2) Easements dedicated to RWRD for the purpose of maintaining or extending water/wastewater facilities must be free of obstructions that would preclude maintenance or extension of said facilities. To this end, project drawings must show all existing and proposed above ground structures, asphalt, paving, landscaping, walls, fences, underground piping, underground structures, duct banks, transformers, poles, retention areas, pavers, electric, cable and other utility facilities within existing and proposed easement areas. In the case that the easement is not clear of obstructions, the property owner shall be responsible for the removal or cost of RWRD emergency removal of obstructions.
- 3) All facilities that will be owned by RWRD will be in public right-of-way, plat dedicated easements or easements specifically dedicated to RWRD for this purpose.
- 4) Private system facilities, private structures, or private belongings cannot extend into or use public right-of-way or easements specifically dedicated to RWRD. Any construction in the public right of way also requires a Use of Right of Way permit.
- 5) Private system facilities cannot extend into plat dedicated easements without obtaining written permission to do so from RWRD.

Originally Adopted: 6/17/2019

Amended:

---

Bard Hill — David Sander — Christy Witters — Fran Huntoon — Bob Reap

---

Morgan Wolaver — Erin Farr — Bard Hill — Jay Furr — Lisa Miller

