



Heritage Complex
2662 Riva Road, 4th Floor
Annapolis, MD 21401

Christopher J. Phipps, P.E.
Director, Department of Public Works

April 20, 2016

Pamela Brown via email

Re: Petition to Extend Public Water – Londontowne

Dear Ms. Brown:

Thank you for your interest in extending public water to your area. To proceed, a petition must reflect the intent of the **majority** of the property owners affected by the extension within the “defined” petition area.

The “defined” petition must include all properties from the closest existing utility to the last property requesting service. The property owners determine the “defined” petition area. The County does not.

All property owners within the defined petition area must be notified and given the opportunity to sign, or decline to sign, the petition. You must demonstrate that each property owner has been notified and given due consideration.

The following is being enclosed:

- Explanation of the Petition Process
- A summary sheet detailing the Estimated Expenses incurred by the property owner after the construction of the extension is completed.
- Blank petition. Part A is to be completed by the Petition Coordinator. Part B is to be completed by the petitioner and must be witnessed. Each petition presented to a property owner for signature must also include a drawing that indicates the “defined” petition area.

At this stage, a signature in favor of the petition does not create a commitment by the property owner it merely exhibits that there is a majority interest in extending public service to a “defined” area. The petition will allow us to proceed with a feasibility study that will produce a general engineering plan and estimated costs for the project. The feasibility study could take several months to a year to complete. This information will then be presented to the petitioners and at that time the petitioners will decide, usually by ballot, if they would like for the County to proceed to final design and construction.

Please review the information I have provided and let me know if you have any further questions.

Sincerely,

Gail M. Rash
Supervisor, Service and Assessments

WATER EXTENSION

PROPERTY OWNER ESTIMATED EXPENSES

<ul style="list-style-type: none"> • FRONT FOOT BENEFIT ASSESSMENT CHARGE 	<p>ESTIMATED \$10.00 WATER, PER FOOT - EXAMPLE</p>	<ul style="list-style-type: none"> 1 PROPERTY OWNER(S) SHARE OF THE PROJECT'S DESIGN AND CONSTRUCTION COST 2 BASED ON THE USE AND AVERAGE WIDTH OF THE PROPERTY. 4 BILLED OVER 30 YEARS 6 COST CAN TRANSFER WITH THE PROPERTY. 8 CHARGES ARE ASSESSED TO BOTH IMPROVED AND UNIMPROVED PROPERTIES
	<p>FOR EXAMPLE:</p> $ \begin{array}{r} \$10.00 \text{ RATE PER FOOT - EXAMPLE} \\ \times \quad 100 \text{ FT (AVG WIDTH OF PROP)} \\ \hline \$1,000.00 \text{ ANNUAL BILL FOR 30 YEARS} \end{array} $	
<ul style="list-style-type: none"> • CAPITAL FACILITY CONNECTION CHARGE 	<p>WATER \$6,525.00</p>	<ul style="list-style-type: none"> 1 RECAPTURES COSTS FOR CONSTRUCTING AND UPGRADING TREATMENT PLANTS, FORCE MAINS, AND OTHER INFRASTRUCTURE. 2 CAN BE FINANCED 3 IF FINANCED, ANY BALANCE MUST BE PAID IN FULL TO TRANSFER OWNERSHIP 4 UNIMPROVED PROPERTIES PAY THESE CHARGES AT BUILDING PERMIT ISSUANCE
		<p>CURRENT RATE, PER UNIT (EDU) (WILL INCREASE TO \$6,608 ON 07/01/2016)</p>
<ul style="list-style-type: none"> • USER CONNECTION CHARGE 	<p>WATER \$7,384.92</p>	<ul style="list-style-type: none"> 1 RECAPTURES COSTS FOR INSTALLING THE LINE THAT THE PLUMBER CONNECTS TO 2 CAN BE FINANCED 3 IF FINANCED, ANY BALANCE MUST BE PAID IN FULL TO TRANSFER OWNERSHIP 4 UNIMPROVED PROPERTIES PAY THESE CHARGES AT THE TIME OF CONNECTION PERMIT ISSUANCE
		<p>CURRENT RATE, PER CONNECTION STANDARD RESIDENTIAL 1" METER WITH 1 1/2" SERVICE - MEETS STANDARD FOR FIRE SUPPRESSION</p>
<ul style="list-style-type: none"> • PERMIT FEE 	<p>\$55.00</p>	<p>CURRENT RATE</p>
<ul style="list-style-type: none"> • QUARTERLY USAGE FEE 		
<p>PAYS FOR THE OPERATION AND MAINTENANCE COSTS OF THE SYSTEM</p>	<p>WATER \$2.70</p>	<p>PER THOUSAND GALLONS OF WATER USED BASED ON METER READINGS</p>
<p>CAPITAL FACILITY RECOUPMENT FEE</p>	<p>WATER \$2.42</p>	<p>PER THOUSAND GALLONS OF WATER USED IN EXCESS OF 30,000 GALLONS (31,000 AND ABOVE).</p>
<p>ENVIRONMENTAL PROTECTION FEE PAYS FOR SYSTEM UPKEEP AND MAINTENANCE</p>	<p>SEWER \$4.74</p>	<p>PER THOUSAND GALLONS OF WATER USED</p>
<p>ACCOUNT MAINTENANCE FEE</p>	<p>25%</p>	<p>WATER AND WASTEWATER</p>
<p>BAY RESTORATION FUND</p>	<p>\$6.00</p>	
<p>PRIVATE PLUMBER EXPENSE</p>	<p>FLAT FEE \$15.00</p>	<p>PER QUARTER</p>
<ul style="list-style-type: none"> • PRIVATE PLUMBER EXPENSE 		<p>VARIES BY PLUMBER ** IMPROVED PROPERTIES, ONLY</p>
<ul style="list-style-type: none"> DISCONNECT AND ABANDON EXISTING WELL AND CONNECT THE HOUSE TO THE COUNTY'S LINE. ANY UPGRADES NEEDED TO ACCOMMODATE SERVICE CONVERSION. 		

**** PLEASE NOTE: THE INFORMATION PROVIDED IN THIS PACKET IS BASED ON ESTIMATED PROJECT COSTS, AND, CURRENT RATES AS ESTABLISHED BY THE ANNE ARUNDEL COUNTY CODE.**

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Christopher J. Phipps, P.E.
Director, Department of Public Works

PETITION PROCESS PUBLIC WATER AND/OR WASTEWATER SERVICE

1. To obtain public water and/or wastewater service, a *majority* of the affected property owners must petition for the requested service.
2. The petitioners define the petition area and the petition area must include all improved and unimproved properties from the existing service to the proposed final property to receive service. You must also include properties that can access the service through a use in common right-of-way, driveway, or other access lane.
3. Signing the petition in no way obligates the property owner(s). The petition is used to document that there is a majority interest in receiving the public service(s).
4. Once the preliminary schematic design is completed and if our engineers determine that the best way to provide service necessitates the inclusion of additional properties thus altering the original petition request the petition coordinator will assume the responsibility of making the appropriate notifications and obtaining new petitions from all affected property owners within the defined petition area.
5. All owners of each petitioning property must sign and date the petition. If one or more of the property owners are deceased or currently unavailable to sign the petition, then proof of death or a copy of a power of attorney must be submitted with the petition. The petition then must be witnessed, signed, and dated by a third party.
6. Petitions are to be submitted to the Anne Arundel County, Department of Public Works, Financial Services Division, 2662 Riva Road MS-7408, Annapolis, MD 21401.
7. Once received, the petition will be validated after it has been reviewed for adherence to County Code requirements.
8. The petitioning property owner(s) will receive written notification via US mail that the petition has been received, validated, and advised that the petition will be forwarded to our "System Design" group.
9. The System Design group will oversee the preliminary study to determine the feasibility of providing the service and to develop a cost analysis to ensure that the project will be self-supporting. This process can take several months to a year to complete.
10. When the preliminary study is completed, and estimated costs are available, a public meeting will be scheduled to discuss the project and the impact to each affected property owner. All of the property owners in the petition area will be notified, in writing, of when this meeting will take place. It is also required that a meeting notice be advertised in the local newspaper.

11. After the public meeting is held and all cost and obligations have been disclosed to the affected property owners, it will be determined if there is still a *majority* interest to continue with the project. This is usually done by ballot.
12. If a majority of the property owners agree to proceed with the project the County will then proceed to the next phase which is final design. This process could take several months to complete.
13. If a majority of the property owners do not agree to proceed with the project then the project will be cancelled.
14. Once construction is completed the project is "released for service" the property owner(s) will be notified via US mail.
15. Improved properties are required to abandon their private on-site system(s) and connect to the County's system(s). They will need to secure the services of a licensed master plumber at their own cost and obtain the required permit(s). At the time that the water and/or sewer connection permit is issued the property owner will need to pay, or when permitted, make arrangements to pay the applicable user and capital facility connection charges. The current Capital Facility Connection charges, per residential unit, are \$6,525.00 for water and \$6,525.00 for wastewater. The current User Connection charges, per residential unit for Sewer are \$6,676.16 & Water \$7,384.92. The rates noted are good through June 30, 2016 and are subject to change.
16. Commercial and industrial properties may pay in multiples of capital facility connection charges depending upon the use of the property.
17. The Code does not allow for properties classified as unimproved, commercial or industrial to finance their connection charges.
18. The property owner(s) will also be responsible for contracting, at their own cost, with the appropriate licensed contractor(s) to disconnect their private system(s) and connect to the public system(s). The contractor(s) will be required to obtain the appropriate permits.
19. Once connected, the property owner(s) will be billed for their usage, in most cases this is a quarterly charge. For properties with meters, the bill is based on actual usage as determined by obtained readings. For unmetered properties, the usage is billed at a flat rate.
20. Once construction is completed and all final cost from our contractors has been received the property owner(s) will be assessed for their share of the project's design and construction costs. The repayment is in the form of an annual Front Foot Benefit Assessment. This assessment is levied against the property for a maximum period of thirty (30) years. The Front Foot Benefit Assessment transfers with ownership but can be paid in full.
21. To calculate a Front Foot Benefit Assessment we use the average width of the property. Calculations are performed by adding the front (abutting) property dimension to the corresponding rear dimension and divide this total by two to determine the average width. (For commercial property the average width is multiplied by three and industrial by five). The average width is then multiplied by the rate, per foot, as calculated from total project and financing costs to determine the annual assessment.

Should you need any assistance or have any further questions, please contact the Financial Services Division at 410-222-7517.

Well Abandonment Guidelines: Abandonment of Private Wells Where a Connection to Public Water Is Made

Updated: 7.15.11

The Well Construction Regulations require property owners to abandon and permanently discontinue the use of their private well when a property is connected to a public water supply system. A property owner is responsible for assuring the following requirements are met once connection to a public water supply system is made.

For 4" and 6" Diameter Drilled Wells With Plastic or Steel Casing

1. **Contract the services of a licensed master well driller.** The property owner must secure the services of a licensed master well driller and have the existing private well properly filled and sealed in accordance with State requirements. For a list of licensed master well drillers operating in Anne Arundel County, [click here](#).

2. **Disconnect the piping.** The property owner must secure the services of a licensed master plumber or a licensed master well driller and disconnect the piping between the private well and the dwelling. Any water treatment system devices or private well pressure tanks may be disconnected or removed at the discretion of the property owner.

For Dug Wells and Pump Pits Constructed of Concrete Rings or Cement Blocks

1. **Contract the services of a licensed master well driller.** The property owner may secure the services of a licensed master well driller and have the existing private well properly filled and sealed in accordance with State requirements. For a list of licensed master well drillers operating in Anne Arundel County, [click here](#).

2. **Fill and seal the dug well under the supervision of the Department of Health.** The property owner may fill and seal the dug well under the supervision of the Department of Health by completing the following steps:

Step 1: Notify the Department of Health of your intent to fill and seal your dug well by calling 410-222-7398.

Step 2: Fill the dug well or pump pit with one of the following fill materials: clay, silt, sand, gravel, crushed stone or any combination of these materials.

Step 3: Contact the Department of Health to schedule an inspection of your dug well.

Step 4: Seal the dug well by placing a 3-foot plug on top of the fill with one of the following sealing materials: concrete, portland cement, bentonite clay grout or any combination of these materials.

3. **Remove, disconnect or seal the piping.** The property owner must remove or seal the piping between the dug well and the dwelling. Any water treatment system devices or private well pressure tanks may be disconnected or removed at the discretion of the property owner.

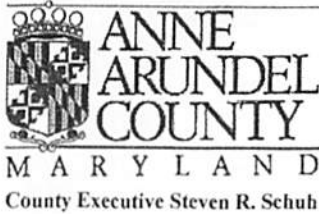
4. **Restrict access to open dug wells and pump pits.** An open dug well or pump pit is classified as a confined space and poses a safety risk to humans and pets. The property owner is responsible for restricting access to open wells and pump pits by placing a cover material (e.g., plywood with cinder blocks) on top of the dug well or pump pit and by roping off access to the area. The open well and pump pit must be filled and sealed in accordance with the above requirements.

What if I fail to comply?

If a property owner fails to comply, this constitutes a violation of the State of Maryland Well Construction Regulations and is subject to enforcement action. Notices and civil citations may be issued for each violation and for each day the violation continues to exist.

Where can I get more information?

Sanitary Engineering Program
Anne Arundel County Department of Health
3 Harry S. Truman Parkway
Annapolis, Maryland 21401
410-222-7398



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