

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

• FRONT FOOT BENEFIT ASSESSMENT CHARGE

	PROPERTY OWNER(S) SHARE OF THE PROJECT'S DESIGN AND CONSTRUCTION COST BASED ON THE USE AND AVERAGE WIDTH OF THE PROPERTY. BILLED OVER 30 YEARS COST CAN TRANSFER WITH THE PROPERTY. CHARGES ARE ASSESSED TO BOTH IMPROVED AND UNIMPROVED PROPERTIES	FOR EXAMPLE:	K100	RATE PER FOOT - EXAMPLE 0 FT (AVG WIDTH OF PROP) ANNUAL BILL FOR 30 YEARS
•	CAPITAL FACILITY CONNECTION CHARGE 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	WATER	\$6,525.00	CURRENT RATE, PER UNIT (EDU) (WILL INCREASE TO \$6,608 ON 07/01/2016)
•	USER CONNECTION CHARGE 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	WATER	\$7,384.92	CURRENT RATE, PER CONNECTION STANDARD RESIDENTIAL. 1" METER WITH 1 1/2" SERVICE - MEETS STANDARD FOR FIRE SUPPRESSION
•	PERMIT FEE		\$55.00	CURRENT RATE
•	QUARTERLY USAGE FEE			
	PAYS FOR THE OPERATION AND MAINTENANCE COSTS OF THE SYSTEM	WATER	\$2.70	PER THOUSAND GALLONS OF WATER USED BASED ON METER READINGS
	CAPITAL FACILTY RECOUPMENT FEE	WATER	\$2.42	PER THOUSAND GALLONS OF WATER USED IN EXCESS OF 30,000 GALLONS (31,000 AND ABOVE).
		SEWER	\$4.74	PER THOUSAND GALLONS OF WATER USED
	ENVIRONMENTAL PROTECTION FEE PAYS FOR SYSTEM UPKEEP AND MAINTENANCE		25%	WATER AND WASTEWATER
	ACCOUNT MAINTENANCE FEE		\$6.00	
	BAY RESTORATION FUND	FLAT FEE	\$15.00	PER QUARTER
•	PRIVATE PLUMBER EXPENSE DISCONNECT AND ABANDON EXISTING WELL AND CONNECT THE HOUSE TO THE COUNTY'S LINE. ANY UPGRADES NEEDED TO ACCOMMODATE		VARIES BY F	PLUMBER D PROPERTIES, ONLY

ESTIMATED \$10.00

WATER, PER FOOT - EXAMPLE

ANY UPGRADES NEEDED TO ACCOMMODATE SERVICE CONVERSION.

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



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

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.
- Once received, the petition will be validated after it has been reviewed for adherence to County Code requirements.
- 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 <u>current Capital Facility Connection</u> charges, per residential unit, are \$6,525.00 for water and \$6,525.00 for wastewater. The <u>current User Connection</u> 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.

ANNE ARUNDEL COUNTY, MARYLAND WATER AND/OR WASTEWATER PETITION

INSTRUCTIONS: This petition consists of two parts. Part A must be completed by the Community Spokesperson and submitted to the Department of Public Works ("DPW") as a cover sheet to all petitions collected from property owners in the petition area. A copy of Part B must be completed for each property in the defined area and signed by each property owner and submitted to the Community Spokesperson. A property owner that fails to complete a form will be counted as a "no" vote for petitioned service. Please be certain all information requested is supplied and is easily understandable.

The petition area must be clearly defined prior to voting. DPW must approve the defined area before petitions are distributed to property owners for signature. A map showing the defined petition area and a description that clearly outlines the boundaries of the petition area must be included on the petition signed for each property. DPW recommends that the petition be mailed to property owners and that the community spokesperson provide a deadline for property owners to respond to the petition.

PART A. TO BE COMPLETED BY COMMUNITY SPOKESPERSON

This petition is for (check one):	DATE:						
☐ WATER SERVICE ☐ WASTEWATER SERVICE ☐ BOTH WATER & WASTEWATER SERVICE							
Section I. This Petition is submitted for consideration, in accordance with § 13-5-303 of the Anne Arundel County Code. The undersigned accepts responsibility, as spokesperson, for this group of petitioners. The undersigned spokesperson hereby confirms that the signatures appearing in Part B of this petition are those of owners of real property within the defined petitioned area. Also, the undersigned spokesperson hereby confirms that the petitioners are aware of the purpose of the Petition for the area described on the Petition.							
I/We have provided each property owner a map of names and tax map information as appropriate. The employees of the Department of Public Works care	he map provides sufficient detail so that						
Name (Printed)	Signature	Date					
Street Address							
Mailing Address (if different)							
Telephone Number	Email Address						
Section II. Petition Area Description The area being petitioned is described as follows:							
(a) is in the subdivision or locality named		; or					
(b) is in the assessment district		; or					
(c) is near a landmark known as		·•					
Section III. Petition Validation Information The petitioned area: (a) has							
(a) has existing homes; and (b) has a total of properties; and							
c) has to the best of my knowledge pr	operty owners while this netition has						
signatures of property owners							
2.8 brobard author							

ANNE ARUNDEL COUNTY, MARYLAND WATER AND/OR WASTEWATER PETITION

PART B - TO BE SIGNED BY PROPERTY OWNERS

(If there is more than one person listed on property records as property owner, each owner must sign and date the petition. All signatures must also be witnessed.)

This petition is for (check one): WATER SERVICE WASTEWATER SERVICE	DATE: E ☐ BOTH WATER & WASTEW	ATER SERVICE
The petitioned area is defined as shown in the map belo	ow.	
<defined area="" identification="" include="" naide="" names,="" of="" petition="" street="" tax="" to=""></defined>	nap information, and any other info	rmation to
 We, the undersigned petitioners, do hereby acknowledg a majority of property owners within the area re there will be a public hearing where an estimate property owners will be given the opportunity, a proceed with the petition project; and if the petition proceeds to construction, property Connection Charges, User Connection Charges, of connection, or as provided by legislation, and 	equesting service must support this of all costs will be provided to pro after costs are disclosed, to determine y owners will become subject to all and Front Foot Benefit Charges,	perty owners; ne if they want to Capital Facility in effect at the time
Petitioners should note that once a petition is submitted, construction of water and/or sewer lines depends on whe estimated front foot benefit assessment rate per property and whether the necessary funds are available. Should the \$13-5-602 of the Anne Arundel County Code, the project owners petition the County Council to establish a special LIWE HAVE READ AND UNDERSTAND THIS PET Yes, LIWE Support This Petition No.	ether a project will be self-sustaining will be less than the maximum rate ne rate per foot exceed the maximum ext will be suspended, unless a majout rate, and the County Council appropriate the suspended of the county Council appropriate the count	ng, meaning that the e in the County Code on, as described under the property oves the special rate
Mailing Address	Owner Printed Name	
	Owner Signature	Date
Phone:	Co-Owner Printed Name	
Property Identification	Co-Owner Signature	Date
Tax Account No.: Block:	Witness Printed Name	Date
Street Address: Mo/Yr Property was developed:	Witness Signature	Date

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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 Walls 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 falls 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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