



## Water and Wastewater Allocation Procedure

---

Applicant must follow the procedure below when requesting services from the City of St. Albans for water and/or wastewater services:

1. Applicant must obtain applicable allocation request applications from the City of St. Albans and complete them:
  - a. City Wastewater Allocation Application
  - b. City Water Allocation Application
  - c. Wastewater Connection Application – Non-City Property
  - d. Water Connection Application – Non-City Property
  - e. Extra-Territorial Allocation Application
2. Applicant must submit a Town of St. Albans “Water and Wastewater Allocation Request” form requesting gallons per day (gpd) for water and/or wastewater to the Town Manager’s office, along with the City of St. Albans application forms mentioned above.
  - a. Determine gpd with the assistance of an engineer (210 gpd for wastewater and 450 gpd for water for a single dwelling).
3. The Town Manager will review the request. Once the Town Manager has approved the request, a letter of approval will be prepared for the applicant addressed to the City Manager.
4. Applicant must submit approval letter from the Town Manager along with the City’s forms to the City of St. Albans when requesting services.



## Water and Wastewater Allocation Request Form

Applicant Name and Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owners(s) Name and Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Project Name, Location and Brief Description (*please provide a copy of the proposed plans*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Water Allocation Requested: \_\_\_\_\_gpd Wastewater Allocation Requested: \_\_\_\_\_gpd

Is this request for property located within the existing North End Sewer District?

YES

NO

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

### Town Approval

Town Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# City of St. Albans

## Extra-territorial\* Allocation Application

*\*Extra-territorial shall mean outside the City of St. Albans or the Route 7 North Sewer District.*

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location (911 Address): \_\_\_\_\_

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

**Water** Allocation Amount: \_\_\_\_\_ gpd                      **Wastewater** Allocation Amount: \_\_\_\_\_ gpd

Specific Use: \_\_\_\_\_

---

### Allocation Review Criteria

*In reviewing projects located in the extra-territorial area, the City Council will consider the below criteria. Projects need not receive favorable responses to all criteria. Please address the below criteria in an attached document.*

- a. Please explain why the project cannot reasonably or adequately be located within the boundaries of the City of St. Albans.
- b. Will the project result in an increase in the number and type of employment opportunities in the City or the region?
- c. Does the project directly or indirectly result in the addition or retention of employment opportunities and/or economic activity in the City?
- d. Does the project result in the relocation of employment opportunities or economic activity from within the City limits to outside the City limits?
- e. Could any relocation of employment opportunities, tax base, or economic activity from within the City limits to outside the City limits be mitigated through conditions?
- f. Does the connection result in retention of existing facilities in the City or the region?
- g. Does the project address unique environmental, public health or economic concerns for the region?
- h. Does the project support the expansion, retention or creation of facilities which provide essential or desirable public services?
- i. Does the project result in a net financial benefit or loss to the City?
- j. Could the project undermine the City's own economic development efforts?

## Affiliation Fees

(Check all that Apply)

*Applicant must provide a copy of Property Tax Bill*

*(If new construction and Property Tax Bill is not available, must provide Land Only Assessment).*

\_\_\_\_\_ New Construction or Expansion of Existing Property:

\_\_\_\_\_ Water Affiliation Fee: \$0.12 per \$100 of appraised value

\_\_\_\_\_ Wastewater Affiliation Fee: \$0.16 per \$100 of appraised value

\_\_\_\_\_ Conversion of Existing Property Without Expansion From a Well and Septic:

\_\_\_\_\_ Water Affiliation Fee: \$0.06 per \$100 of appraised value

\_\_\_\_\_ Wastewater Affiliation Fee: \$0.08 per \$100 of appraised value

\_\_\_\_\_ Non Profit? (Please provide proof of 5013C)

Please Provide Estimated Connection Date \_\_\_\_\_

=====

## Acknowledgement of Affiliation Fee

*Property Owner/Developer acknowledges and agrees to pay ongoing affiliation fees as a contractual condition of the water/wastewater services.*

Signature: \_\_\_\_\_

Applicant

Date

Location: \_\_\_\_\_

Acct. No. \_\_\_\_\_

---

---

**City of St. Albans**  
**Water Allocation Application**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Allocation Amount: \_\_\_\_\_ gpd

City Property: \_\_\_\_\_ or Non-City Property: \_\_\_\_\_ (please check one)

Specific use \_\_\_\_\_

Property Owner

Date

Applicant\* (If different from property owner) Date

\*Applicant must be property owner or authorized to act for property owner. Please attach legal documentation of authority

\_\_\_\_\_ Print Name

\_\_\_\_\_ Print Name

---

---

**APPROVAL**

Special Conditions:

1. The capacity allocated in conjunction with this approval is subject to the retention and connection fees prevailing as of the date of payment, is not transferable without written consent of the City of St. Albans and shall revert to the City of St. Albans if the recipient has failed to connect to City's water system by three (3) years from the date of this approval.
2. Any change or expansion in the use of the property will require new approval.
3. The water policies of the City of St. Albans, and all state laws pertaining to the installation of water services must be complied with.
4. Double check valves are required.
5. This is an allocation approval only. Prior to any connection, permits must be obtained.
6. The City of St. Albans cannot guarantee and takes no responsibility for water pressure, high or low.
7. A minimum one-time allocation fee of \$2,000 per equivalent unit will be charged. This fee will be prorated for uses in excess of one equivalent unit. It is understood that the allocation fee is a water usage charge, and shall constitute a lien upon the real estate of the property owner in the same manner and to the same effect, as taxes are a lien upon real estate.

**This is an allocation approval only. Prior to any connections, permits must be obtained.**

**There is a \$27.00 application fee and a \$10.00 recording fee that must accompany this application.**

\_\_\_\_\_  
Dominic Cloud, City Manager

\_\_\_\_\_  
Date

Location: \_\_\_\_\_

Acct. No. \_\_\_\_\_

**City of St. Albans**  
**Wastewater Allocation Application**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City Property: \_\_\_\_\_ or Non-City Property: \_\_\_\_\_ (please check one)

Allocation Amount: \_\_\_\_\_ gpd (gallons per day)

Specific Use: \_\_\_\_\_

Property Owner \_\_\_\_\_ Date \_\_\_\_\_ Applicant if different from property owner \_\_\_\_\_ Date \_\_\_\_\_

\*Applicant must be property owner or authorized to act for property owner. Please attach legal documentation of authority.

\_\_\_\_\_ Print Name \_\_\_\_\_ Print Name

**APPROVAL**

Special Conditions:

1. The capacity allocated in conjunction with this approval is subject to the connection and retention fees prevailing as of the date of payment, is not transferable without written consent of the City of St. Albans and shall revert to the City of St. Albans if the recipient has failed to connect to City's wastewater system by three years from the date of this approval. The property owner understands and agrees that this allocation will be relinquished and returned to reserve capacity of the City of St. Albans Wastewater Department if this allocation has not been extended or used/connected.
2. Any change or expansion in the use of the property will require new approval.
3. Backflow prevention valves are required.
4. The wastewater policies of the City of St. Albans, and all state laws pertaining to the installation of wastewater services must be complied with.
5. The minimum allocation fee of \$3,000 per equivalent unit is due and owing as of the date of this approval. This fee will be prorated for uses in excess of one equivalent unit; however, there is a minimum charge of 1 EU per account. It is understood that this allocation fee is a wastewater disposal charge, and shall constitute a lien upon the real estate of the property owner in the same manner and to the same effect, as taxes are a lien upon real estate.

**This is an allocation approval only. Prior to any connection, permits must be obtained.**

**There is a \$27.00 application fee and \$10.00 recording fee that must accompany this application.**

\_\_\_\_\_ Date : \_\_\_\_\_  
Dominic Cloud, City Manager