

PUTNAM PUBLIC SERVICE DISTRICT
SEWER CONNECTION WAIVER POLICY

[Adopted at a Regular Meeting of the Putnam Public Service District held on February 12, 2015]

Pursuant to W.Va. Code §16-13A-1, et seq., the Putnam Public Service Sewer District (“District”) does hereby adopt the following policy to govern sewer connection waivers.

1. Applicability of Policy

This policy shall apply to all property owners who are required to connect a home or building to public sewer under W. Va. Code §16-13A-9 and the Putnam PSD Sewer Ordinance.

2. Sewer Connection Waiver Policy

A property owner who is required to connect a home or building to public sewer pursuant to W. Va. Code §16-13A-9 and the Putnam PSD Sewer Ordinance, may qualify for a sewer connection waiver if his or her proposed connection satisfies each of the following requirements:

- (a) The property owner has obtained a sewer lateral installation estimate from three (3) separate contractors licensed to do business in the State of West Virginia.
- (b) All three (3) estimates exceed the amount of \$8,000.00 for the total cost of installing the sewer lateral by gravity.
- (c) The property owner’s existing septic or alternative treatment system has is operating within design parameters.
- (d) The District declines or is unable to secure an independent estimate of the total cost of installing the sewer lateral for an amount less than or equal to \$8,000.00.

3. Procedure for Applying for a Waiver

To apply for a waiver, the property owner shall submit a letter (“application letter”) to the District, in writing, containing all of the following information and documents:

- (a) A verified statement: (1) requesting a waiver of the statutory obligation to connect to public sewer and setting forth the grounds for such waiver; and (2) certifying that the property owner received notice of the obligation to connect to public sewer and/or the existence of this policy, no more than six (6) months prior to the date that the application letter is filed with the District;
- (b) Three (3) legible estimates consistent with the preceding section prepared by contractors licensed in the State of West Virginia, with appropriate contact information.

4. Waiver Conditions

If a property owner qualifies for a waiver pursuant to Paragraph 2, above, and submits to the District all of the information and documents required in Paragraph 3, above, the District may grant the property owner a waiver subject to the following conditions:

- (a) The effective date of the waiver shall relate back to the date that sewer billings and charges first began to accrue for the property.
- (b) The property owner shall enter into a written agreement with the District, consistent with the provisions of this policy, which may be recorded in the Office of the Clerk of the County Commission of the applicable county.
- (c) The property owner shall grant personnel of the District full access, during regular business hours and upon twenty-four (24) hours written notice, to inspect and test the internal plumbing of any structures on the property and the septic or alternative treatment system on the property.
- (e) The property owner shall agree to properly maintain the property owner's septic or alternative treatment system in good working order while any waiver is in effect.

5. Termination of Waiver

Any waiver granted under this policy shall terminate immediately upon the occurrence of any one of the following events:

- (a) The County Health Department determines that the property owner's septic or alternative treatment system has ceased (or failed) to function as intended.
- (b) The property owner conceals or attempts to conceal from the District and/or the Putnam County Health Department any condition of the property.

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Even if none of the foregoing events has occurred, the District may review the status of any waiver granted hereunder, at any time, and may terminate said waiver upon thirty (30) day's written notice to the property owner if any circumstance or condition that originally supported the waiver has changed.

The District reserves the right to amend this policy at any time. If any waiver, as originally granted, is not supported by the amended policy, the District may provide written notice of the deficiency to the property owner. The property owner shall have ninety (90) days from the date of said notice to provide appropriate information and/or documents to cure the deficiency. If the property owner fails to cure the deficiency within said ninety (90) day period, the District may terminate the waiver in accordance with the foregoing paragraph.

[ADOPTED ON FEBRUARY 12, 2015 AT A REGULAR MEETING OF THE
PUTNAM PUBLIC SERVICE DISTRICT]



Paul D. Callahan, Chairman



Calvin L. Hatfield, Treasurer



Mark L. Smith, Secretary