



White House Utility District

WATER & WASTEWATER

Developer's Packet

For Developments Requiring Large Meters

We at White House Utility District understand the importance of helping you to meet your project deadlines. This WHUD developer's packet has been created to help streamline the review, construction, and approval of your development within the White House Utility District service area. This packet contains an outline that will help you to understand the development process, step by step. In addition to the outline, specific letters and forms that you will be required to use throughout the process have been enclosed. These are shown in the order that they are to be submitted. If, throughout the process, you have any questions, please feel free to call.

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WHUD Engineering Department			
P.O. Box 608, White House, TN 37188 • Fax: 615-672-8098			
Brandi Webster	Administrative Assistant	615-672-4110 x241	bwebster@whud.org
Lisa Weathers	Development Coordinator	615-672-1080	lweathers@whud.org
Gerard Averill	Engineering Technician	615-672-1033	gaverill@whud.org
Pat Harrell	District Engineer	615-672-9527	pharrell@whud.org

Process for Large Meter Plan Approval and Construction

1. The developer must notify White House Utility District of his/her plans to develop within its service area by completing the [“Availability of Service Request”](#) and attaching a check made payable to White House Utility District for \$50.
2. Based on the information supplied on the Availability of Service Request, WHUD will study the existing infrastructure and determine its ability to serve the proposed development. Depending on the complexity of the request, a response will be sent in writing within 25 business days following receipt by WHUD. Please keep this in mind when trying to ensure that you meet your own project timelines. If you are notified that adequate facilities exist, you may move forward to Step 4.
3. Should adequate facilities not exist, you may additionally request an FID (Facilities Improvement Determination) Study be conducted by our District Engineer that will determine the required upgrades you would be responsible for installing in order to support your development. If you wish to have this study conducted, you may submit a request in writing along with a \$1,000 check made payable to White House Utility District. FID Study documents will be sent within two calendar months following the receipt of the request.
4. WHUD will forward a Development Agreement to the developer that outlines the developer’s obligations as well as our own. **The plan review process will not begin until the signed development agreement is returned to WHUD.**
5. Two sets of water plans need to be submitted to the White House Utility District (WHUD). Additional information about the design requirements can be found in the Engineer’s packet at <http://www.whud.org/dev/EngineerPacket.pdf>. As the developer, you will benefit from becoming familiar with all of the information contained within the Engineer’s Packet. The items that should accompany your plans are:
 - a. The [“Development Information Form”](#), completely filled out.
 - b. A check made payable to White House Utility District for \$1,000 to pay for the Plan Review Fee for each utility. (\$2,000 total for Water & Sewer Plans)
 - c. One [“Proposed Meter Inquiry Form”](#) will need to be filled out completely for each water meter larger than the standard 5/8 x 3/4” size.
 - d. A Master Utility Plan of your development will be necessary if your project will have any additional phases/sections at any time in the future. Additional information about the Master Plan Requirements can be found in the Engineer’s Packet at <http://www.whud.org/dev/EngineerPacket.pdf>.

The plans and the documents above will need to be sent to:

Attention: Gerard Averill, Engineering Technician
White House Utility District
P.O. Box 608 (USPS)
3303 Hwy 31W (Other carriers)
White House, TN 37188

6. Once all of the items listed above (#4 and #5a – 5d) have been received by WHUD, an initial review of the plans will be conducted, and your engineer will be notified

within 21 business days if plan corrections are needed. One set of red-lined plans will be made available to the engineer, and the engineer will need to arrange to have the red-lined plans picked up from the WHUD office. The developer will receive a letter from WHUD informing him/her that corrections need to be made by the engineer.

7. The engineer should make corrections to the plans and send two sets of revised water plans back to WHUD. Within 21 business days of receipt, WHUD will review the revised plans and notify the engineer of approval if all corrections have been made. If WHUD issues comments after this review, the engineer may be required to have a meeting with WHUD to discuss the comments and any concerns. This must be done before WHUD will review any additional plan submittals. The developer will receive a letter informing him/her of the plan review status.
8. After WHUD's review meeting has been held, the engineer will need to submit revised plans for review. WHUD will respond to plan submittal within 21 business days of receipt. If WHUD issues comments after this review, the developer will be notified of deficiencies in the plans and informed that an additional nonrefundable fee of \$1,000 will be required before WHUD will continue the review process. The fee will cover three additional plan reviews. Each plan review will be completed within 21 business days of receipt.
9. Once plans have been reviewed and approved, WHUD will request the engineer to submit a minimum of eight sets of plans with all final corrections made for WHUD to stamp "Approved for Construction" along with a digital file of the drawings in .dwg or .dxf format and a .pdf file. The file may be emailed or delivered on a CD with the plans. ***Reminder - The approved plans will not be released to the engineer or the developer until the digital file has been received by WHUD.**
10. After WHUD has approved construction plans and notified the developer in writing, the developer or engineer will need to pick up the plans from WHUD. If the plans require approval by the Tennessee Department of Environment and Conservation, our engineering department will advise you or your engineer of this. WHUD is not responsible for fees associated with TDEC's review.
11. After State approval, if needed, one set of plans is kept by the State of Tennessee, four sets of plans are to be sent to WHUD by the developer, and the remaining sets are for the developer's use. Remember, the contractor will be required to keep State approved plans on the job site at all times. The developer also needs to provide a copy of the state approval letter to WHUD prior to scheduling a pre-construction meeting.
12. The developer will need to provide to WHUD any other applicable permits required to complete installation as well as submit the form entitled "[Recognition of WHUD Specifications \(Developer\)](#)".
13. The developer will need to contact WHUD in writing using the letter entitled "[Request for Contractor Approval](#)" along with the form entitled "[Contractor Information Form](#)". As stated on the form, copy of licenses and proof of insurance must accompany these upon submission to WHUD. If any subcontractors are to be used, the same information must be provided for each.

14. WHUD will approve or disapprove the contractor in writing within ten business days. If the contractor is not approved, the developer must resubmit for contractor approval until a satisfactory contractor is chosen.
15. The contractor will need to supply WHUD with a minimum of three sets of material submittals containing all pertinent manufacturing and installation data as well as submit the form entitled "[Recognition of WHUD Specifications \(Contractor\)](#)".
16. WHUD will review submittals and contact the developer with any deficiencies. When submittals are complete and approved, WHUD will stamp all sets approved and contact the developer in writing to confirm submittal approval and instruct him/her to send in the form letter entitled "[Request for Pre-Construction Meeting](#)". Pre-construction meetings are conducted on Tuesdays, Wednesdays, and Thursdays. The developer, contractor, and contractor's superintendent must attend the pre-construction meeting. If the superintendent is not on the jobsite at all times during construction, the foreman must also attend.
17. The developer will be notified in writing of the pre-construction meeting date.
18. At the pre-construction meeting, the developer shall have a check made payable to White House Utility District for [Capacity fees](#). Inspection and Administrative fees for commercial developments and offsite utilities, if applicable, will be calculated on an individual basis and the amount will be clearly communicated to the developer prior to this meeting.

If you requested a Facilities Improvement Determination Study be performed by WHUD staff and it was determined that you will need to share in the cost of offsite water facilities that WHUD will construct, the associated facilities fees will also be due at the pre-construction meeting. This amount would have been clearly communicated within the FID Study documents.

19. During the pre-construction meeting, WHUD specifications, WHUD policies, and start of construction will be discussed. The developer, contractor, and contractor's superintendent must sign a form acknowledging they have read and understand WHUD's Construction Specifications prior to leaving the meeting. WHUD specification documents can be found at the bottom of the following Web site page: <http://www.whud.org/devpacket.asp>.
20. The contractor will conduct a preliminary pressure test of the water lines, and if they pass, the developer will then send WHUD the form letter entitled "[Request for Meter Vault Piping Pressure Test](#)" notifying the District he/she is ready to schedule a meter vault piping pressure test with WHUD personnel. WHUD's inspectors will schedule a pressure test shortly after this date.
NOTE: It is important that the contractor conduct a preliminary pressure test before the developer submits the form letter. If the pressure test does not pass while WHUD inspectors are present, all other developments scheduled for pressure tests will be given attention before we are able to reschedule a test for your development. During the pressure test, the contractor shall provide a knowledgeable person to work with a WHUD GPS Technician to locate the water main, valves, and all devices associated with the water construction.
21. After the pressure test has passed, the contractor will send in the form letter entitled "[Contractor Certification of Disinfection Quantity](#)" to WHUD ensuring that disinfection levels meet the state requirement of 50 ppm throughout the distribution system.

22. After WHUD approves the Contractor Certification of Disinfection Quantity letter, the developer will send the form letter entitled [“Request for Flushing and Bacteria Sampling”](#) requesting the line be flushed and sampled. WHUD will normally begin the flushing and sampling process within five business days of receipt of the request. **Depending on conditions of the water line, workmanship, and available chorine residual this process may or may not be successful on the initial attempt.** Special attention should be given during construction to keep the inside of the water line as free from debris as possible. Foreign matter inside the pipe is difficult to remove and can contribute to a positive bacteria sample. If needed, the contractor will be required to re-disinfect any main that fails a bacteria test or exhibits what WHUD determines to be a high chlorine demand. This process will continue until two negative bacteria tests are obtained and/or significant chlorine demands are eliminated from the new water main(s).
23. WHUD will notify the developer in writing of whether or not negative bacteria tests have been obtained.
24. Once utilities have been installed, the developer will submit a letter to WHUD detailing the cost of the project. For public water mains, break down the cost for each size of pipe by pipe material.

The following is an example:

Feet of Pipe	Diameter of Pipe	Pipe Material	\$ Amount
1,000	6”	DIP	\$100,000
700	8”	DIP	\$91,000
Total Cost for Water Construction			\$191,000

The cost should include labor, pipe, fire hydrants, fittings, tie-ins, etc. installed along each section of specific water main diameter/material. Pump Stations, if any, should be listed as separate line items. If your project involves a large meter installation, the line item on the cost documentation should include the meter, vault, bypass, associated pipe work, and labor. The cost to install the backflow prevention assembly/enclosure should not be included.

25. The developer will be notified in writing confirming whether or not the cost breakdown is acceptable.
26. The developer will have his/her engineer produce As-built drawings to be submitted to WHUD for approval. As-built requirements can be found within the WHUD Engineer Packet on the District’s Web site at <http://www.whud.org/docs/Engineering/Engineer%20Packet.pdf>. WHUD will review As-built drawings within five business days of receipt.
27. WHUD will notify the developer in writing of whether or not the As-built drawings have been approved.
28. After a successful bacteria test, the developer will send WHUD the form letter entitled [“Request for RPBP Testing”](#) to notify the District that he/she is ready for WHUD to schedule a reduced pressure backflow preventer test. WHUD’s inspectors will schedule a test shortly after this date.

29. After all testing is complete, if the development only has water service and not WHUD sewer, a letter will be sent to the developer that states an account has been set up and that water service is now available as well as list the one-year infrastructure warranty start date.
30. Prior to the expiration of the one-year warranty period, WHUD will perform a final inspection of the water facilities that were installed by the developer. Any items found to be deficient will be noted and notification will be sent to the developer in writing. All deficiencies noted shall be repaired in accordance with the Development Agreement and WHUD specifications and will be done at the developer's sole expense.

Should the developer fail to make the necessary warranty repairs within the specified time frame, WHUD will arrange for a contractor to complete the punch-list items and will bill the developer for an amount that will include the actual repair costs and an additional administration processing surcharge of 100% of the repair costs. If payment is not made in a timely manner, WHUD may choose to enforce any or all of the following:

- a. Cease the sell of taps within the development
 - b. Issue a stop work order for other projects currently under construction by the developer
 - c. Bar the developer from future water and sewer projects within the White House Utility District boundaries
 - d. Pursue legal action against the developer
31. After the water construction has passed the one-year inspection, the warranty period for which the developer is responsible shall expire. WHUD will here forth assume responsibility of the water mains constructed as a result of your development.

AVAILABILITY OF SERVICE REQUEST

Development Information			
Development Name:		Date of Request:	
Location of Property:			
Development Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		City:	County:
Tax Map #	Parcel #:	Area in Acres:	
Total # of Lots/Units:	Will your development be constructed in more than one phase? <input type="checkbox"/> Yes <input type="checkbox"/> No		* If Yes, a Master Utility Plan needs to accompany this request.
Estimate of when construction will begin:		Estimate of when service will begin:	
High Point Elevation:		Low Point Elevation:	
What Planning Authority does this fall under?		Sewer Provider:	
Are you required by your local planning authority to install a fire sprinkler system, whether Residential or Commercial? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide the following information telling us your system requirements: Static Pressure: _____ Flow Rate (gpm): _____ Residual Pressure: _____		<input type="checkbox"/> White House Utility District <input type="checkbox"/> City of Goodlettsville <input type="checkbox"/> City of Millersville <input type="checkbox"/> City of Ridgetop <input type="checkbox"/> City of White House <input type="checkbox"/> Hendersonville Utility District <input type="checkbox"/> None / Septic _____	
		If WHUD will be your sewer provider for a commercial development, state the maximum projected sewer flows in gallons per day: _____	
Do you have any Fire Hydrant Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following information telling us the requirements set forth by your local planning authority: Static Pressure: _____ Residual Pressure: _____ Flow Rate (gpm): _____		Do you have any Commercial Domestic Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following information telling us the requirements set forth by your local planning authority: Static Pressure: _____ Residual Pressure: _____ Peak Flow Rate (gpm): _____ Max Daily Flow Rate: _____	
Do you have any Irrigation Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following information telling us the requirements set forth by your local planning authority: Static Pressure: _____ Residual Pressure: _____ Peak Flow Rate (gpm): _____ Max Daily Flow Rate: _____			
Developer/Owner Information			
Company Name:		Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>			
Phone:	Fax:	Email:	
Engineer Information			
Company Name:		Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>			
Phone:	Fax:	Email:	

A \$50 check made payable to White House Utility District must accompany this request. Depending on the complexity of the request, a response will be sent between 5-25 business days following receipt by WHUD. Please keep this in mind when trying to ensure that you meet your own project timelines. The response will include a determination of the adequacy of the existing facilities to serve the proposed development based upon the information supplied above. Should adequate facilities not exist, you may additionally request an FID (Facilities Improvement Determination) Study be conducted by our District Engineer that will determine the required upgrades you would be responsible for installing in order to support your development. If you wish to have this study conducted, you may submit a request in writing along with a \$1,000 check made payable to White House Utility District. FID Study documents will be sent within two calendar months following the receipt of the request.

DEVELOPMENT INFORMATION FORM

Development Information		
Development Name:		
Location of Property:		
Phase:	Section:	City:
County:	Tax Map #:	Parcel:
Area in Acres:	Development Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
Number of Lots/Units:	Estimate of when construction will begin:	
	Estimate of when service will begin:	
Fire protection flow requirements: <i>(gallons per minute required for sprinkler system, fire hydrants, etc. Do not leave blank.)</i>		
Water Provider: <input type="checkbox"/> White House Utility District <input type="checkbox"/> Hendersonville Utility District		Sewer Provider: <input type="checkbox"/> White House Utility District <input type="checkbox"/> City of Goodlettsville <input type="checkbox"/> City of Millersville <input type="checkbox"/> City of Ridgetop <input type="checkbox"/> City of White House <input type="checkbox"/> Hendersonville Utility District <input type="checkbox"/> None / Septic

Developer Information		
Company Name:	Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>		
Phone:	Fax:	Email:

Engineer Information		
Company Name:	Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>		
Phone:	Fax:	Email:

PROPOSED METER INQUIRY FORM

This form must be filled out completely in order for WHUD to ensure your project is matched with the correct size water meter that will meet the needs of your project.

(One form needs to be filled out for each water meter larger than 3/4" in size)

Is this a NEW structure or development? Yes No

Date of Inquiry:	Date Service is Required:	
Company Name: <i>(leave blank if residential)</i>		
Contact Name:		
Phone:		
Address / Location of Proposed Meter:		
Size of Proposed Meter: <input type="checkbox"/> 1" <input type="checkbox"/> 2" <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		
Usage of Proposed Meter: <input type="checkbox"/> Commercial or <input type="checkbox"/> Residential		
Please complete only one of the three boxes below:		
<input type="checkbox"/> Domestic Only <hr style="width: 100%;"/> Maximum anticipated flow in gallons per minute	<input type="checkbox"/> Irrigation Only <hr style="width: 100%;"/> Maximum anticipated flow in gallons per minute	<input type="checkbox"/> Fire Protection & Domestic <hr style="width: 100%;"/> Maximum anticipated FIRE flow in gallons per minute <hr style="width: 100%;"/> Maximum anticipated DOMESTIC flow in gallons per minute
<p><i>Please Note: You will be required to install a backflow preventer, and your device must be tested by WHUD personnel prior to receiving water service from this meter.</i></p> <p>The Engineering Department will review this request and contact you within fifteen business days.</p>		

Developer Recognition of WHUD Specifications for Water and Wastewater Construction

(Subdivision, Phase, Section)

I have read and understand White House Utility District's Construction Specifications. I acknowledge them and will require my contractor to abide by them throughout the entire project.

(Developer Printed Name)

(Developer Signature)

(Date)

REQUEST FOR CONTRACTOR APPROVAL

(DATE)

White House Utility District
Attn: Lisa Weathers
P.O. Box 608
White House, TN 37188
Fax: 615-672-9427

Dear Mrs. Weathers:

I would like to request approval for _____ to install my
(Contracting Company)

utilities for proposed development. I understand this approval is valid only for

_____. The contact for my contractor is _____
(Development Name, Phase, Section) (Name)

and he can be reached at _____.
(Phone #)

If you have any questions, I can be reached at _____.
(Phone Number)

Sincerely,

(Signature)

(Printed Name)

(Title)

CONTRACTOR INFORMATION FORM

Development Name: _____

Phase #: _____

Section #: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Contractor's Fax Number: _____

Contractor's E-mail Address: _____

Contractor's Contact/Forman: _____

Contact/Foreman's Phone Number: _____

Please attach copies of the contractor's license and insurance certificate.

License must have MU classification and be up-to-date.

Insurance requirements are as follows:

- General Liability Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Workers Compensation and Employers' Liability

Contractor Recognition of WHUD Specifications for Water and Wastewater Construction

(Subdivision, Phase, Section)

I have read and understand White House Utility District's Construction Specifications. I acknowledge them and will abide by them throughout the entire project.

(Contractor Printed Name)

(Contractor Signature)

(Date)

REQUEST FOR PRE-CONSTRUCTION MEETING

(DATE)

White House Utility District
Attn: Lisa Weathers
P.O. Box 608
White House, TN 37188
Fax: 615-672-9427

Dear Mrs. Weathers:

I have already provided to WHUD:

- Four sets of state approved plans for each utility I will be installing
- Three copies of material submittals that have been approved by WHUD
- Contractor Request Form
- Contractor Information Form along with license and insurance information

Therefore, I am requesting a pre-construction meeting for _____.
(development, phase, section)

I am requesting the meeting be held on _____. The developer,
(Month, Day, Year)
contractor, and contractor foreman for this project are available and will attend this meeting. The people who will attend are:

Name(s) of contractor representative(s): _____

Name of contractor's foreman: _____

Name(s) of developer representative(s): _____

I understand that if I decide to use a different foreman after this pre-construction meeting, for any reason, I will be required to attend an additional pre-construction meeting with the new foreman present.

If you have any questions I can be reached at (_____)_____.
(Phone Number)

Sincerely,

(Signature)

(Printed Name)

(Title)

REQUEST FOR METER VAULT PIPING PRESSURE TESTING

(DATE)

White House Utility District
Attn: Lisa Weathers
P.O. Box 608
White House, TN 37188
Fax: 615-672-9427

Dear Mrs. Weathers:

Meter vault piping construction for _____ has been
(development, phase, section)
completed and is now ready for pressure testing. I would like to request that White House Utility District set up a time to begin pressure testing. I understand a successful pressure test must be completed prior to moving forward with the development process.

If you have any questions, I can be reached at _____.
(Phone Number)

Sincerely,

(Signature)

(Printed Name)

(Title)

CONTRACTOR CERTIFICATION OF DISINFECTION QUANTITY

(DATE)

White House Utility District
Attn: Lisa Weathers
P.O. Box 608
White House, TN 37188
Fax: 615-672-9427

RE: Project Name: _____
 WHUD Job #: _____
 TDEC Job #: _____

Dear Mrs. Weathers:

By my signature below I certify that at least _____ pounds of 65% available HTH Chlorine were used to disinfect the newly constructed water mains in the development mentioned above.

Sincerely,

(Signature)

(Printed Name)

(Title)

REQUEST FOR FLUSHING AND BACTERIA SAMPLING

(DATE)

White House Utility District
Attn: Lisa Weathers
P.O. Box 608
White House, TN 37188
Fax: 615-672-9427

Dear Mrs. Weathers:

The construction for _____ has been
(development, phase, section)
completed and is now ready for flushing and bacteria sampling. I would like to request that White House Utility District schedule a time to begin flushing and sampling of all water mains. I understand two negative bacteria samples must be obtained prior to water service becoming available. I have made the necessary preparations to collect and contain all water discharged during the flushing process and accept responsibility for any and all erosion that may occur.

If you have any questions, I can be reached at _____.
(Phone Number)

Sincerely,

(Signature)

(Printed Name)

(Title)

REQUEST FOR RPBP TESTING

(DATE)

White House Utility District
Attn: Lisa Weathers
P.O. Box 608
White House, TN 37188
Fax: 615-672-9427

Dear Mrs. Weathers:

The construction of the Reduced Pressure Backflow Preventer for

_____ has been completed and is now
(project name)
ready for testing. I would like to request that White House Utility District set up a time to begin testing our RPBP. I understand a successful pressure test must be completed prior to water service becoming available.

If you have any questions, I can be reached at _____.
(Phone Number)

Sincerely,

(Signature)

(Printed Name)

(Title)

WHUD TAP FEES

5/8 x 3/4" Water.....	\$2,000 + \$50 New Account Setup Fee (WHUD provides meter & all materials, installs meter, and makes the tap.)
5/8 x 3/4" Irrigation.....	\$1200 + \$50 New Account Setup Fee (WHUD provides meter & all materials for making the tap, installs meter, and makes the tap. For residential irrigation use only. Available only in addition to the purchase of the domestic water meter listed above. Additional costs to the homeowner will include a backflow prevention device and contracting with a plumber for its installation.)
1" Water.....	\$2,800 + \$50 New Account Setup Fee (WHUD provides meter & all materials, installs meter, and makes the tap.)
2" Water	\$4,000 + \$50 New Account Setup Fee (WHUD provides meter-Contractor must provide labor & all other materials and is responsible for making the tap)
4" Water.....	\$7,000 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
6" Water.....	\$10,200 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
8" Water.....	\$13,600 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
Sewer Capacity Fee.....	\$2,700 (For each equivalent residential connection. Retail, commercial, and Multifamily fees will be calculated on a case by case basis.)

All fees listed are for the tap only when connecting to existing WHUD mains and do not apply to subdivision main extensions. The customer is responsible for the connection from the tap to the home or business.

RECAP OF DEVELOPMENT FEES

Availability Letters for Water and/or Sewer	\$50 per letter
Facilities Improvement Determination Study	\$1,000 per development
Construction Plan Review.....	\$1,000 per phase
Water Construction Administration & Inspection Fee.....	\$500 per lot
Sewer Construction Administration & Inspection Fee	\$500 per lot