

TWIN LAKES REGIONAL SEWER DISTRICT

"Protecting the Environment Today for Tomorrow's Generations"

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Policy # 2003-01

ABANDONMENT – OWNER/DISTRICT'S CERTIFICATION OF NO SEWAGE PRODUCING CAPABILITY

The following Policy was adopted by the Board of Trustees on February 27, 2003 and incorporated into the District's Standard Operating Procedures.

DEFINITION

Owner – Owner(s) of record of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm or corporation in control or possession of a building.

Authorized Representative - An individual that is selected by an Owner to represent his/her interests. This selection will be conveyed via a written notarized document.

Certification of No Sewage Producing Capability – the process of disconnection and capping off of the structures' building sewer from the public sewer.

Building Sewer - means a pipe that is connected to a building drain 3 feet outside a wall of a building and leads to a public sewer.

Public Sewer – the sewer and appurtenances owned and controlled by the District.

ABANDONMENT

When a customer of the Twin Lakes Regional Sewer District requests abandonment of their property (EDU), the following Standard Operating Procedure will be followed:

1. The Owner or authorized representative requests abandonment:
 - a. The Owner or authorized representative schedules an appointment with the Administrative Assistant to review the policy and discuss the procedure regarding the "OWNER CERTIFICATION OF NO SEWAGE PRODUCING CAPABILITY" as well as the INSPECTOR CERTIFICATION OF NO SEWAGE PRODUCING CAPABILITY.
 - b. The Owner or authorized representative of the property will submit a fifty dollar (\$50.00) inspection fee. This inspection fee is due upon submission of the "OWNER CERTIFICATION OF NO SEWAGE PRODUCING CAPABILITY" form.
 - c. The Owner or authorized representative can complete the form during the scheduled appointment or returns it to the District after the scheduled appointment.

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- d. The form is officially received and dated when one of the following conditions are met:
- (1) The form is filled out and completed at the District during the scheduled appointment and submitted together with inspection fee, the date on the form is official; or
 - (2) After the appointment, the form is hand delivered, mailed, sent by courier, or otherwise delivered to the District office, the form is deemed filed on the date of actual receipt at the District office, provided that the form is fully completed and submitted together with the inspection fee.
2. After the appointment and upon receipt of the property executed form, "OWNER CERTIFICATION OF NO SEWAGE PRODUCING CAPABILITY" submitted with inspection fee, the District will:
- a. Inspect said property and complete the form, STATEMENT OF INSPECTOR REGARDING NO SEWAGE PRODUCING CAPABILITY", in a timely manner.
3. The property will be considered abandoned and the billing will terminate the month following the date on which the District receives the STATEMENT OF INSPECTOR REGARDING NO SEWAGE PRODUCING CAPABILITY.
4. If the STATEMENT OF INSPECTOR REGARDING NO SEWAGE PRODUCING CAPABILITY, does not confirm abandonment, the District will explain the failure and corrective action needed if the owner or authorized representative is present at the time of inspection. If not present, then the owner or authorized representative will need to reschedule an appointment with the Administrative Assistant for explanation and re-submit another "OWNER CERTIFICATION OF NO SEWAGE PRODUCING CAPABILITY" form, and submitted together with an additional inspection fee.

TWIN LAKES REGIONAL SEWER DISTRICT

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Policy #2003-04

CONNECTION / RECONNECTION FEES

The following Policy has been adopted by the Board of Trustees, on April 10, 2003 and incorporated into the District's Standard Operating Procedures.

CONNECTION/RECONNECTION

The District's connection/reconnection fee is calculated from the Net Equity in Assets. This is derived from the Assets, less depreciation; less bonds payable, less USDA grant. The Net Equity in Assets is divided by the billed Equivalent Dwelling Units (EDU) for the calculated fee. This fee is adjusted annually for each year January 1st through December 31st per Appendix I of the Sewer Rate Ordinance.

CONNECTION FEE – NEW CUSTOMER AND/OR DID NOT CONNECT WHEN SEWER INSTALLED

All Service Areas - \$1,000/Connection Charge/EDU (Appendix I – Sewer Rate Ordinance)

Detached Structure – per Policy 2004-05 will be given an EDU designation and charged the appropriate connection charge.

Multi-Family Developments – each unit will be given an EDU designation and charged the appropriate connection charge.

PERMIT FEE FOR CONNECTION MUST BE PURCHASED IN THE AMOUNT OF \$125.00

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APPENDIX I

TWIN LAKES REGIONAL SEWER DISTRICT

SCHEDULE OF ANNUAL CONNECTION FEE

<u>YEAR</u>	<u>FEE</u>
2016	\$1,000
2017	1,000
2018	1,020
2019	1,255
2020	1,490
2021	1,725
2022	1,960
2023	2,195
2024	2,430
2025	2,665
2026	2,900
2027	3,135
2028	3,370
2029	3,605
2030	3,840
2031	4,075
2032	4,310
2033	4,545
2034	4,780
2035	5,015
2036	5,250
2037	5,485
2038	5,720
2039	5,955
2040	6,190
2041	6,425
2042	6,660
2043	6,895
2044	7,130
2045	7,365

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OWNER CERTIFICATION OF NO SEWAGE PRODUCING CAPABILITY

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I, _____, hereby certify that:

1. I am the owner (or one of the owners) of the real estate located at:

Service Address City/State/Zip

- I am informed and believe that the above referenced real estate is located within the boundaries of the Twin Lakes Regional Sewer District.
- On the above-referenced real estate there is located a shed, structure, trailer, mobile home, or other improvement. However, no such improvement is served by water, and there is otherwise no sewage producing capability on the above referenced real estate.
- As a result of the fact that my property has no sewage producing capability, I am requesting that the Twin Lakes Regional Sewer District delete said property from any plans to provide wastewater collection and treatment services.
- I have been informed that if my above-referenced property subsequently becomes capable of producing sewage, I, or any successor in title to me, will be required to hook into a wastewater collection and treatment system constructed and/or maintained by, or on behalf of, the Twin Lakes Regional Sewer District and that I, or any successor in title to me, will be required to pay a reconnection fee as indicated in Policy #2003-04 (attached).
- I consent to a representative of the Twin Lakes Regional Sewer District inspecting the above-referenced real estate to confirm the statements made herein. Such inspection shall be conducted, if at all possible, at a mutually convenient time.

Electric Power Company for this location: _____

Print Name Date

Signature Telephone Number

Mailing Address City, State, Zip

FOR OFFICE USE ONLY:	Account # _____
Date \$50 fee paid: _____	Initials: _____ Project _____ Area _____ GU _____
<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit Card Receipt No. _____ <input type="checkbox"/> Cash Receipt _____
Re: Parcel No. _____	

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STATEMENT OF INSPECTOR REGARDING NO SEWAGE PRODUCING CAPABILITY

I, _____, state that I have examined the real estate property owned by _____ and located at _____ and have confirmed that the property is not presently served with water and presently has no capability of producing sewage.

Dated this _____ day of _____, 20____.

Signature

Print

FOR OFFICE USE ONLY

Project _____ Area _____ GU _____ DWG _____

Parcel No. _____

Work Order if necessary: _____ Last monthly sewer bill: _____

ENTERED _____ CUSTOMER DATABASE _____
Date Initials

ENTERED _____ KEYSTONE BILLING _____
Date Initials

NOTES: CHECK GRINDER TYPE – REMOVE PUMP WHEN NECESSARY

- Type I GU – Pull Pump (See Attached Form) *Type III GU – Do Not Pull Pump
 - *Type II GU – Do Not Pull Pump *Type IV GU – Do Not Pull Pump
- (*UNLESS SHARED BY USER(S) WHO ALSO ABANDONED-IF APPLICABLE, SEE ATTACHED FORM)

- UPDATE DATABASE _____
- PROCESS BILLING UPDATE W/ WORK ORDER IF NECESSARY _____
- NOTATE ON PLAN SHEETS _____
- UPDATE PULL PUMP SPREADSHEET _____
- MAIL COPY TO OWNER _____

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