



Administrative Policy – ENG-0001 New Development Process Policy and Procedure	
Prepared By: Frank C. Styers, Chief Engineer FCS	Revision # 0 Revision Date:
Approved By: Matt Jordan, CEO <i>Signature: [Handwritten Signature]</i>	Effective Date: November 1, 2010 Page 1 of 2

1. PURPOSE

To establish an Authority guideline for providing metered service to a duplex structure.

2. POLICY

Currently there is no written policy describing how water and sewer service to a duplex should be metered. This policy outlines the options available to a customer for metering water and sewer services for residential or commercial duplexes. The process shall comply with all applicable CFPUA standard details, technical standards and all local, state and federal guidelines.

3. DEVELOPMENT PROCESS FOR NEW CONSTRUCTION RELATED TO RESIDENTIAL AND COMMERCIAL DUPLEX SERVICE CONNECTIONS

A) DUPLEXES CAN BE ALLOWED TO HAVE EITHER ONE OR TWO WATER METERS

For the purposes of this policy, a duplex is a residential or commercial property under single ownership and two distinct addresses on a single un-subdivided parcel.

Because a duplex has two addresses each unit can be set up in the Sungard billing software with an account in the tenant’s name. Under this scenario two (2) meters can be installed to serve the structure - one (1) to serve each addressed unit. Having separate meters allows the tenants to have their own account separate and distinct from the property owner.

If the property owner desires only one meter in his name to serve both units then that metering arrangement will be allowed also.

B) TRIPLEXES, QUAD-DUPLEXES, APARTMENTS, AND CONDOMINIUMS ARE TO BE SERVED BY ONLY ONE METER ON AN UN-SUBDIVIDED TRACT

This portion of the Policy is to limit the number of meters for development other than duplexes to a single master meter per un-subdivided tract. This will limit the number of Authority owned meters that must be monitored and maintained.

C) IF SEPARATE METERS ARE ALLOWED FOR WATER SERVICE THEN SEPERATE SEWER TAPS WILL BE REQUIRED

This portion of the Policy is to prevent sewer backups caused by one unit of a duplex from creating a blockage for the neighboring unit due to both units being plumbed to one Authority sewer lateral.

For new construction duplexes that have separate water meters corresponding separate sewer laterals will also be required. This arrangement will have each unit of a duplex supplied by its own water meter and have its own sewer lateral.

4. DEVELOPMENT PROCESS FOR EXISTING STRUCTURES RELATED TO RESIDENTIAL AND COMMERCIAL DUPLEX SERVICE CONNECTIONS

- A) Any owner of a duplex with only one water meter his / her name must discuss any requested metering change with Authority Engineering staff.