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Development Policy and Procedure Manual

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PREFACE

The purpose of this manual is to provide guidelines for the design and installation of new water infrastructure to meet the growing needs of the development community in the service area of Powdersville Water (PW). These guidelines were written to be flexible enough to accommodate the individuality of each project while maintaining high construction standards and orderly procedures. We consider developers to be valued partners and as such encourage them to become familiar with this policy prior to submitting construction projects to PW for approval. Our goal is that this manual is a helpful resource in doing business with Powdersville Water.

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CHAPTER 1: GENERAL

1.1 Introduction

The following policies and procedures apply to all public water related activities being undertaken by developers in the Powdersville Water (PW) service area. The provisions of this manual apply to all such activities.

1.2 Definitions

1. **Contractor** - A person, firm, corporation, or other legal entity licensed to perform utility construction by the State of South Carolina Licensing Board for Contractors with sufficient bonding and insurance capacity, including Worker's Compensation for all contracted water infrastructure installation. A contractor may not perform work outside of his licensed capacity.
2. **Density** - Density is defined as the number of REU's per acre.
3. **Development** - The performance of any building operation; the making of any material changes in the use of any structure or land; or the division of land into two (2) or more parcels.
4. **Developer** - Any person, firm, corporation, or other legal entity improving property for commercial, institutional, industrial, or residential purposes.
5. **Developer Agreement** - A written agreement between PW and a developer that provides for specific procedures that apply to a particular development. Developers of projects are encouraged to meet with PW during the planning stage to discuss the applicability and desirability of a developer agreement.
6. **Easement** - A right afforded to PW to use another's real property to access the water infrastructure for operation, maintenance, or construction activities.
7. **Engineer** - A person currently licensed as a Professional Engineer by the South Carolina State Board of Registration for Professional Engineers and Land Surveyors; Division of Occupational and Professional Licensing; Department of Labor, Licensing and Regulation.
8. **Land Surveyor** - A person currently licensed as a Land Surveyor by the South Carolina State Board of Registration for Professional Engineers and Land Surveyors; Division of Occupational and Professional Licensing; Department of Labor, Licensing and Regulation.
9. **Lot** - A single parcel or tract of land that has been subdivided for the purpose of building a residence or commercial facility.
10. **Parcel** - A portion or plot of land, usually a division of a larger area that has been recorded with the appropriate county.
11. **Plat** - A map or drawing upon which the development is presented for approval.
12. **Project** - Water construction activities undertaken in accordance with this policy.
13. **Public Right-of-Way** - County or state road right-of-way.
14. **Residential Equivalent Unit (REU)** - A unit of measure established by PW that equals the estimated maximum daily water consumption for a typical residential unit. Following the latest PW Master Water Distribution Plan water consumption is calculated at 182 gallons per day (GPD) for a single-family home; therefore, one REU equals 182 GPD.

15. **SCDES Approval to Place in Operation (formerly Permit to Operate)** - A permit issued by SCDES that authorizes usage of a new water and/or sewer infrastructure improvement.
16. **Service Authorization** - A letter of acceptance written by PW assigned agent to SCDES after new construction is completed stating that new water infrastructure will be owned, operated, and maintained by PW from that point forward.
17. **Subdivision** - The division of a tract, parcel, or lot into two or more lots, building sites, or other divisions for the purpose of immediate or future sale, or building of a development, etc. Subdivision shall also refer to uses of land not ordinarily considered a subdivision but requiring utility installations. Examples of these uses are mobile home parks, multi-family projects, townhouses, apartments, and planned unit developments.
18. **Exclusive Utility Right-of-Way** - Private right-of-way granted to PW, which is not dedicated to the public, but for the exclusive use of PW for ownership and maintenance of PW infrastructure.

CHAPTER 2: DEVELOPMENT PROCEDURES

Preface: These procedures provide PW requirements for planning, designing, and permitting any water infrastructure serving a new development that will eventually be owned and maintained by PW. Depending upon the size and scope of the proposed project, some of these procedures may be modified by PW. **If the development requires an individual tap with no significant system improvements, please follow the procedure as outlined in Section 2.6.**

2.1 Procedures and Activity Sequence

Administrative fees will be charged in accordance with the fee rates and charges outlined in Appendix A. The development sequence is as follows:

1. Submit a fully completed Water Availability Request and Conceptual Plan to PW, followed by PW's Response (Section 2.2.1 and 2.2.2)
2. Submit a Preliminary Plan and schedule a Pre-design Meeting (if required) (Section 2.2.3)
3. Water Capacity Commitment (Section 2.3)
4. Design & Permitting (Section 2.4)
5. Contractor and Subcontractor Approval (Section 3.1.1.1)
6. Pre-construction Meeting (Section 3.1.1.2)
7. Construction Process (Sections 3.1.1.3 to 3.2.5)
8. Project Construction Final Inspection and Close-out (Section 3.3)
9. Warranty Inspection (Section 3.3.5)

2.2 Water Availability

2.2.1 Water Availability Request / Conceptual Site Plan Submittal

The first step required by a developer is to submit a request for Water Availability and a digitally rendered (e.g., CAD) conceptual site plan for any proposed project other than a single-family home. Any property seeking subdivision must request a water availability letter from Powdersville Water prior to property subdivision. All parcels must be contiguous to a road to obtain service. If water is considered unavailable, the owner/developer will be required to extend a water line up to and across the property. Water meters must be located on the property receiving service, as shown on PW standard details. The completed request form, site plan and appropriate review fee (see **Appendix A**) must be submitted to the Project Coordinator at twyatt@powdersvillewater.org. Project review will not begin until the completed form and site plan are submitted and the review fee is paid. The plans shall include the following:

1. North arrow, location map, and scale.
2. Parcel boundaries and total acreage.
3. Proposed street and lot arrangement or the number of proposed lots (to include proposed construction phasing).
4. Building footprint(s) if commercial development.

5. Existing and proposed land uses throughout the subdivision.
6. Designation and distance of any State or County roadways adjacent to or near the property.
7. Fire protection needs (if known)

2.2.2 Water Availability Request Response

Confirmation of water availability shall be received from PW prior to submission to County for development permits. Depending upon existing hydraulic conditions within the PW water distribution system, it may be necessary to perform hydraulic modeling to determine if the water distribution system has adequate water capacity to support a proposed development.

If hydraulic modeling is required, all phases of the proposed built-out development will be required to be modeled. This analysis will be performed by PW's engineer and paid for by the Developer (***see Appendix A***).

Once any required modeling is performed, within fifteen working days of receipt of a completed Water Availability Request Form (***see Appendix B***) with the conceptual plan and associated fees paid, PW will inform the developer of the following:

- Availability of Water
- Requirements for obtaining water service
- Cost purchasing water capacity
- Meter fees (applicable only for multi-family residential projects)
- Plan review fee
- Construction inspection fee
- GIS mapping cost
- Maintenance bond requirements (see Section 3.3.5)

Prior to PW design and permitting approval, the Developer must provide proper documentation that designates the type of wastewater disposal that will be utilized for the project. For on-site septic systems, PW will require the submission of septic system pre-approval permits from SCDES for each lot proposed in the development.

2.2.3 Preliminary Plan Submission/Pre-design Meeting (if required)

If, after reviewing the availability request, PW determines the project is large enough to warrant it, the developer will be required to submit two (2) sets of preliminary design plans and attend a pre-design meeting with PW. **This requirement applies to subdivisions needing water mains in new roads, large-scale developments, or other complex projects.**

Preliminary Plan Requirements All Preliminary Engineering Plans shall be prepared by a Registered Professional Engineer licensed in South Carolina. The preliminary plan of the proposed development shall be clearly and legibly drawn to a scale no greater than 1" = 10'-0" and no less than 1" = 50'-0".

1. Elevations on all submitted plans shall be based on NAD 1983 State Plan SC HARN.
2. A project map indexing the orientation of multiple sheets with match lines shall be included if the plan set requires more than one sheet. Orientation of project maps shall be maintained on all subsequent sheets.

3. A minimum of ½," maximum of 1" plan overlap is required beyond a match line. Avoid the splitting of a lot or street intersection to accommodate a match line.
4. A vicinity or location plan shall be displayed for the purpose of locating the property being developed showing relation to adjoining property, all streets, roads, municipal boundaries, and recorded subdivision(s) within 1,000 feet of the property.
5. For each sheet submitted, the following data shall be submitted on the title block: title of project, title of sheet, individual sheet number, plan date, scale used, engineer name, address, telephone number and a revision block showing date and description of each revision. Both title of project and sheet number shall be located on the lower right corner of the 24" x 36" sheet.
6. A north arrow shall be located on each of the plan sheets.
7. The legal name of the owner, mailing address and contact person shall be furnished on the plans.
8. Proposed tract boundaries of the property being developed and total acreage of property being developed shall be shown.
9. The layout of all roads, right-of-way, easements, lots, streets, roads, alleys, public crosswalks, and road names shall be included, if available. The total number of lots, lot numbers, and the usage designation (i.e., single family, multi-family and/or commercial) of each lot shall be shown.
10. The location and names of streams, lakes, swamps, and wetlands and any other water bodies shall be shown that are part of the property. Areas subject to flood must be designated. M.S.L. elevations of areas where major system appurtenances (i.e., pump stations, main valve clusters, etc.) are proposed shall be indicated.
11. See PW Design Standards when determining location and sizing of all waterlines, taps, meters, valves, fire hydrants, and any other appurtenances required for the provision of water service to the development.
12. Locations of any fire protection systems and fire line taps shall be designated on the plans.

2.2.4 Response to and Approval of Preliminary Plan Submittal

PW will review and respond to the preliminary plans within 15 working days of receipt. The submitting party will be notified of the review comments in writing, along with all fees due PW such as the full design review, capacity fees, meter fees (if applicable), and construction inspection fees, etc. and any additional off-site improvements required. The developer will be responsible for obtaining approvals from the appropriate County Planning Department.

2.2.5 Re-subdivision of Approved Developments

In the case of re-subdividing property within an approved development, the Developer must submit a copy of the existing recorded plat along with the proposed re-subdivision clearly superimposed on the original. No modification or further processing will occur until the revised plans are reviewed and approved by PW and all parties involved agree. Approvals from SC DES and the County will also be required.

2.3 Water Capacity Commitment

Water capacity is site-specific. Once purchased for a constructed establishment, the capacity will go with the land or the commercial/residential space and is not transferable.

2.3.1 Residential Development Capacity

Water capacity must be pre-purchased for each new residential development. If the development is phased, capacity can be purchased as each phase is constructed. However, PW must approve the phasing plan as part of the construction plan approval process. Capacity fees for residential developments are calculated on a REU (Residential Equivalent Unit) basis with each REU requiring 182 GPD of water for each home. PW system-wide fees for water capacity used to calculate the fees due are listed on **Appendix A**.

2.3.2 Multi-Family Development Capacity

For each multi-family development (i.e., apartments, condominiums, etc.), water capacity is calculated by using SCDES Contributory Loadings (*see SCDES Regulation 61-58 State Primary Drinking Water Regulations*) and/or using historical consumption records for similar type facilities. Metering of water usage for multi-family residential facilities will typically be accomplished using one meter per building. Sub-metering is not allowed by PW except under special circumstances. If the developer desires to use sub-metering, these discussions shall happen early in the development process. Sub-metering is the responsibility of the owner/developer, and it will not be included in future operation and maintenance responsibilities of PW.

2.3.3 Commercial Development Capacity

For each metered commercial facility in a planned development, water capacity is calculated by using the SCDES Contributory Loadings and consumption history of similar facilities if available. The minimum water capacity required for any commercial unit or space is 225 GPD at the time the project is developed. This will apply even if the tenant is not known at the time.

Additional capacity may be required at the time service is established for each space and the specific use of the facility is known. This will be determined prior to installing the water meter for each commercial unit.

Commercial developments with multiple units or spaces in a common building, where the specific use is not known, may be assigned capacity based upon the total square footage of the commercial space or the minimum capacity assignment per unit or space, whichever is appropriate.

Water capacity requirements for commercial facilities may be estimated based upon historical data provided from similar projects. The data must be submitted to PW's Project Coordinator for approval. These estimates are typically based on SCDES Contributory Loadings and calculated using PW's current fee structure. The estimates will be based upon maximum daily flow data. Historical consumption data shall be submitted for a minimum of 1-year for similar establishments within similar market conditions to be considered.

2.3.4 Additional Water Capacity

Once constructed, the owner of a multi-family residential or a commercial facility consuming more capacity than originally purchased, will be assessed additional capacity fees. These fees will be calculated using the average of the highest three (3) months of consumption that occurred during the previous 12 months. This situation may also occur when the use of the facility has changed from the original intended function.

2.3.5 Dormant Projects

A project with no developer/engineer activity for twelve (12) months after PW's response to the availability

request will be considered a dormant project and will be removed from active status. Once the project is designated dormant, any future return to active status will require that the project be resubmitted as a new project and new fees may apply.

2.4 Design and Permitting

Upon receiving septic tank pre-approval permits or valid proof of a regional sewer connection, PW will prepare a Developer's Agreement (*see Appendix D*) outlining all PW fees required to complete the project. All design work will meet the requirements of PW's Water System Guidelines for Design & Construction as approved by SCDES. The Engineer will be responsible for preparing permits in the name of PW and all fees associated with obtaining permits from regulatory, County and State agencies.

2.5 Water Main Extensions - Minimum Standards

Any new development project (residential or commercial) that requires a significant main extension shall be required to install a large enough watermain to support a fire hydrant (minimum 6-inch flowing a minimum 750 gpm). Sizing of all water mains shall meet SCDES regulations, as well as PW construction guidelines. The only exception will be main extensions of less than 500 feet of existing lines smaller than 6-inch that have adequate capacity as approved by SCDES. Potential exceptions could be a main extension required to serve a single-family home or one resolving a public health concern where regulated drinking water may not be available. Where appropriate, water mains 6-inches and larger will be equipped with properly spaced fire hydrants to serve the proposed development. Any over-sizing water mains for the future needs of PW will typically be funded by PW. This will be managed using a cost-sharing agreement between PW and the developer as allowed by PW's Procurement Policy.

2.6 Individual Taps for Commercial Development

Fees will be charged in accordance with the most current approved fee schedule in **Appendix A**. The procedure for an individual commercial tap is as follows:

1. A completed Water Availability Request Form (*see Appendix B*) and a conceptual site plan must be submitted to PW. The site plan must show the accurate locations of all buildings, planned water, and/or sewer connections, along with all road layouts and surveyed project boundaries.
2. Water usage calculations for the commercial site submitted if available from the design engineer.
3. PW staff will review the project within 15 days of receipt of the Water Availability Request Form and conceptual site plan for requirements, such as water capacity needs, backflow prevention, tap and meter sizing and location, irrigation, fire protection needs, etc.
4. Once PW has reviewed and approved the submittal, a commercial quote outlining construction fees will be issued to the applicant. The fees must be paid to the Customer Service Department at least 15 working days prior to the desired date of connection to the system. PW will strive to meet the proposed date of connection but cannot guarantee meeting the requested date and time. All required permits from other agencies must be prepared and paid for by the Developer's engineer with approved permits submitted to PW prior to construction.
5. Activation of water connections to newly installed water mains systems will not be allowed prior to the issuance of an SCDES Approval to Place in Operation. This will not apply if the tap is made to an existing PW owned water main. In the case of a commercial development with multiple units (strip center), each

unit or tenant space will be required to have an individual metered water connection and a separate water capacity calculation. Apartments and multi-family residential developments are not included in this scenario.

2.7 Fire Line Connections

All fire line connection requests will be required to submit the Fire Line Application (**see Appendix H**) and submit fees as outlined in Appendix A. Once application and fees are received, the proposed fire connection will be analyzed on PW's hydraulic model to determine if proposed fire flow is available at the chosen site. The fire line must be designed not to drop the system pressure below 50 psi at any time. This will be considered the base line for the design of any private fire protection system. A letter with the hydraulic results from the PW Engineer will be provided with new development requests with the available flow and pressure at the specified location. The private fire protection system shall be designed to meet all design considerations, along with the 50-psi residual pressure requirement previously mentioned.

All applicants for fire lines must be familiar with PW's construction, operations, and maintenance of all fire lines. As part of the fire line request, the engineer must provide calculations that address the following:

- Translations of PW's Hydrant Test data to proposed connection point
- Maximum Design Fire Flow Required
- Needed Fire Flow duration
- Storage Requirement that will maintain the required 50 psi residual on PW's distribution system under all filling scenarios
- Pump Capacity required, filling cycle calculations with proposed tank fill settings
- Maximum Test Flow that will be performed on the fire system at any given time, once activated
- System must not exceed maximum velocity in PW system of 10 ft/s

All fire lines must be adequately protected from backflow conditions, and all devices must be tested annually and reported to SCDES by PW. **Failure to annually test and report a properly operating backflow device to PW shall result in loss of water service to the fire line account. Water used through a fire line shall be for fire-fighting and periodic testing purposes only** and it shall be metered by PW. It is the responsibility of the owner to notify PW a minimum of 24 hours in advance of any testing of fire lines. If fire line owners do not fully abide by all PW fire line policies, they may lose the privilege of fire protection to the specific location.

Refer to Section 02772 Fire Line Connections in the PW Water System Guidelines for Design and Construction for further details.

CHAPTER 3: CONSTRUCTION PROCEDURES

3.1 Construction Administration & Site Preparation

3.1.1 General Conditions and Methods

3.1.1.1 Contractor and Subcontractor Approval

Developers are encouraged to use contractors from PW's pre-approved list. These contractors have successfully performed waterline construction under PW standards and are familiar with our staff and processes.

All Contractors and Subcontractors performing the work must:

- **Be approved by PW's Project Manager with final authorization by the Executive Director, prior to the pre-construction conference.**
- Provide upon request:
 - Copy of current SC Utility Contractor's License
 - 3 Water Utility references from work performed in the last three years
 - List of all completed and current projects from the last 3 years

PW reserves the right to reject contractors or subcontractors based on prior performance, including:

- Failure to meet project schedules or standards
- Installation not conforming to approved plans or PW specifications
- Poor-quality workmanship
- Failure to fulfill warranty obligations
- Consistent noncompliance with PW policies
- Any other reason deemed sufficient by PW to question a contractor's qualifications or intent

3.1.1.2 Pre-Construction Meeting

All the following must be submitted and approved before the pre-construction meeting can be scheduled:

1. **Executed Developer's Agreement**
Include all designated fees and attachments as outlined in the Agreement
2. **Engineer's Design Approval**
Approval must come from the PW Project Engineer and include confirmation of any required plan revisions
3. **Approved Permits**
Provide copies of all local, state, and regulatory permits (e.g., SCDOT or County Encroachment, SCDES Construction, any other required site approvals) to the PW Project Coordinator.
4. **Contractor Approval**
Submit proposed water utility contractor's credentials and receive written approval from the PW Project Engineer. The contractor must be pre-qualified by PW standards.

5. Engineer's Grade Letter

Submit a letter certifying:

- Roadway is rough graded to within +/- 6 inches of final design grade
- All property pins/corners have been installed
- Curbing has been staked and back of curb elevation known and staked
- Storm drainage and wastewater lines are installed
- Material submittals approved by PW
- The Engineer must perform 100% inspection of projects where a contractor is used that has not performed work in the PW system previously.

6. Construction Schedule

Submit an anticipated construction schedule including start date, major milestones (e.g., pressure test, tie-ins, taps, etc.), inspection schedule, and substantial completion date.

7. Pre-Construction Meeting Request

Purpose of Meeting: To align all parties on project expectations, review field conditions, the construction and inspection schedule, address deviations from approved plans, and reinforce compliance with PW Construction Guidelines, inspection protocols, and closeout requirements.

3.1.1.3 Conformance with Standards

All construction must conform to the approved plans and PW's Water System Guidelines for Design & Construction. In case of discrepancies, PW's Inspector will approve the appropriate resolution.

3.1.1.4 Construction Methods

All work shall conform with the latest edition of PW's Water System Guidelines for Design & Construction. Where water lines are to be installed in a new roadway, the roadway and drainage ditches shall be rough graded in accordance with the County or State standards before waterline installation begins.

3.1.1.5 Access for Inspection

PW shall always be granted full access to any active construction site to perform inspections and verify compliance.

3.1.2 Safety

3.1.2.1 Contractor Responsibilities

The Contractor is responsible for assuring that construction safety procedures, as required by Federal, State, and Local Regulations are observed. The Contractor is required to take all necessary steps to prevent injury to persons or property in the performance of his contract.

If a PW Inspector, as part of his routine duties, observes unsafe practices or construction methods, he will inform the Contractor's manager and Engineer of Record to employ corrective measures to ensure a safe working environment.

The Contractor will remedy all damage, injury or loss to any property caused, directly or indirectly, in whole or in part by the Contractor, subcontractor, or anyone directly or indirectly employed by either of them, or anyone for whose acts any of them may be liable.

3.1.2.2 Accident Prevention

All construction performed by the Contractor, shall comply with applicable provisions of the regulations issued by the Secretary of Labor pursuant to Section 107 of the Contract Work Hours and Safety Standards Act entitled, "Safety and Health Regulations for Construction" (C29 CFT 1518), renumbered as Part 1926. Occupational Safety and Health Standards (29 CFR Part 1910) issued by the SC Secretary of Labor.

The Contractor will utilize and maintain, as required by conditions and progress of the work, all necessary safeguards. He will notify owners of adjacent utilities and property when execution of the work may affect them.

The Contractor will take all necessary precautions for the safety of the public as well as their employees. All roadside work shall be properly marked with required traffic control in accordance with the most recent version of SCDOT Manual on Uniform Traffic Control Devices (MUTCD), regardless of who owns the right-of-way.

At all times during the construction of the project and its component parts, the Contractor shall provide, install, and maintain proper temporary supports, shoring, and bracing to prevent any damage, injury, or loss to all employees performing the work and other persons who may be affected. In the event of violation, all fines, fees, etc. are the responsibility of the contractor.

3.1.3 Work Orders

3.1.3.1 Stop Work Orders

Failure to adhere to the approved plans and/or specifications established for the construction of a project or adherence to applicable requirements of PW may result in the issuance of a stop work order. PW will send copies of the stop work order to the developer, engineer, and contractor. A copy will be issued to the in-charge contractor representative that is on site.

Approval to restart construction shall be issued only by PW or its assigned agent. Any construction performed by a contractor while under a stop work order will be considered unacceptable by PW and subject to removal and reconstruction.

3.1.3.2 Change Orders

From time to time, it may be necessary to make field changes to the scope of a construction project. All such changes must be approved by the Engineer of Record, PW's Project Manager and at the expense of the Developer. It is PW's goal to avoid such field changes whenever possible.

3.2 System Access & Temporary Water Use

3.2.1 Wet Taps

- All wet taps on existing water lines must be performed by PW or a PW-approved contractor.
- The contractor is responsible for safe excavation, trench shoring, and pressure testing any tapping sleeves.
- Wet tap equipment must be in excellent condition, including cutter shells and pilot drills.
- If a pipe coupon is lost during the tap, the contractor is liable for all costs related to retrieval and any resulting damage.
- Any damage to the existing system must be repaired immediately at the contractor's expense.
- A PW inspector must be present for all wet taps.
- All pipe coupons must be submitted to PW for condition assessment.

3.2.2 Water Service Interruptions

- If a wet tap is not feasible or water main relocation is required, PW must review and approve the service interruption plan prior to the work occurring.
- Once approved, the contractor must coordinate with the PW Project Engineer and schedule the shutdown at least seven (7) days prior.
- PW will notify affected customers at least 72 hours in advance using door hangers or other approved methods.
- The scheduled work must be followed exactly. If postponed due to weather, the interruption must be rescheduled using the same approval process.
- Only PW personnel may isolate existing water mains.
- The contractor must coordinate all scheduling and changes directly with PW and ensure timely communication with PW staff and customers.

3.2.3 Construction Water Use Policy

All construction involving the extension of water mains or requiring the use of construction water must comply with this section.

New Construction Activity: Flushing of newly installed pipelines can use large quantities of water unaccounted for unless the volume/quantity is metered or estimated by the contractor and PW's inspector. PW agrees to provide enough water to adequately fill and flush new lines once they have been installed for testing. PW anticipates three times the volume of the new pipe for filling and flushing. Excessive use of water over this amount will be billed to the contractor at the retail rate in effect at the time.

1. On all projects that require the installation of new water mains, the contractor must contact PW's Project Manager to arrange for flushing of the lines, and a PW representative must be present to estimate the water use.
2. **At all times, the main valve at the connection point of the new infrastructure will remain closed unless opened by PW for the scheduled filling of water mains.** Unauthorized use or tampering with the main valve is grounds for a stop work order, administrative fees, civil penalties, and/or criminal prosecution.
3. After service authorization has been issued and all final inspection items are completed, the main supply valve will remain open.

3.2.4 Hydrant Usage

Hydrant operation will be controlled and closely monitored by PW to protect the integrity of the water distribution system. Contamination of the potable system can easily occur due to improper use of or connection to fire hydrants. **Directly following new installations, all hydrants must be bagged and taped, tied or otherwise covered to provide visual confirmation that the water system is not ready for operation or firefighting purposes.**

No one except PW personnel and the local fire department are authorized to use a fire hydrant within PW's service area. The only exclusion is outlined in PW's Fire Hydrant Use Policy (*see Appendix G*).

A request for fire flow test results shall be made through PW. No other person or entity is authorized to perform fire flow tests on PW's system.

A contractor requiring the use of a hydrant to obtain water to fill tanker trucks, street cleaners, hydro-seeders or for any other purpose, must comply with PW's Fire Hydrant Use Policy (*see Appendix G*).

Longterm permanent construction, i.e., subdivision, must adhere to standard STD-W-27 of PW's Water System Guideline for Design and Construction.

3.2.5 Unauthorized Water Usage is Strictly Prohibited

Violations will result in water theft fines and may lead to civil or criminal penalties as determined by the PW Executive Director. Illegal connections will be removed immediately, and any devices used will be confiscated. If the party responsible is present, they will be informed of the violation, and the Developer will be fined. Confiscated equipment will be returned only after the fine is paid. **PW will strictly enforce this policy without exception.**

3.3 Inspection & Closeout

3.3.1 General Inspection - Construction Phase Review

Routine and unscheduled inspection of ongoing projects will be made by PW personnel or their assigned agents during the construction phase to ensure conformance with the approved plans and specifications.

Projects approved for construction will always authorize PW inspection personnel access to the construction site for the purpose of inspecting constructed facilities or observing construction operations in progress. PW inspectors will take appropriate action (including stop work orders), as outlined herein, when improper material or unacceptable workmanship is detected on the project and will notify the contractor, engineer, and/or developer.

PW inspectors shall make periodic checks during all phases of construction to ensure that the contractor is complying fully with project design and specifications as well as the policies and procedures herein established. Any deviation or revision to the approved engineering plans shall be furnished in writing to the project design engineer by contract change order. The contractor shall not initiate any deviations or revisions until the Engineer of Record and PW have approved of the changes.

Engineer of Record must submit weekly inspection reports to PW.

3.3.2 Preliminary Final Inspection

A preliminary final inspection will be conducted at the request of the Engineer of Record, who is responsible for coordinating the inspection schedule with PW. Typically, this inspection shall be performed after all water improvements are installed and tested and final grading (including roads) are completed and all storm water appurtenances installed prior to scheduling the inspection. Correct record drawings (*see Appendix E*) shall be submitted to PW prior to the final inspection being scheduled.

3.3.3 System Testing

All pressure testing and bacteriological testing by the contractor shall be performed as specified in the PW Water System Guidelines for Design & Construction and in accordance with SCDES Regulations, and as directed by the project Engineer of Record. All testing must be conducted in the presence of the Engineer of Record and PW inspector in a manner that will minimize interference with the work progress.

3.3.3.1 Hydrostatic Pressure Test for Water Mains

Each pipeline, service lateral, or isolated valved section must undergo hydrostatic pressure testing in accordance with industry standards. Testing shall be conducted at a minimum pressure of 200 PSI for 2 hours, measured at the highest point of the pipeline. A pressure drop of 5 PSI or more during this period constitutes a failed test. For detailed procedures and requirements, refer to the PW Water System Guidelines for Design & Construction.

3.3.3.2 Disinfection Test

Before being placed in service, each potable water main, tank or other structure used for potable water storage and distribution shall be disinfected by the contractor as specified in the PW Water System Guidelines for Design & Construction and as directed by the project design engineer. Proper bacteriological testing shall be performed as outlined in the guidelines.

3.3.3.3 Final Inspection

A final inspection may be requested only by the Engineer of Record once all punch list items noted during the preliminary final inspection have been corrected and record drawings (*see Appendix E*) are submitted to PW. The PW inspector shall prepare a written punch list of any defects noted during the final inspection and distribute copies of the punch list to the Engineer of Record. Any corrections to be made will be reviewed and approved by the PW inspector prior to issuance of a final approval and service authorization.

3.3.3.4 Service Authorization

PW will issue a Service Authorization Letter upon completing a successful final inspection and acceptance of the water system improvements. The Service Authorization Letter is required to obtain a meter and water service for any current or future occupants served by the project. A copy of the Service Authorization will be provided to the Developer, Engineer, And Contractor.

To receive the Service Authorization Letter, the following items must be completed:

1. All punch list items as identified by the Engineer of Record and PW Inspector.
2. Final record drawings received, reviewed, and approved by PW (*see Appendix E*).
3. The Engineer's certification, to include confirmation that the pressure and bacteriological tests have been satisfactorily performed, along with the status of dry utility installation and final site grading. Bacteriological tests shall be performed within 30 days of the end of the project. Samples taken sooner will require a confirmation test at the end of the project to ensure that the test results are still valid.
4. A signed SCDOT and/or County approval form/letter indicating their acceptance of the project (if applicable).
5. Release by other agencies such as State, County, or others as applicable for encroachment permits or other liabilities.
6. Execution of all easements and deeds necessary for the conveyance of the water facilities to be maintained and owned by PW. Documents must be correct and properly recorded at the appropriate county deeds and records office.
7. Certification that the developer has had an abstract of title performed for all property that is to be dedicated to PW either by fee simple conveyance or granting of rights-of-way.
8. All paperwork shall be delivered to PW and signed properly.

3.3.4 Contractor Guaranty (see Appendix J)

As a condition of project acceptance, the Contractor shall provide a written guaranty warranting all materials, workmanship, and installation for a period of two (2) years from the date of final acceptance by PW. The guaranty shall cover all defects in materials or workmanship and require the Contractor to promptly correct any deficiencies at no cost to PW. All repairs shall be performed in accordance with PW standards and to the satisfaction of PW.

This guaranty is in addition to, and does not limit, the Developer's obligations under the Developer Agreement or the Maintenance Bond requirements. Failure by the Contractor to honor the guaranty may result in PW disqualifying the Contractor from future work within its system. The Contractor shall remain responsible for all damages to PW facilities resulting from negligent work practices during the guaranty period.

3.3.5 Maintenance Bond Requirements

Upon final acceptance of the water infrastructure by Powdersville Water (PW), the Developer shall furnish a cash **Maintenance Bond** guaranteeing the workmanship and materials for a period of **two (2) years** from the date of final acceptance.

The bond shall:

- Be in the amount of **10% of the total construction cost** of the water system improvements and no less than \$10,000 (unless otherwise specified by PW).
- Guarantee that the developer or their contractor will **promptly repair or replace**, at their expense, any defective materials or workmanship discovered during the bond period.
- Cover all components of the water system infrastructure, including but not limited to pipe, valves, hydrants, taps, fittings, and associated appurtenances.
- Cover all damages to newly installed water system infrastructure resulting from the installation of third-party utility installations to serve the development.

Failure to correct deficiencies within the timeframe specified by PW shall constitute a default, and PW reserves the right to make necessary repairs and recover associated costs from the bond.

3.3.6 Release of Lien

The Developer shall ensure that all contractors, subcontractors, suppliers, and materialmen engaged in the project are paid in full for their labor and materials. Prior to final acceptance of the water system by Powdersville Water (PW), the Developer must provide an **executed Release of Lien** from all parties with potential lien rights. These releases confirm that no liens, claims, or encumbrances exist related to the installation of water infrastructure. PW reserves the right to withhold acceptance and/or deny service until such releases are received and confirmed to be satisfactory.

3.3.7 Warranty Inspection

Prior to the expiration of the **2-year Maintenance Bond period**, Powdersville Water (PW) will conduct a **warranty inspection** of the accepted water infrastructure. This inspection will assess the condition and performance of all installed components, including valves, hydrants, meters, service lines, and other appurtenances. Any deficiencies, failures, or evidence of poor workmanship identified during the inspection must be corrected by the Developer or their contractor **at their own expense** and to the satisfaction of PW. All repairs must be completed **prior to the bond expiration date**. Failure to do so may result in PW drawing on the bond to cover repair costs. The Developer is responsible for coordinating with PW staff to schedule the warranty inspection at least **60 days prior to bond expiration**.

APPENDIX A: PROJECT DEVELOPMENT FEES

1. Water Availability Request - Residential and Commercial **\$25**

2. Water Capacity Fee **\$1,805 / REU**
 - Residential: per 1 REU (182 GPD / REU x \$9.92 / GPD = \$1,805)
 - Commercial: Estimated Maximum Day x \$9.92 / Gal

3. Water Capacity for Commercial Spaces where Tenants are Unknown.

Square Footage	Capacity Required	Capacity Minimum (GPD)
> 1,000,000	2 GPD / 1,000 SF	2,000
500,000 to 1,000,000	2 GPD / 1,000 SF	1,000
0 to 499,000	2 GPD / 1,000 SF	500

4. Design Review Fee (One-time administrative fee) **Current Rate**

5. PW Inspection Fee (per 1 REU) **Current Rate**

Applies to construction inspection as outlined in Section 3.3.1 or in any case where PW must use their own inspector to ensure construction is compliant with **PWs Water System Guidelines for Design and Construction**.

6. Residential Development Hydraulic Modeling Fee **Engineer's Current Rate**

7. Commercial Fire Line Connection Hydraulic Modeling Fee **Engineer's Current Rate**

APPENDIX B: WATER AVAILABILITY REQUEST FORM

WATER AVAILABILITY REQUEST

Please Complete All Sections. Incomplete Forms Will Not Be Processed

Date _____

Owner/Developer _____ Phone/Email _____

Address _____

Engineer _____ Phone/Email _____

Name of Project & Location _____

Tax Map Parcel Number _____ County _____

Type of Development: check one.

Residential ☐ Residential/Multi-Family ☐ Commercial ☐ Industrial ☐

Business Description (be specific for all tenants): _____

- Will the development be phased? ☐ (If checked, provide concept plan with phasing)
- # of lots/single family units _____ of multi-family units _____
- Will the property be gated? ___Yes___No (Easement will be required for gated projects)
- Number of commercial tenant spaces _____ Name(s) of tenants: _____
- List any pool or recreation facilities: _____
- Size & quantity of domestic meter(s) requested to serve development: _____
- Size & quantity of irrigation meter(s) requested to serve the development: _____
- List sewer disposal method proposed: _____
- If septic tanks are to be used, are SCDES pre-approvals in hand? If yes, provide a copy of approval(s).
- Is a fire line connection needed? ___Yes___No
- Is on-site storage & pumping proposed? ___Yes___No

If yes to the above, a complete set of approved fire protection plans designed by a licensed Professional Engineer must be submitted before fire line fees can be quoted.

Commercial Development (only)

- Maximum number of employees in a 24-hour period _____
 - Commercial kitchen facility proposed ___Yes ___No
 - Shower or locker room facilities proposed Describe _____
 - If church, number of sanctuary seats _____ Kitchen facility? ___Yes ___No
 - If medical facility, # of patients per day _____ # of beds _____
 - If eating establishment, number of seats _____ Take-out meals per day _____
 - If a car wash, number of wash bays _____
 - If automatic car wash, number of cars washed per day _____
 - If laundromat, number of washers _____
 - If educational building, max number of students/faculty per day _____
 - If a process facility, maximum gallons of water use per day _____. Explain the process in detail and provide documentation for maximum gallons of water use per day

 - Will the development have cooling requirements (chillers, air-washers, cooling towers, etc.?) *If yes, provide designed water requirements for each.* _____
 - Will the facility have a wash-down area? Describe _____
 - Must provide average and maximum demand in gallons per day _____
 - Must provide maximum instantaneous demand in gallons per minute _____
- If average day, maximum day, and instantaneous demands are not provided, it will be calculated for you, or the application will be returned.***

Please forward completed form to Tracy Wyatt, Project Coordinator, by mail Powdersville Water 1719 Circle Road, Powdersville, SC 29642, or email twyatt@powdersvillewater.org and include conceptual plans with road layout and phasing detail, water use projections, fire protection needs, and tenant process documentation. Please be thorough or you will be asked for additional information.

For PW Office Use Only: To be completed by PW Operations Manager or Project Manager

For an existing account transfer, is the account noted as having a backflow device? ___Yes ___No

If not, is there a backflow hazard that would require a device? ___Yes ___No

Type of hazard: _____

For New Accounts, is there a backflow hazard that would require a device? ___Yes ___No

Type of hazard: _____

Has the account holder been notified of the need for a backflow device and/or testing? ___Yes ___No

APPENDIX C: WATER CAPACITY COMMITMENT FORM

WATER CAPACITY COMMITMENT

Project Name: _____

Location: _____

PW Project # _____

Tax Parcel _____

County _____

MULTI FAMILY/COMMERCIAL COMMITMENT

☐ We have committed water capacity to serve this project.

Water capacity fee: 0 GPD x \$9.92 per GPD = Due \$0.00

Date Reviewed

David Niese, PE
PW Executive Director

Date Paid

Tracy M. Wyatt
PW Project Coordinator

RESIDENTIAL COMMITMENT

☐ We have committed water capacity to serve this project.

Water Capacity Fee: 0 REU x \$1,805.00 per REU Due \$0.00
0 GPD x 0 lots = 0 GPD

Date Reviewed

David Niese, PE
PW Executive Director

Date Paid

Tracy M. Wyatt
PW Project Coordinator

****NOTE: 1 REU = 182 GPD x \$9.92/GPD = \$1,805**

APPENDIX D: DEVELOPER AGREEMENT

DEVELOPER AGREEMENT FOR WATER SYSTEM INFRASTRUCTURE

This Developer Agreement (“**Agreement**”) is entered into by and between **Powdersville Water (“PW”)**, a special purpose district organized under the laws of South Carolina, and the undersigned **Developer**, collectively referred to as the “**Parties**.” The Developer agrees to comply with the applicable Development Policy and Procedure Manual and appendices thereto.

PURPOSE

The Developer intends to construct water system improvements to serve a private development within PW’s service area. Upon satisfactory completion, such improvements will be dedicated to and become part of PW’s public water system. This Agreement outlines the responsibilities of the Developer and the conditions under which PW will accept ownership of the infrastructure.

DEVELOPER RESPONSIBILITIES

Engineering and Permitting

The Developer shall contract directly with a South Carolina licensed Professional Engineer and shall be solely responsible for all engineering design and permitting fees. PW shall not initiate any review, modeling, or permitting support until the required engineering review fees have been paid in full.

Construction

The Developer shall contract directly with a licensed, bonded, and insured (to include Worker’s Compensation) contractor for all water system construction and shall bear all associated costs and risks. PW will not be a party to any construction contract and assumes no responsibility for contractor performance, construction delays, site conditions, or cost overruns.

Site Access

The Developer must always allow access to the site for Powdersville Water.

PW REVIEW AND ACCEPTANCE

Pre-Construction Requirements

Prior to scheduling the Pre-Construction Conference and issuance of a Notice to Proceed, the Developer shall:

- Pay all outstanding fees including capacity fees, meter fees (if applicable), inspection fees, mapping, legal fees (if applicable), or engineering support costs;
- Submit all required documents and permits as specified by PW;
- Receive written approval of the engineer’s design and contractor selection by PW.

Compliance with PW Standards

All construction must be performed in accordance with PW’s **Development Policy and Procedure Manual** and **Water System Guidelines for Design & Construction**. PW reserves the right to suspend work for any noncompliance.

UNAUTHORIZED USE AND SITE RESPONSIBILITY

The Developer is responsible for:

- Preventing unauthorized water use, including illegal withdrawals or cross-parcel usage;
- Ensuring that each parcel has a separate metered account;
- The conduct of all contractors, suppliers, builders, and subcontractors;
- All fines, penalties, or repair costs resulting from damage to PW infrastructure, meter tampering, or policy violations.

PW reserves the right to deny or suspend water service until all fees are paid and violations are resolved.

MAINTENANCE BOND AND WARRANTY

Prior to final acceptance, the Developer shall provide a **two-year Maintenance Bond** equal to ten percent (10%) of the total construction cost, with no bond less than \$10,000. The bond shall guarantee workmanship and materials during the warranty period.

PW will conduct a **warranty inspection** prior to bond expiration. Any deficiencies must be corrected by the Developer, at their expense, before the bond is released.

DEDICATION OF INFRASTRUCTURE

Upon final inspection and acceptance, the Developer unconditionally conveys and deeds all rights, titles, and interest in the completed water system improvements to PW, as shown on approved record drawings. Ownership transfers without condition or further compensation.

INDEMNIFICATION

The Developer agrees to indemnify and hold harmless PW, its officials, and employees from all claims, liens, damages, or liabilities arising out of the Developer's actions, including but not limited to design, permitting, construction, and the conduct of third parties working on the Developer's behalf.

GENERAL PROVISIONS

- **Governing Law:** This Agreement is governed by the laws of the State of South Carolina.
- **Entire Agreement:** This document represents the full and final agreement between the Parties.
- **Amendments:** No changes shall be valid unless in writing and signed by both Parties.
- **Binding Effect:** This Agreement binds the Parties and their successors and assigns.

FEES DUE PRIOR TO PRECONSTRUCTION MEETING

Meter Fees (if applicable)	\$ _____
Capacity Fee	\$ _____
Project Review Fee	\$ _____
Inspection Fee	\$ _____
GIS Mapping Fee	\$ _____
Legal Fee (if applicable)	\$ _____
Maintenance Bond	\$ _____
Other	\$ _____
TOTAL DUE	\$ _____

SIGNATURES

[DEVELOPER'S NAME]

By: _____

_____ (Printed Name)

Its: _____

Date: _____

POWDERSVILLE WATER

By: _____

David Niesse, PE

Its: Executive Director

Date: _____

APPENDIX E: RECORD DRAWINGS

RECORD DRAWING STANDARDS

PW will release a service authorization after record drawings approval by the PW Project Engineer. Two (1) set of paper drawings and one electronic file of all record drawings shall be delivered to PW. All electronic files will be reviewed for adherence to policies before service authorization will be given on projects. Incorporate Section 2.2.3 “Preliminary Plan Requirements” and Section 2.4, “Design & Permitting” in addition to the following on all record drawings.

1. Developer’s name, address, and telephone number (all sheets).
2. Installing contractor’s name, address, and telephone number (all sheets).
3. Street names and lot numbers (all sheets).
4. The “Record Date” must be boldly marked on each plan sheet.
5. All plans submitted shall be in a computer-generated format (AutoCAD) on NAD 1983, State Plane SC, HARN.
6. Must have a minimum of two dedicated benchmarks on plans and site, maintained by the developer until the project is complete.
7. The submitted drawing file will include features and text classified by the standard layer and naming convention. Drawing features and associated text shall not be combined in one layer. Text included in drawing files will use standard fonts that can be read without third-party software.
8. Phased projects will be required to submit record drawings for subsequent phases, which include as-built information on all prior phases. Lot numbers throughout all phases to run consecutively and not repeated on later phases. Naming convention shall remain consistent throughout phases. All revisions must be submitted to PW. All costs associated with revisions shall be the responsibility of the Developer.
9. Indicate all storm water piping profiles, sanitary sewer profiles, BMP’s, sidewalks, existing and proposed contours, and water pipeline utility crossings. All entities and object colors must be drawn by layer.
10. All dimensions shall be to the nearest one hundredth of a foot in the vertical plane and the nearest tenth of a foot in the horizontal plane, with angles to the nearest minute. Dimensions to be on suggested layer.
11. A metadata text file with the same name as the drawing file (<drawing_file_name.txt) is required with each CAD drawing submission. This text file will provide technical parameters and contact information for the survey.

WATER - GPS CERTIFICATION

1. Water mains and water services and appurtenances shall be referenced to permanent visible structures, including road centerlines, edges of pavement, buildings, catch basins, and power poles where applicable. Rights-of-way/property line boundaries may be used in the absence of the other references noted. Tie down locations of all valves, bends, and tees, to fire hydrants, buildings, markers, or other permanent

structures. All points shall be recorded to sub foot accuracy. Show depth of cover on all valves and fittings if greater than 3'.

2. An inset is required of all valve clusters and other areas of congestion. Show distance from hydrant to main line. Show depth of cover if less than 3' or greater than 5' deep.
3. Provide on plans all valves, linear feet of water main, as well as the size and material of pipe.
4. A separate shape file will be provided for each structure (water line, valves, hydrants, meters, and taps).
5. GIS mapping shape files with the following attributes such as brands, sizes, and material type shall be provided by the engineer for inclusion into the PW GIS map.

EASEMENTS & PLATS

1. Show all easements to be conveyed and surveyed boundaries of any property to be deeded to PW. All easements and deeds must be properly executed and recorded in the proper County before being conveyed to PW. All documents will be reviewed by PW's legal counsel for accuracy prior to acceptance.
2. Show where water facilities are located within private property through which an easement will be granted. A surveyor will establish metes and bounds of such easements to sub foot accuracy.

The following statements shall appear in all record drawings and shall be signed by a licensed surveyor and the engineer of record and show their respective registration numbers.

SURVEYOR'S CERTIFICATION:

I **[SURVEYOR NAME]**, hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the requirements of the minimum standards manual for the practice of land surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein; also, there are no visible encroachments or projections other than shown. I also state that the survey shown is based upon NAD 1983, State Plane SC, HARN coordinate system, and elevations are based upon the NAD 83, State Plane SC, HARN Datum.

SURVEYOR'S NAME (PRINTED) _____

SURVEYOR'S SIGNATURE _____

SC RLS NUMBER _____

DATE _____

ENGINEERS CERTIFICATION:

These record drawings have been prepared based upon information provided by others and our periodic observations. **[ENGINEERING FIRM NAME]** has reviewed this information and to the best of our information, knowledge, and belief these Record Drawings accurately reflect the actual locations of all the new infrastructure that was installed with our approval.

ENGINEER'S NAME (PRINTED) _____

ENGINEER'S SIGNATURE _____

SC PE NUMBER _____ **DATE** _____

APPENDIX G: FIRE HYDRANT USE POLICY

BULK WATER AGREEMENT & PERMIT

IMPORTANT: YOU MUST READ THE FOLLOWING BEFORE COMPLETING THE APPLICATION

Fire Hydrant Use Policy

Powdersville Water (PW) is required by SCDES to ensure proper fire hydrant use throughout its system. Improper withdrawals, especially at high flow rates, can cause backflow or back-siphonage, introducing contaminants into the drinking water supply, and possibly causing physical damage due to water hammer. To protect public health and system security, fire hydrant use is restricted to PW maintenance personnel and fire departments for firefighting.

Contractors needing bulk water must contact PW before accessing the system. Unauthorized hydrant use is considered water theft under State law. Violations carry fines of \$500 for the first offense and \$1,000 for the second and may result in criminal charges. PW strictly enforces this policy.

PW recognizes that contractors occasionally require large water volumes for activities such as paving, street cleaning, or hydro-seeding. To balance those needs with water system safety, PW has designated two permanent bulk water stations equipped with meters and backflow preventers:

1. PW Main Office – SC 81 & Circle Road (in the cul-de-sac behind the office)
2. Lake Road Tanks – Intersection of SC 81 and Lake Road

Contractors must use a fire hose with a female NST (fire hose thread) coupling to connect.

Access to our hydrants, and the related fees and procedures, vary based on the circumstances:

Permit Type	Duration	Volume Included	Notes
One-Day Permit	1 day	10,000 gallons	Overages billed at current rate
14-Day Permit	14 days	30,000 gallons	Overages billed at current rate
30-Day Permit	30 days	60,000 gallons	Available only to good-standing users

If you need water from a PW fire hydrant, you will need to complete the application below that will state which of the two bulk water stations you plan to use. This permit will allow you to withdraw the above prescribed volume of water only from one of the bulk stations listed above. If you plan to use more than this amount, a charge equaling the current volumetric rate per additional 1,000 gallons must be paid at the time of application. If usage exceeds the permitted gallons, it is your responsibility to return to the PW office and pay for the additional usage.

After you have received your permit:

Permit Must Be Carried at All Times: Once you have paid the appropriate fees, PW will issue a bulk water permit. You must keep this permit with you while using any PW bulk water station. PW staff may ask to see it at any time. If you are unable to produce it or are found using a hydrant without one, the permit will be revoked immediately, and you may be fined for water theft or prosecuted.

Use Only the Proper Hydrant Wrench: If you do not have a hydrant wrench, PW will provide one during your first visit. Only hydrant wrenches may be used, using unauthorized tools will result in loss of access to the bulk water program and charges for hydrant repair.

Open and Close Hydrants Properly: To avoid water hammer (which can damage the system), always open and close hydrants slowly using the operating nut. Do not throttle flow at the hydrant—use the gate valve on the hydrant meter instead. For safety, shut the valve before turning the hydrant on or off to prevent hose movement. Contact PW if you need help with proper procedures.

Meter Use and Readings: You are responsible for tracking your meter readings each time you fill. Never tamper with or remove the hydrant meter or backflow device, doing so is considered theft and will be treated accordingly.

Damage and Equipment Responsibility: PW will retain any hydrant use fees and charge for damages to equipment or facilities. If equipment (meter or backflow preventer) is lost or returned damaged, the applicant must pay for replacement before any future water service will be provided.

Insurance Requirement: All hydrant users must carry active liability insurance in the amount of \$25,000 and submit a certificate naming PW as an additional insured. If your certificate on file has expired, you must submit an updated version before continuing use.

Indemnification: All hydrant users must agree to indemnify and hold harmless PW, its officials, and employees from all claims, liens, damages, or liabilities arising out of hydrant use.

Water Theft Hotline: Report any suspected illegal hydrant use at 864-400-6342.

- **\$500 for the first offense**
- **\$1,000 for subsequent offenses**

Equipment attached to PW hydrants without permission will be confiscated and returned only after fines are paid.

My signature on the application below indicates that I have read and understand PW Fire Hydrant Use Policy in its entirety. I understand that I am performing this action at my own risk and PW is not responsible for my actions.

I will follow the procedures outlined in this policy and I understand that my failure to do so will result in these privileges being revoked, and possibly a fine and criminal charges.

Bulk Water Agreement & Permit

1719 Circle Road, Powdersville, SC 29642

864-269-5440 www.powdersvillewater.org

Account Number: _____ Company Name: _____

Bulk Station : Lake Road or PW Office (circle one) Meter Reading (Beginning): _____ (Ending): _____

Billing Address: _____

Applicant Name: _____ Phone _____ DL# _____

SSN : _____ Location of Construction: _____

Purpose for Hydrant Water: _____

ONE DAY FEE (nonrefundable):	Current Rate	(10,000 gallons)
14 DAY FEE (nonrefundable):	Current Rate	(30,000 gallons)
30 DAY FEE (nonrefundable):	Current Rate	(60,000 gallons)

**Description of Vehicle used
for hauling water:**

Year/Color: _____

Make: _____

Model: _____

Permit Expiration Date: _____

Amount Due: _____

Customer received hydrant wrench: ☐

Bulk station meters will be inspected for damage upon permit expiration. Customers will be charged for any repair or replacement of equipment that is necessary. To continue this service, we ask that you immediately report any illegal or improper fire hydrant use in our water system to our water theft hotline at 864-400-6342.

I have read PW's fire hydrant use policy and fully understand and accept the conditions of this policy. I will provide a certificate of liability insurance coverage as required by the fire hydrant use policy.

Applicant's Signature: _____ Date: _____

Powdersville Water's Use Only

PW Authorization: _____

***THIS IS A PERMIT. KEEP THIS WITH YOU AT ALL TIMES WHEN USING A BULK WATER HYDRANT. ***

APPENDIX H: FIRE LINE APPLICATION

FIRE LINE APPLICATION

Please Complete All Sections. Incomplete Forms Will Not Be Processed

Date _____

Contact Information (required)

Applicant Name _____

Address _____ Phone/Email _____

Owner/Developer _____

Address _____ Phone/Email _____

Engineer _____ Phone/Email _____

Service Location Information

Name & Location _____ Tax Map # _____ County Name _____

Business Description _____

Type of Facility Requiring Fire Line Connection:

Residential ☐

Residential/Multi-Family ☐

Commercial ☐

Industrial ☐

A UL approved fire line meter will be required, as specified by Powdersville Water (PW). This device must be constructed to PW construction specifications at the owner's property line adjacent to the existing water main. An approved double check valve assembly must be installed immediately downstream of the fire line meter. See current specifications.

By my signature below, I affirm that I have read and understand the conditions listed in this application for a fire line connection.

Applicant/Authorized Representative Signature

Date

*******Provide accurate drawings of the proposed fire protection system that the fire line will serve, stamped by the fire protection system engineer of record. *******

APPENDIX I: CONTRACTOR'S AFFIDAVIT AND FINAL WAIVER OF LIEN

CONTRACTOR'S AFFIDAVIT AND FINAL WAIVER OF LIEN

DATE: _____ PROJECT: _____ PW PROJECT NUMBER _____

TO: **POWDERSVILLE WATER DISTRICT**

FROM: _____

STATE OF: _____ COUNTY OF: _____

I, _____, the _____
of _____

DO HEREBY CERTIFY that all persons who have performed labor or rendered services for me, all subcontractors, and all person, firms or corporations, including materialmen and third persons and their sources of supply, furnishing work, labor, services, supplies, material or any other items to the company, used in connection with have been paid in full for same.

I FURTHER CERTIFY that all Social Security, Unemployment Insurance, and other insurance and all Federal, State and Local Taxes or Fees have been paid in full to date, and that a proper Reserve has been set up for their future payment.

I FURTHER CERTIFY that all claims or sums due for any reason on account of the above-mentioned work have been paid or satisfied.

I FURTHER CERTIFY that all the foregoing work has been properly completed in accordance with the plans and specifications governing the said work, and in accordance with all authorities having jurisdiction over said work.

I FURTHER RELEASE POWDERSVILLE WATER BOARD OF DIRECTORS, its officers, agents, and employees, from all claims arising under or by virtue of said contract or any modification of change thereof. Along with this Release, I waive and release all lien rights which I may have against the underground utilities of the Project, the water and sewer system of the Project, and portions of the Project which Commissioners of Public Works has legal rights to the subject property. Any lien rights to the remainder of the subject property are expressly reserved and not waived.

IN WITNESS WHEREOF, I have here unto affixed my signature this ____ day of _____, 20 ____

(Company)

By: _____

SWORN to before me this
____ day of _____ 20 ____

Its: _____

(Seal)

NOTARY PUBLIC for South Carolina

My Commission expires: _____

APPENDIX J: CONTRACTOR GUARANTY

CONTRACTOR GUARANTY

WHEREAS, Powdersville Water District (hereinafter called PW), as ultimate owner and operator of _____ water utility system, located at _____ (street address, lot and block or tract) requires tangible assurance as to the quality of materials and workmanship used on the aforementioned project; and

WHEREAS _____, as the duly licensed and responsible contractor having constructed and/or supervised the construction of the aforementioned project, desires to assure PW that the quality of materials and workmanship meet published standards governing the construction of such utilities work.

THEREFORE, it is hereby agreed that neither final payment by the developer, nor any provision in the contract with the developer, nor partial or entire use of the constructed utility improvements by PW or the public shall constitute an acceptance of work not performed in accordance with approved plans or relieve the contractor of liability or responsibility for faulty materials or workmanship. It is further agreed that the contractor shall promptly remedy any defect in the work, with the exception of damages construed as acts of God, at his own expense, and pay for any damage to other work resulting therefrom which shall appear within a period of twenty (24) months from the date of the Service Authorization.

IN WITNESS WHEREOF, this instrument of GENERAL GUARANTY is hereby executed.

Attest: _____
(Authorized Signature of Contractor)

For: _____
(Company Name)

(Address)

SWORN to before me this
_____ day of _____, 20 ____

(Seal)

NOTARY PUBLIC for South Carolina

My Commission expires: _____