

Introduced: 12/19/19  
Passed: 1/16/20  
Effective: 2/5/20

**ORDINANCE NO. O-19-18**

**AN ORDINANCE OF THE TOWN COUNCIL OF  
CHESAPEAKE BEACH, MARYLAND, ADOPTING A  
REVISED WATER AND SEWER POLICY MANUAL**

WHEREAS, Chesapeake Beach (the "Town") is a municipal corporation of the State of Maryland, organized and operating in accordance with Article XI-E of the Constitution of Maryland and Md. Code Ann., Local Government Article, Title 4; and

WHEREAS, pursuant to Md. Code Ann., Local Gov't Art. ("LG"), § 5-202, "General Authority of Municipalities", the Town Council has the authority to pass such ordinances as it deems necessary to preserve peace and good order, to secure persons from danger and destruction and to protect the health, comfort and convenience of the residents of the municipality; and

WHEREAS, Maryland Health-Environmental Code Annotated Title 9, "Regulation by Municipalities and Political Subdivisions", Part II, "Regulation by Municipalities", § 9-704 et seq., and in particular §§ 9-716 and 9-722, authorize municipalities to adopt rules and regulations to provide for the maintenance and operation of any water supply and sewerage system under its control and to establish reasonable charges for connection to such water supply or sewerage system; and

WHEREAS, on November 22, 1985, by Ordinance No. O-26-85, the Town Council adopted a Water and Sewer Policy Manual setting forth rules and regulations for the administration of sanitary sewer and water facilities, including regulations, restrictions and rules for the use of said facilities and user charges directly related to the construction, operation, and maintenance of said facilities; and

**Double Underline:**      Indicates matter added after introduction

WHEREAS, the Water and Sewer Policy Manual was subsequently incorporated into the Town Code, Chapter 217, "Sewers and Water", Article IV, "Water and Sewer Policy Manual"; and

WHEREAS, the Water and Sewer Policy Manual has not been reviewed and revised in many years; and

WHEREAS, due consideration being given to compliance with applicable federal and state regulations pertaining to the user charge system, standards and procedures for new connections, design and construction of water and sewer facilities and appurtenances, and for the regulation of the flow of industrial wastes and harmful substances into the Town's water and sewer facilities, the Town Council deems certain clarifications, amendments and revisions to the Water and Sewer Policy Manual to be necessary for the continued efficient operation and administration of the Town's facilities and the connection of users thereto; and

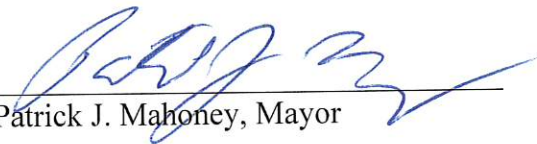
WHEREAS, a public hearing was held on January 16, 2020 concerning the adoption of an amended Water and Sewer Policy Manual.


Section 1. NOW THEREFORE BE IT ORDAINED AND ENACTED that the Town's Water and Sewer Policy Manual shall be that manual attached hereto as Exhibit A, dated January 2020, which manual shall replace and supersede any Water and Sewer Policy Manual previously adopted and the amended Manual shall be incorporated in the Town Code through Chapter 217, "Sewers and Water", Article IV, "Water and Sewer Policy Manual".

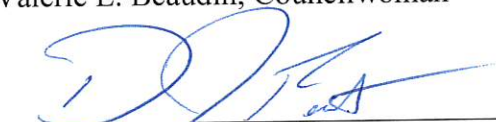
Section 2. It is the intention of the Mayor and Town Council that the Water and Sewer Manual be reviewed at least once every four years.

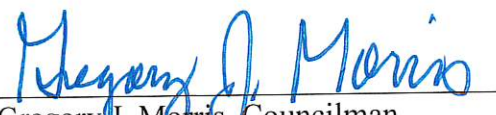
AS CERTIFIED by their signatures below, the members of the Town Council affirm that this Ordinance was introduced at the Town Council meeting held on the 19<sup>th</sup> day of December, 2019, that a public hearing was held on the 16<sup>th</sup> day of January, 2020, and that a vote was taken in accordance with Section C-309 of the Town Charter. The vote of the Council was tallied and 6 votes of approval and 0 votes of disapproval were cast. The resulting majority of the Council approved (approved or *disapproved*) the passage of this ordinance this 16<sup>th</sup> day of January, 2020. This Ordinance shall become effective 20 days after approval by the Mayor or approved by the Council over the Mayor's veto or seven days after the last required publication, whichever is earlier.

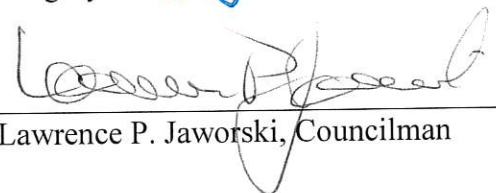
**CHESAPEAKE BEACH, MARYLAND**

  
Patrick J. Mahoney, Mayor

  
Valerie L. Beaudin, Councilwoman

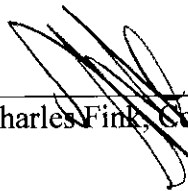
  
Derek J. Fayret, Councilman

  
Gregory J. Morris, Councilman

  
Lawrence P. Jaworski, Councilman



Keith L. Pardieck, Councilman



L. Charles Fink, Councilman



# **TOWN OF CHESAPEAKE BEACH MARYLAND**

## **WATER AND SEWER MANUAL**

**JANUARY 2020**

### **EXHIBIT A**

**Strikethrough:** Indicates matter deleted after introduction

**Double Underline:** Indicates matter added after introduction

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# **ARTICLE I**

## **WATER & SEWER**

### **GENERAL ADMINISTRATION**

#### **Purpose**

The purpose of this Manual is to set forth in one place the Town's policies, procedures, planning practices, standards and responsibilities that apply in administering the delivery of public water distribution and sanitary sewer collection services throughout Chesapeake Beach including billing for services and collecting fees, allocating available capacity to users, and extending, connecting, using, and maintaining water and sewer infrastructure.

#### **Section 1.1 Water and Sewer Systems**

##### **A. Authority**

The Mayor and Town Council are authorized by Md. Code Ann. Env. Art. §9-716 to adopt and maintain this Manual. Compliance with the Manual shall be mandatory.

##### **B. Adoption of Calvert County Standard Specifications and Details**

The Mayor and Council of the Town of Chesapeake Beach hereby adopt the Calvert County Standard Specifications and Details for Water Mains and Sanitary Sewers and State regulations as may be amended from time to time or as amended by addendum by the Town.

##### **C. Compliance with other Standards**

Compliance with this Manual does not relieve any person or entity from complying with other applicable Town, County, State or federal ordinances and regulations.

##### **D. Conflicting Standards**

This Manual shall be deemed as additional requirements to minimum standards required by other applicable ordinances and standards; in the case of conflicting requirements, the most restrictive shall apply.

##### **E. Update of Manual**

As design criteria and technical requirements evolve and procedures are perfected, this Manual will require revisions and improvements. Revisions will be approved in the same manner as this original document and all changes will be tracked within the document.

#### **Section 1.2 Definitions**

**Act** – Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. 1251, et seq. amendments.

**Allocation** – The discrete amount of water and/or sewer service to be provided by the Town. An allocation of capacity is an assurance of water and wastewater services from the Town.

**APHA** – American Public Health Association

**Applicant** – A person, partnership, corporation, firm or governmental agency undertaking or proposing the construction of water and/or sewer improvements or other related improvements, who is primarily

responsible for the improvements, and who is acting directly or through the owner of the property to be served, or its agents or employees.

**As-Built Drawing** – Drawings that show actual location of water and sewer improvements as constructed including dimensional ties to physical structures.

**Authorized Representative of the Systems User:**

- A. In the case of a corporation, the president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any person who performs similar policy or decision-making functions for the corporation.
- B. In the case of the partnership or proprietorship, a general partner or proprietor; and
- C. In the case of a federal, state, or local government facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
- D. The individuals described in paragraphs A through C above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the user and written authorization, with notary, is submitted to the Town.
- E. If the authorization under paragraph D, above, is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph D above must be submitted to the Town prior to or together with any documents to be signed by an authorized representative.

**Availability for Hook-Up** – The project shall have attained a certificate of substantial completion by the Town Engineer, has all appropriate interior plumbing in place and approved by the County, and is ready to receive water and/or sewer service.

**Available Capacity**

- A. Treatment of Wastewater: The positive difference between the rated capacity of the Water Reclamation Treatment Plant and the rolling annual daily flow through the system, less any allocations granted but not yet used. Where applicable, the rated capacity of pump stations, conveyance systems, and interceptors shall also be taken into account. The most restrictive volume for use computation purposes prevails where rated capacities of various components of the collection system differ. The available plant capacity is rated by MDE (Maryland Department of the Environment).
- B. Supply of water: The positive difference between the applicable State water appropriation(s) for the water system or the rated capacity of the system, whichever is less, and the rolling annual average daily demand through the system, less any allocations granted but not yet used. This capacity shall include proportional adjustments which reserve amounts of water sufficient to meet maximum daily demand, provide fire protection and water system maintenance. Where applicable, the rated capacity of water treatment, distribution and storage facilities shall also be taken into account. The most restrictive volume prevails for use estimating purposes where rated capacities for various components of the water system differ. The appropriations for water are rated by the Maryland Department of the Environment.

**Average day demand** – The total volume of water used in the year divided by 365.

**Average day rate (average day)** – The average daily demand volume expressed in gallons per minute (gpm) and/or million gallons per day (mgd).

**Average Flow** – The average flow, as determined by the Town, expressed in gallons per day.

**Billing Quarter (Water & Sewer Usage)** – January – March; April – June; July – September; October – December

**Biochemical Oxygen Demand (B.O.D.)** – A standard test to determine the quantity of oxygen used in the biochemical oxidation of organic matter under standard laboratory procedure for five (5) days at 20 degrees centigrade, expressed in terms of weight and concentration [milligrams per liter (mg/l)].

**Bulk Allocation** – The total of available capacity less discretionary reserved allocations.

**Building Drain** – In plumbing, the part of the lowest horizontal piping of a drainage system that received the discharge from the drainage pipes inside the walls of the building and conveys it to the building sewer. The latter begins five feet outside the inner face of the building wall.

**Building Sewer** – The extension from the building drain to the public sewer or other place of disposal beginning five feet outside the inner face of the building wall.

**Bypass** – The intentional diversion of waste streams.

**Capital Contribution Charge** – A connection charge for new or increased demand of the public water and/or sewer systems. This charge reimburses the Town for an equitable portion of the costs of public water and sewer facilities such as transmission lines, pump stations and interceptor sewers.

**Categorical pretreatment standard or categorical standard** – Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the act (33 U.S.C. 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Sub-Chapter N, Parts 405-471.

**CFR** – Code of Federal Regulations.

**Chemical Oxygen Demand (COD)** – A standard test to determine the amount of oxygen required to oxidize the organic compounds in a water sample to carbon dioxide and water expressed in terms of weight and concentration [milligrams per liter (mg/l)].

**Collector Sewer** – Sewer pipeline designed and constructed to convey wastewater from lateral or branch sewers to the outfall or trunk sewer.

**COMAR** – The Code of Maryland Regulations.

**Connection** – Any single property or structure connected to the public water or sewer main for which a connection fee is paid and a utility permit issued.

**Connection Tap Fee** – See Appendix A

**Construction Cost** – Includes all labor, materials, equipment and incidental work required to accomplish the project improvements as shown on the approved project plans. For Bonding, a 25% contingency shall be added to all Town approved construction cost.

**Contractor** – The party of the second part to the contract; the individual, partnership, firm or corporation undertaking the execution of the work under the terms of the contract and acting directly or through his/her, their, or its agents or employees.

**County** – Calvert County.

**Department** – The Town of Chesapeake Beach Public Works Department.

**Developer** – A person, partnership, corporation, firm or governmental agency undertaking or proposing the construction of water and/or sewer improvements or other related improvements, and who is primarily financially responsible for the improvements.

**Distribution Mains** – Water mains connecting the transmission mains to the service connections. The distribution mains may provide area-wide fire protection. Generally, the distribution mains will be in a grid or branched configuration.

**Dwelling Unit** – A dwelling or portion thereof providing complete living facilities for one family, but shall not include mobile homes, habitable travel trailers, or rooming, boarding, or lodging houses, or hotels, motels, tourist homes, or other similar places offering overnight accommodations for transients.

**Easement (Right-of-Way)** – A grant of a right of use of the property of an owner for a certain purpose at the will of the grantee.

**EDU – Equivalent Dwelling Unit** – Estimated average residential usage per unit, currently 190 gallons per day, or as revised from time to time by the Town and or MDE. Calculated residential and non-residential EDUs will be calculated on a case by case basis in accordance with Appendix F. No less than one EDU shall be assigned to any individual residential or commercial space. EDUs are assigned to a legal property/parcel and are not transferable from one location to another unassigned property without Town approval. EDUs shall be determined before a Public Works Agreement signing but does not guarantee availability until purchase. EDU's shall be paid for prior to issuance of a zoning permit unless otherwise approved by the Town. Reference Appendix "G" for the schedule of equivalent dwelling units.

**Engineer** – A professional engineer registered and licensed to practice in the State of Maryland.

**Final Plat Approval** – The signing and dating of a final subdivision plat by the Chair of the Town Planning and Zoning Commission.

**Force Main** – A sewer which conveys wastewater from a pumping station to a treatment plant at a higher elevation or to a higher elevation in the sewer system from which gravity flow may resume.

**GPD** – Gallons per day.

**Grab Sample** – A sample which is taken from a waste-stream without regard to the flow in the waste-stream.

**Grinder Pump** – A pump in a commercial/residential unit used to pressure sewer to a town wastewater collection system.

**House or Building Connection** – A water or sewer which connects a house or other building to a water distribution system or collector sewer system.

**Improvements** – The construction, installation, and/or repairing of water and sewage facilities.

**Lateral or Branch** – Sewer pipeline designed and constructed to convey wastewater from the house/dwelling/building to collector sewer.

**Lien** – For the purpose of this Manual, the word Lien shall mean a charge placed against real property for the satisfaction of unpaid fees, costs or services provided by the Town on that property.

**Manhole** – A structure providing access to a buried sewer, valve, conduit, etc.

**Master Plumber** – A registered, and licensed master plumber who is authorized to install and supervise the installation of plumbing work in Calvert County.

**Maximum Day Demand** – The largest volume of water used in one day during the year.

**Maximum Day Rate (Max. Day)** – The volume of water used during the maximum day divided by a one-day time period expressed in gallons per minute (gpm) or million gallons per day (mgd).

**Meter Factor** – A factor determined by the Town that is used as the basis for determining the demand for water based on meter size.

**MG/L** – Milligrams per liter.

**Moratorium** – The regulatory condition which occurs when inadequate capacity exists for further allocation of capacity. No allocation which increases demand will be made for systems under moratorium.

**Non-Contact Cooling Water** – Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

**NPDES** – National Pollutant Discharge Elimination System.

**Off-Site** - Those elements of the water and sewer system located either within or beyond the boundaries of an approved subdivision or development tract or parcel that are designed with capacity to serve users outside of the subdivision development tract in addition to users within the subdivision development tract.

**On-Site** - Those elements of the water and sewer system located within the boundaries of an approved subdivision designed to support only the development therein. In certain instances, water and sewer improvements may be required to be located beyond the boundaries of a subdivision but are needed to support only the development therein, and in such instances these shall be considered "on-site".

**On-Site Sewage Disposal System (OSDS)** – A wastewater treatment unit, collection system, disposal area, and related appurtenances.

**Outfall Sewer or Trunk Sewer** – Sewer pipeline designed and constructed to convey wastewater from a series of collector sewers to the interceptor sewer.

**Owner** – Property owners as recorded by the Maryland Department of Assessments & Taxation.

**Person** – Any individuals, partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or legal representatives, agent or assigns and including all Federal, state, and local governmental entities.

**pH** – A measure of the acidity or alkalinity of a solution, expressed in standard units.

**Plans** – The official approved plans, profiles, typical cross sections, working drawings and supplemental drawings, or exact reproduction thereof that show the location, character, dimension, and details of the work to be done; and that are to be considered as a part of the contract supplementary to these specifications and which are identified as such.

**Pollutant** – Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

**Pretreatment** – The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the W RTP. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

**Pretreatment Requirements** – Any pretreatment requirements, other than a national categorical pretreatment standard, required by an industrial user by the EPA, State, or the County.

**Pretreatment Standard or Standards** – Prohibited discharge standards, categorical pretreatment standards, and local limits.

**Prohibited Discharge Standards or Prohibited Discharge** – Absolute prohibitions against the discharge of certain substances; these prohibitions appear in Article IX of this Manual.

**Project** – The construction, reconstruction, relocation or extension of Town public water and/or sewer facilities or any combination thereof. As it relates to allocation, the term shall mean a development, subdivision, unsubdivided property, parcel, individual lot or unit, regardless of whether the use is residential, commercial, industrial or institutional/government.

**Property Line** – For the purpose of this Manual the property line is defined as where the water and sewer connections change from Town owned and maintained to property owner owned and maintained. This change of ownership is typically located in the Town right of way and occurs at a valve or meter vault for water and at a valve of clean out for sewer. In cases where these features are not located in the right of way or where the right of way is not obvious the Town may use other means to determine the owner of a water or sewer line. The Town may use a fence and ditch lines or other features to determine ownership of the water and sewer service line. The Town may also review an approved plat or improvements plan to make a property line determination.

**Public Street** – Existing street or a platted street intended for or dedicated for the use of the general public, graded, paved or could be graded and paved in order that the public has the right to pass and to use it at all times for the purposes of travel, transportation or parking to which it is adapted and devoted.

**Public Use Area** – has the meaning set forth in the Town Subdivision Regulations.

**Public Works** – The Town of Chesapeake Beach Public Works Department.

**Public Works Director** – The person designated by the Town of Chesapeake Beach to supervise and manage all public works activities within the Town, and who is charged with certain duties and responsibilities by this Manual.

**Rated Capacity:**

- A. Treatment of Wastewater – The lesser of the volume recorded on the State NPDES Permit or the design volume of the treatment facility.
- B. Supply of Water – The lesser of the pumping capacity for an 18-hour period or the state groundwater appropriation permit.
- C. Pump Stations – Facilities including pumps and equipment for pumping fluids from one place to another. They are used for a variety of infrastructure systems; such as, the removal of sewage to the W RTP.
- D. Water Booster Stations – Supplies water to elevated water storage tanks where the water then flows via gravity to customers. Also used to increase operating system pressures in areas where gravity is not suitable for system demands.
- E. Water Storage Facility/Water Towers – Store water during low demand periods for distribution during high demand periods.

**Reclaimed Effluent** – Wastewater produced by a W RTP that has been treated to control pollutants and distributed for reuse.

**Reclaimed Effluent Supply Line (Purple Pipe)** – A buried transmission pipeline which transports the reclaimed effluent originating from a W RTP.

**Representative** – An authorized representative of the Town.

**Reserved Bulk Allocation** – A discretionary percentage of the bulk allocation amount annually allocated by the Town. This reserve is apportioned by the Commissioners. The Town Commissioners must stipulate specific projects and discreet amounts of capacity in accordance with the priority system for reserved bulk allocations established under this policy.

**Rolling Annual Average Daily Demand of Water** – The total flow of water into the distribution system for the preceding twelve months, divided by the number of days counted.

**Rolling Annual Average Daily Flow of Wastewater** – The total flow of wastewater through the Town's water reclamation treatment plant for the preceding twelve months divided by the number of days counted.

**Schedule of Allocation Targets** – The listing of available capacity for water and sewer systems owned, operated or maintained by the Town as found in the Town Comprehensive Plan, which is updated periodically.

**Segment** – That portion of line that the connecting developer is using that is constructed with private funds.

**Septic Tank Waste** – Any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

**Severe Property Damage** – Substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources.

**Sewage** – Human excrement and gray water (household showers, dish washing operations, etc.).

**SIU – Significant Industrial User:**

- A. A user subject to categorical pretreatment standards; or
- B. A user that:
  - (1) Discharges an average of twenty-five thousand (25,000) gallons per day (gpd) or more of process wastewater to the WRTP (excluding sanitary, non-contact cooling, and boiler blow-down wastewater);
  - (2) Contributes a process waste stream that makes up ten (10) percent or more of the average dry weather hydraulic or organic capacity of the WRTP treatment plant; or
  - (3) Is designated as such by the Town on the basis that it has a reasonable potential for adversely affecting the WRTP operation or for violating any pretreatment standard or requirement.
- C. Upon a finding that a user meeting the criteria in subsection B (2) above has no reasonable potential for adversely affecting the WRTP's operation or for violating any pretreatment standard or requirement, the Town, may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such user should not be considered a significant industrial user.

**Slug Load or Slug** – Any discharge at a flow rate or concentration that would cause a violation of the prohibited discharge standards in Article 9 of this Manual.

**Specifications** – The directions, provisions and requirements pertaining to the method and manner of performing the work or to quantities and qualities of materials and workmanship to be furnished in accordance with the latest Calvert County Standards and Specifications for Construction Manual and this Manual.

**Solid Waste** – All refuse materials, other than gaseous and liquid wastes, generated from users of the wastewater collection system from all public and private establishments and residences.

**Solid Waste Disposal System** – A system, whether publicly or privately owned, which provides scheduled or systematic collection of solid wastes and their transportation to and treatment or other



disposition at a solid waste acceptance facility. A solid waste disposal system includes all solid waste acceptance facilities used in connection with the system.

**Standard Details** – The latest Town of Chesapeake Beach or Calvert County Standards and Specifications for Construction Manual or reproductions thereof which pertain to the standard method of construction of water and sewerage facilities and which are approved by the Department.

**Standard Industrial Classification (SIC) Code** – A classification pursuant to the Standard Industrial Classification Manual issued by the United States Office of Management and Budget.

**Substantial Completion** – The date the project or part thereof is accepted by Town, following submission of a Certificate of Substantial Completion by the developer when the construction is sufficiently completed, in accordance with the approved plans, so that the project or specified part of the project can be used for the purpose for which it was intended.

**Sufficient Security** – Financial instrument which guarantees funds to satisfactorily complete construction of the required water and/or sewer improvements.

**Supplemental Policy** – A supplemental policy is required under this general policy if:

- A) Available capacity is 15% or less of the rated capacity of the facility or infrastructure Proposed to serve the project.
- B) A system is under moratorium; or
- C) At the discretion of the Mayor and Town Council and in the best interest of the Town.

The supplemental policy presents additional information unique to that system. If the general policy and supplemental policies are in conflict, the supplement policy prevails.

**Tap Fee** - A Town inspection charge for a new or replacement water or sewer connection to a town water or sewer system.

**Testing Requirements** – Unless otherwise specified, all tests shall be performed in accordance with the latest State of Maryland COMAR guidelines.

**Town** – The Town of Chesapeake Beach.

**Town Administrator** – The duly authorized representative of the Town responsible for overseeing all administrative functions of the Town, subject to the oversight and supervision of the Mayor. The Town Administrator provides direct oversight of the Town Engineer, Planning and Zoning Administrator, Utility Billing Coordinator and Public Works Director and in all instances, the Town Administrator will coordinate with any or all of those individuals in order to determine the appropriate course of action for the Town and may designate another person to carry out specific duties.

**Town Engineer** – A professional engineer registered and licensed to practice in the State of Maryland, employed by the Town and who is in with direct supervision of water and sewer engineering.

**Town Public Works Agreement (PWA)** – A contract specifying the terms and conditions for completion of public improvements by a developer including plans and supporting documentation required to issue a permit for the construction of public water and sewer infrastructure by the department.

**TSS – Total Suspended Solids** – Solids that either float on the surface of or are in suspension in water, wastewater, or other liquids, and which are largely removable by laboratory filtering, or the quantity of material removed from wastewater in a laboratory test.

**Units (Commercial)** – A space within a property which shares a common water meter.

**Units (Residential)** – Independently occupied residential property with a single water meter. Separate water meters will not be required for condominiums.

**USC** – United States Code.

**Wastewater** – Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the WRTP.

**Wastewater Collection System** – All plants, systems, facilities or properties used or useable or having the present capacity for future use in connection with the collection, carrying away, treating, neutralizing, stabilizing, or disposal of wastewater, industrial wastes or other wastes, and any integral part thereof, including water reclamation plants, outfall sewers, force mains, pipes, pipe lines, conduits, equipment, appurtenances, and all properties, rights, easements, and franchises related thereto and deemed necessary or convenient by the department for the operation thereof.

**Wastewater Pump Station Service Area** – The area that a wastewater pump station serves.

**Wastewater Service Area** – The area served by, or potentially served by, the Town as shown on the adopted Water and Sewer Plan Maps.

**Water Reclamation Treatment Plant (WRTP)** – That portion of the Publicly Owned Treatment Works (POTW) that is designed to provide treatment of municipal wastewater and industrial waste.

**Water and Sewer Allocation Eligibility List** – The list of potential users for water and sewer within the service area. Applications for allocation eligibility does not guarantee water or sewer service to the project owner.

**Water Service Area** – The area served by, or potentially served by, a single distribution system under the control of a single utility, or, in a very large system, sub-areas delineated by the Town as shown on Town and/or County Water and Sewer Plan Maps.

**Water System** – All plants, systems, facilities or properties used of useful or having the present capacity for future use in connection with the supply or distribution of water and any integral part thereof, including water supply systems, water distribution systems, reservoirs, dams, wells, intakes, mains, laterals, pumping stations, standpipes, filtration plants, purification plants, hydrants, meters, valves and equipment, appurtenances, and all properties, rights and easements relating thereof and deemed necessary or convenient by the Town for the operation thereof.

**WRTP Superintendent** – The person designated by the Town to supervise the operation of the WRTP, and who is charged with certain duties and responsibilities by this Manual.

**Zoning Permit**- A document issued by the Zoning Administrator affirming that a proposed project at a specific site or a proposed use of a specific property or part thereof subject to the provision of the Town Zoning Ordinance, are in compliance with those provisions.

### **Section 1.3 Sewer and Water Rates**

The Council may by ordinance establish the rates for consumption of water and discharge of wastewater in the Town. (See Appendix A for Fee Schedule)

### **Section 1.4 Collection and Billing for Water and Sewer**

All water and sewer rates shall be billed to and collected from the owner on or into whose premises water or sewer is introduced, and it shall be the duty of the Town to send a bill each quarter. The Town will demand, collect and recover from the persons who are the owners of the property charged, the amounts respectively due by each; and if the bill remains unpaid after 30<sup>th</sup> day of the billing month in any year, it shall be the duty of the Town Administrator to give at least fifteen (15) days' notice in writing to the effect payment is due, with late charges per Appendix A if the delinquent payment is not paid at the expiration of the time stated in such notice, the delinquent owners will be deprived of the use of the water system, and legal measures may be instituted to recover the monies due.

### **Section 1.5 Receipts for Payments**

The Town, at the time of demanding and receiving any sewer and/or water payments, shall deliver a receipt to the person making the payment. Canceled checks may serve as written receipts.

### **Section 1.6 Payment to be in Full unless in accordance with an Approved Payment Plan**

On limited occasions, customers may need a onetime extension to pay their water/sewer bills. An extension and Deferred Payment Plan may offer qualifying customers an opportunity to temporarily extend the disconnection date of their water/sewer account. See Appendix C – Hardship Exemption Form. To determine eligibility for a payment extension and payment plans, a customer must provide the following:

- The customer's payment history
- Age of past-due amount
- Timeliness of prior payments
- Copy of Driver's License

Extensions and deferred payment plans must be submitted prior to a customer's scheduled disconnect date. A user may only select one or the other. Users cannot request an extension and later request a payment plan. All Deferred Payment Plans must be requested prior to the users scheduled disconnect date.

If a user requests a week's extension, the Town will review the status of the account to determine if a payment extension can be granted. If the account is otherwise in good standing, the Town will offer the user a week's extension from the scheduled disconnect date.

Unusual circumstances may warrant a payment plan that allows the user to spread out payments. Extensions and deferred payment plans do not prevent the users payment from being considered late,

which would lead to additional charges. The account will incur a late payment and interest charge per Appendix A on any amounts in arrears if payment is not received in full by the due date, regardless of payment plan or extension approval.

### **Section 1.7 Delinquent Accounts**

- A. The Town Administrator shall prepare a list of all delinquent accounts that have been notified as directed in Section 1.4 and that are not paid at the time outlined in such notice for sewer and/or water. The Director of Public Works, when authorized by the Mayor, shall thereupon shut off the water, and in no case shall the water be turned on until all payments and assessments due, expenses and penalty charges are paid against the delinquent account. No person shall turn the water on again after the water has been turned off unless so approved by the Town.
- B. When water shutoff is directed by the Town, the occupant and owner will be notified, and the water shall be turned off.
- C. All shutoff charges will be assessed in accordance with Appendix A. Continued nonpayment may result in a lien being placed on the subject property.

### **Section 1.8 Payment and Adjustment of Rates; Discontinuances**

- A. Meters are read at the end of the quarter and billed within 30 days thereafter. Accounts shall be considered in arrears if not paid in full by the due date stated on the bill, along with applicable late fees and/or penalties per Appendix A (also see delinquent accounts). Default on payments for 6 months (two billing periods) may result in a lien on the property for the balance due, including all charges penalties, administrative or processing fees and any legal expenses incurred by the Town.
- B. Any user who desires to discontinue such service shall give five working (5) days' notice of their intentions to the Town Administrator in writing, who shall thereupon notify the Director of Public Works. The Director of Public Works shall promptly turn off the water to such premises, and no person shall turn on the water leading to the premises or to any property supplied with water except at the direction of the Director of Public Works. Water shall not be supplied to such premises again except by the Director of Public Works, who shall turn the water on again only after the owner shall have made application (Appendix B) as herein provided and has been granted the right to be supplied with water in the same manner as a new applicant for the use of water; provided that water shall not be furnished to any such property unless all amounts due and owing for water previously supplied to the property have been first paid to the Town. All fixed charges and the Bay Restoration Fee shall continue to accrue during any period when water service is temporarily discontinued.
- C. Where the sewer and/or water is carried or conveyed from one property to another property having no pipe connecting with the sewer and/or water system, each property so supplied shall be charged the prevailing sewer and/or water rates.
- D. Water shutoff or turn-on.
  - (1) Water shutoff or turn-on will be directed by the Town Administrator.

- (2) There shall be a charge per Appendix A assessed to the property owner when a request is received from a property owner for water service to be disconnected or restored.
  - (3) Any other person who turns water on or shuts water off without prior authorization from the Town Administrator shall be guilty of a municipal infraction subject to a fine as outlined in Appendix A. If the shutoff is an emergency this fee may be waived by the Town Administrator.
  - (4) Plumbers, contractors or any other person may shut water off and turn water on in an emergency situation, such as broken pipes, frozen meters or on weekends or other times when Town Hall is closed. The Town Administrator shall be notified by the plumber, contractor or other person of the location and time of shutoff or turn-on within two (2) hours during normal working hours or within the next working day on evenings, weekends, and holidays.
- E. There shall be a returned check fee per Appendix A assessed to any person who submits a check to the Town of Chesapeake Beach in payment of his/her water and/or sewer account/monies due in the event that said check is returned by the bank for insufficient funds or if for any other reason the check is not valid.

### **Section 1.9 Application for Service**

- A. Every person who may desire to contract for a new or upgraded supply of water and/or sewer service(s) to an individual unit or a subdivision within the Town shall make written application to the Town, by completing Appendix "B" Public Water and Sewer Connection Permit Application.
- B. Any construction, renovation or building modification that creates a separate living area that includes a bathroom and a kitchen with a separate entrance shall be considered the creation of a living unit and shall be subject to a connection and/or allocation fees and separate quarterly billing charges for each unit. Any construction, renovation, or building modification that results in the elimination of a living unit shall be subject to the forfeiture of the allocation and separate billing for the eliminated living unit. The owner shall petition the town to have the unit removed from the town billing system. Prior to the start of construction, the property owner shall fill out the water/sewer applications and obtain approval from the Town.
- C. Any existing property with an accessory building that has unused water and sewer connections can be reactivated at the request of the owner with the institution of the "ready to serve" or "quarterly base rate" fee. A change of use approval may be required by Town Planning and Zoning Commission.
- D. Water and sewer allocations and billing for commercial/industrial facilities shall be billed in accordance with Appendix A.

### **Section 1.10 Sewer and Water Connection Fees**

- A. The Town Council may by ordinance set water and/or sewer connection fees. See Appendix A.
- B. For commercial uses, the applicant shall provide such information or data as may be required by the Town Administrator to determine the amount of water and/or sewer that will be used by said commercial use. See Appendix F.

- C. When a commercial property is occupied, or if the Town determines that a change of use has occurred, the Town shall, based upon water meter readings, review the number of connection units assessed upon initial connection of the use to make certain that the number of connection units actually in use by the customer are the same or different from than those originally assessed. If the number of connection units exceeds those originally charged at the time of initial connection of the commercial use, the Town shall assess the appropriate additional connection fee. The additional connection fee shall be based on the fees in effect at the time of the additional assessment.

When a property owner applies for a building permit for an existing property that adds additional demand on the water and sewer systems, the Town will review the status of any previously paid Capital Contribution Charges. The Town will determine whether any increase in the Capital Contribution Charge is warranted as a result of increased costs associated with the Capital Contribution Charge since it was previously paid and/or determine whether an increase in the Capital Contribution Charge is warranted as a result of a change in the use of the property.

- D. Water and sewer taps will only be issued with an approved Town Zoning permit.
- E. The sale of a water and sewer tap connection is a voidable transaction if the property owner does not complete construction under the Zoning permit before the expiration of the permit and any extension thereof, in which the Town would refund the cost of the tap.
- F. Water and sewer tap connections cannot be sold or otherwise transferred to another person or entity for use with respect to a property other than the property for which the related zoning permit has been issued.

### **Section 1.11 Off-Site Improvements and/or Extensions**

A. The Property Owner shall pay the entire cost of on-site water mains, fire hydrants, water connections, sewers, building connections and all appurtenances.

B. When off-site improvements and/or extensions are required for the benefit of the property owner, the Property Owner shall fully fund and install them, or at the Town's discretion, deposit with the Town the funds necessary to either complete the improvements or reimburse the costs of improvements previously installed. The Town may establish a reimbursement program designed to reimburse a Property Owner for the increment of costs above and beyond that needed to support the Property Owner's subdivision or development, using funds paid by other Property Owners who are required to use these same off-site improvements.

### **Section 1.12 Services Ready to Use**

No Property Owner to which water and sewer service are available may avoid making or repairing a connection that does not meet code. Properties where services have or can be provided may not use or continue to use substitute measures to avoid making proper connections, repairs or avoid hookup fees. Notwithstanding the foregoing, for any property that is used exclusively for secondary or primary education and that contains fields that are used for student athletic events, an existing well may continue to be used for irrigation, watering, and maintenance of the athletic fields so long as such water used does not enter the wastewater treatment system of the Town.

Failed septic systems must be abandoned according to Maryland State and County regulations and the property owner must connect to public water and/or sewer when available within 500 feet of their property. A property may not be occupied without an actively working water and sewer system.

### **Section 1.13 Disputes**

If a property owner or user with a water and/or sewer account(s) has a dispute with the Town over any item within this manual, the property owner or user must provide a letter to the Town Administrator outlining the dispute. The Town will diligently respond to each complaint.

## **ARTICLE II GENERAL PROVISIONS - WATER**

### **Section 2.1 Water Connections**

- A. Whenever a water main is extended so as to be accessible to any property, the Town shall notify owners of all unconnected properties within 200 feet of the main and the property owner shall make connection therewith, in accordance with this Manual, generally within six months of such notice unless the owner makes application to the Town for extenuating circumstances (Appendix C). The Town will review the application and advise the owner whether an extension is granted.
- B. Separate water building connections for each separate lot or parcel of land abutting on a street, easement, alley or right-of-way in which there is a water main belonging to the Town, shall be constructed by the owner of said lot or parcel of land from such property line to the building.
- C. Whenever it shall be determined that a water building connection was constructed without a permit or in violation of the terms and conditions upon which a permit was issued, the water connection thereto may be cut off at the stopcock or within the public right-of-way until the proper connection(s) have been made to comply with all of the conditions of this Manual or, in the alternative, the Town may, after notice to the property owner, cause the defect to be corrected and charge the expense thereof to said property owner for payment before water service is restored.
- D. Water connections for properties not abutting directly on the water shall connect as outlined in paragraph A above unless otherwise approved by the Town.
- E. No connection shall be made to any water service pipe between the water main and the meter, except as the Town may install or approve. If such unlawful connection is found, the building connection will be cut off at the main until such unlawful connection is disconnected and abandoned. Any expense to which the Town shall be subjected due to the above work shall be paid for before service is restored.

- F. If it is found that an unlawful connection has been made to bypass a detector check or meter in order to illegally obtain unmetered water, the detector check will be removed and replaced by a suitable meter. The cost to the Town of such removal and replacement and any fines or fees shall be paid for by the property owner before service is restored. Water and/or sewer charges shall be established by the Town Council from time to time as outlined in Appendix A.

## **Section 2.2 Temporary Water Services**

Temporary water service for building or other construction work may be furnished as follows: Upon the filing of a request and application and the payment of fees and bonds, a Town provided temporary water meter and connection may be installed by a Calvert County approved licensed plumber at the direction of the Town. When the applicant has finished the connection, the licensed plumber will request the meter to be read and shall, with Town approval, remove the entire connection to the property line. The cost of the removal of the connection plus the meter service charge plus the charge for the water used, computed at the regular consumption rates, will be deducted from the deposit and the remainder, if any, returned to the consumer. If the total charges exceed the deposit, the consumer will be billed for the excess. All costs shall be paid prior to a permanent connection being made.

## **Section 2.3 Tapping Mains; Performance of Work**

Tapping or making a connection for a new or replacement connection to any service main constructed in any street or public right-of-way will be made at the expense of the property owner who shall be required to pay all fees and construction costs. A licensed contractor shall install a meter pit at the property line (unless the Town agrees to an alternative location in writing) and connect the service pipe to the service main. No service main, whether owned by the Town or by the property owner, shall have a diameter less than three-fourths (3/4) of an inch, unless otherwise approved by the Town.

## **Section 2.4 Responsibilities**

- A. Town will maintain and repair Town assets at its sole expense. The Town is responsible for the water meter and water meter vault. Reference Appendix "H" for general information related to water and sewer connections.
- B. Non-Emergencies – The property owner is responsible for the repair and maintenance of the water and sewer connections from the property line or public easement line to the building and of all lines, piping and fixtures in the building and on the property itself. The property owner is responsible for all costs resulting from leaks and repairs of their lines. It is the property owner's responsibility to locate any leaks and have them repaired at his/her own expense, and property owner is responsible for all water and sewer costs resulting from leaks located between the property line or easement line to any faucet or sprinkler head, as well as for normal sewer and water costs. The Town may do maintenance or repairs when it deems a condition to constitute an Emergency (See Section 2.4B).
- C. Emergencies – Upon discovery of a water and/or sewer system leak (or failure) constituting a threat of harm to public health, safety or welfare, the Town will determine if the leak is located in facilities owned and/or maintained by the Town, in which case it will repair the leak. If the leak is not the Town's responsibility, the Town will use its best efforts to notify the property owner immediately. If the Town does not believe the leak is a threat of harm to



the public health, safety or welfare, the owner will be told that it is his/her responsibility to have the leak repaired within 14 consecutive days by a plumber licensed by Calvert County, at the owner's expense. If the property owner fails to take the corrective action within the 14 days, the Town may perform such repair work. If the Town deems the leak to be an emergency and a threat to the general public health, safety or welfare, the Town may take immediate action to correct the leak. Such actions may include immediately turning off the water supply to the property. All cost incurred by the Town, including overhead and assistance from any contractor, to correct a property owner's leak shall be paid by the property owner within 90 days of the repair or the Town may place a lien on the property until such time as payment is made.

- D. If the Town water valve for the property can stop a leak for which the property owner is responsible, a shut off fee will be assessed and the Town will shut off the water. After the property owner makes the necessary repair, the Town will turn the water back on and assess a turn on fee. If the leak cannot be stopped by shutting off the connection to an individual property and the owner is not available to authorize said repair, the Town may proceed with such repair in its discretion repair a leak in the exterior yard of the structure. The Town will not enter private property without a warrant.

## **ARTICLE III METERS**

### **Section 3.1 Meters and Meter Locations**

- A. The Town shall furnish with each property served by public a water meter of a size and type deemed suitable for the installation contemplated. Meters shall be paid for by the property owner in accordance with Appendix A. The water meter shall remain under the ownership of, and will be maintained by, the Town. New meters shall be installed by a Calvert County certified plumber and under the supervision of the Town.
- B. All new meter installations shall be at the property line, right-of-way line or easement, unless otherwise approved by the Town, and the Town shall determine the size and type of the water meter and type of the settings required for placement. Outside meters will be used, except with special permission from the Town where obstructions or other considerations require that they be placed inside the building, in which case they shall have a remote head placed in a convenient location, that can be read from outside the building and be set as the Town shall require. When the water meter is set inside the building (if approved by the Town for extenuating circumstances), the property owner will be held responsible for the protection of the meter from damage due to freezing, tampering or vandalism and will make it available to the Town for meter reading, maintenance, repair or removal. Any requests for installation of a sub-meter shall be submitted to the Town in accordance with Appendix E. Repairs and replacements of a damaged meter shall be at the expense of the property owner. No water bypass devices of any kind shall be used to circumvent the meter.

### **Section 3.2 Control and Supervision of Meters; Repairs**

- A. The meter shall at all times be accessible to the Town or its agents. In the event any meter shall fall into a state of disrepair or fail to register, the property owner shall be charged by using the

reading of for the same quarter of the previous year, if available, until the meter can be repaired or replaced. If a previous year reading is not available, an average reading from similar users during the same quarter will be used. If Town access to a meter causes lost water or incorrect readings, the Town may estimate those losses and charge the property owners accordingly. When a meter is replaced at the Town's request it shall be at the Town's expense. If a meter is changed at the property owner's request and is found to be working properly and providing accurate readings by the Town, it shall be at the owner's expense.

- B. Water meter accuracy test is to be conducted by a Town qualified water meter person. No accuracy test shall be performed without a written request by the property owner and payment to the Town, per Appendix A. In the event the meter is found to be in error, all paid fees will be returned to the property owner.
- C. All meters shall be made accessible to the designated Town staff member for purpose of reading and repair. If a meter is not accessible, the Town will request that the property owner to make it accessible. The Town may deem accessibility an emergency (see Section 2.4) if the request is not complied with within 90 days of the town's request.

### **Section 3.3 Tampering or Interfering with Meters**

- A. No person shall interfere with the Town, its agents or employees during installation, repair, replacement, reading, examination or removal of any meter, nor shall a person or tamper with, alter the reading of, deface, injure, destroy or disconnect any meter or any connection thereto, or use water otherwise than through a meter. Any water connection to the premise of any consumer who, by himself or herself or through an agent, permits any of the unlawful acts set forth in this section may be cut off without notice.
- B. The provisions of the preceding subsection shall not be construed to exempt any person who may have been fined for a violation thereof, or who may be charged with a violation thereof, from an action for damages on account of such violation brought by the Town.
- C. It shall be the property owner's responsibility to pay the cost of any necessary repairs or replacement of a meter that has been tampered with as set forth in this Manual and Appendix A.

## **ARTICLE IV MATERIALS AND MAINTENANCE**

### **Section 4.1 Use of Private Water and Sewer (Outside Buildings)**

The use of outside private water and sewer pipes and connections thereto shall be reviewed and approved by the Town.

### **Section 4.2 Inspections and Repairs to Prevent Waste of Water**

The Town or its duly authorized agent is authorized and empowered, upon reasonable notice and in compliance with all applicable provisions of law, to enter and inspect the premises of any consumer of water for the purpose of ascertaining the number of EDUs that should be assessed for the property and the character of all service connections on such premises and the condition thereof, and for the purpose of

investigating whether there is any unnecessary waste of water. In case any unnecessary waste of water shall be found to result from want of repair in the pipes or other fixtures, the owner or occupant of such premises shall be notified to have the necessary repairs made immediately, and upon his/her neglect or refusal to do so, the Town shall shut off the water from such premises. No person shall turn on such water before the necessary repair permits or permission for use have been made and approved by the Town. All applicable fees associated with the water and shut off and turn on and any other applicable fees per this Manual must be paid before water service will be restored to the property.

#### **4.3 Renewal of Water / Sewer Lateral Extension**

After the initial connection from the Town main has been made and through time and deterioration the service lines may be replaced as determined by the Town, the Town will replace the water extension from the main to the property line or meter vault at the Town's expense.

### **ARTICLE V WATER USE CURTAILMENT**

#### **Section 5.1 Authority of Mayor to Order Curtailment**

The Mayor is hereby authorized and empowered, whenever in his/her judgment he/she shall think it necessary for the preservation of the public health and safety, to suspend, curtail, regulate and prohibit the use of water from the municipal water system of the Town.

#### **Section 5.2 Notice to Consumers to Curtail Unnecessary Use**

The Mayor is hereby authorized and empowered to give notice for all consumers of water to curtail, regulate or refrain from the use of water for all or any of the purposes specified in this Article.

### **ARTICLE VI UNLAWFUL AND PROHIBITED ACTS**

#### **Section 6.1 Unlawful Opening of Fire Hydrants**

No person other than an authorized employee of the Town or a member of a Fire Department acting under orders of their proper superior in the performance of their duties may operate a fire hydrant unless in possession of written permission from the Town to do so.

#### **Section 6.2 Prohibited Acts Generally**

No person shall connect to, make improvements to, access or cause harm to any of the Town's water and sewer system without permission from the Town and this Manual.

#### **Section 6.3 Unlawful Connections or Ferrules**

No person shall, without proper authority, introduce a ferrule into any public or private pipe, or form any connection or communication whatsoever with any public or private pipe and/or the Town's Water and Sewer System.

#### **Section 6.4 Penalties**

If any property owners, customers, tenants, applicants, persons, firms, associations or corporations tamper in any way with the Town's Water and Sewer System, he/she shall be guilty of a municipal infraction subject to a fine of One Thousand dollars (\$1,000) per infraction and will be required to pay all fees and charges necessary to correct the cause of the infraction along with any estimated loss of revenue or damage to the Town.

### **ARTICLE VII GENERAL PROVISIONS – SEWERS**

#### **Section 7.1 Connections, Openings or Alterations: Permit Required**

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining permission and/or a permit from the Town.

#### **Section 7.2 Water Pollution Prohibited**

It shall be unlawful to discharge to any natural outlet within the Town or in any area under the jurisdiction of the Town any sanitary sewage, industrial wastes or other polluted waters except where suitable treatment has been provided in accordance with the provisions of this Manual.

#### **Section 7.3 Connection to Public Sewer**

Whenever a public sewer is extended so as to be accessible to any property, the Town shall notify owners of all unconnected properties within 200 feet of the sewer and the property owner shall make connection therewith, in accordance with this Manual, generally within six months of such notice unless the owner makes application to the Town for extenuating circumstances (Appendix C). The Town will review the application and advise the owner whether an extension is granted.

#### **Section 7.4 Out of Town Regulations**

Properties outside of Town are subject to an Interjurisdictional Agreement with North Beach, Anne Arundel County and Calvert County.

#### **Section 7.5 Septic Tank and Cesspools Restricted**

Except as otherwise provided in this chapter, it shall be unlawful to construct or maintain a storage tank, vault, septic tank, cesspool or other facility intended or used for the disposal of sewage within the Town unless otherwise approved by the Town.

### **Section 7.6 Sanitary Maintenance and Use of Septic Tanks and Cesspools**

Septic facilities not prohibited by this Manual shall be maintained by the owners thereof in a sanitary condition satisfactory to the County and/or State Board of Health and shall be emptied and cleaned by such means and in such manner as prescribed by the Board. The property owner shall submit bi-annual reports to the Calvert County Health Department documenting that the septic system is being properly operated and maintained. These reports shall be signed by a Master Plumber.

### **Section 7.7 Damaging or Destroying Sewage Works Equipment**

No person shall maliciously, negligently or without authority break, damage, destroy, uncover, deface, cause to be inaccessible, or tamper with any structure, appurtenance or equipment which is part of the sewage works.

### **Section 7.8 Notice of Violations**

Any person found to be violating any provisions of this Manual shall be served by the Town with written notice stating the nature of the violation and directing the satisfactory correction within 30 business days thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

### **Section 7.9 Violations and Penalties**

Any person guilty of violating any provisions of this Manual shall be guilty of a municipal infraction and shall be subject to a fine not to exceed One Thousand dollars (\$1,000) payable within 30 days of notice.

### **Section 7.10 Liability of Damages**

Any person violating any provision of this article shall become liable to the Town for any expense, loss or damage occasioned the Town by reason of such violation.

### **Section 7.11 Responsibilities**

- A. Town will maintain and repair Town assets at its sole expense. The Town is responsible for the sewer cleanout at the property line in the Town right of way. Reference Appendix "H" for general information related to water and sewer connections.
- B. Non-Emergencies – The property owner is responsible for the repair and maintenance of the water and sewer connections from the property line or public easement line to the building and of all lines, piping and fixtures in the building and on the property itself. The property owner is responsible for all costs resulting from leaks and repairs of their lines. It is the property owner's responsibility to locate any leaks and have them repaired at his/her own expense, and property owner is responsible for all water and sewer costs resulting from leaks located between the

property line or easement line to any faucet or sprinkler head, as well as for normal sewer and water costs. The Town may do maintenance or repairs when it deems a condition to constitute an Emergency (See Section 2.4B).

- C. Emergencies – Upon discovery of a water and/or sewer system leak (or failure) constituting a threat of harm to public health, safety or welfare, the Town will determine if the leak is located in facilities owned and/or maintained by the Town, in which case it will repair the leak. If the leak is not the Town's responsibility, the Town will use its best efforts to notify the property owner immediately. If the Town does not believe the leak is a threat of harm to the public health, safety or welfare, the owner will be told that it is his/her responsibility to have the leak repaired within 14 consecutive days by a plumber licensed by Calvert County, at the owner's expense. If the property owner fails to take the corrective action within the 14 days, the Town may perform such repair work. If the Town deems the leak to be an emergency and a threat to the general public health, safety or welfare, the Town may take immediate action to correct the leak. Such actions may include immediately turning off the water supply to the property. All cost incurred by the Town, including overhead and assistance from any contractor, to correct a property owner's leak shall be paid by the property owner within 90 days of the repair or the Town may place a lien on the property until such time as payment is made.
- D. If the Town water valve for the property can stop a leak for which the property owner is responsible, a shut off fee will be assessed and the Town will shut off the water. After the property owner makes the necessary repair, the Town will turn the water back on and assess a turn on fee. If the leak cannot be stopped by shutting off the connection to an individual property and the owner is not available to authorize said repair, the Town may proceed with such repair in its discretion repair a leak in the exterior yard of the structure. The Town will not enter private property without a warrant.

## **ARTICLE VIII BUILDING SEWERS AND CONNECTIONS**

### **Section 8.1 Installations, Connection and Replacement Costs; Indemnification of Town**

- A. All costs and expense required for the installation and connection of the building sewer shall be borne by the owner only after the approval of the Town. Owner shall indemnify the Town from any loss or damage that may be caused directly or indirectly by the installation of the building sewer. Only licensed contractors approved by Town shall be permitted to do installations. Capital connection fees shall be paid at the time of zoning approval.
- B. If the initial connection from the public sewer has been made and the Town determines that the building sewer may need to be replaced, the Town will replace building sewer from the main to the property line or public easement (at the cleanout) at the Town's expense. The Property Owner shall be responsible for all costs from the property line or public easement, with exception of the cleanout, to the building drain. The Town shall restore the work area within the right-of-way only. The owner shall restore the work area on their property back to original conditions.

### **Section 8.2 Separate Sewers for Each Building; Exception**

A separate and independent building sewer shall be provided for each commercial property and each dwelling unit. A condominium will only require one connection and would be considered one unit.

### **Section 8.3 Use of Old Sewers for New Buildings**

Old building sewers may be used in connection with new buildings only when they are found by the Town, on examination and test by the Applicant to be in sound condition and to meet all requirements of this Manual.

### **Section 8.4 -Sewer Elevation, Location and Grade**

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. No building sewer shall be laid parallel to or within five (5) feet of any bearing wall. The depth shall be sufficient to afford protection from frost. The building sewer shall be laid at uniform grade and in straight alignment (2% minimum slope unless otherwise approved by the Town).

### **Section 8.5 When Pumps Required**

In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such drain shall be lifted by a Town approved pump station and discharged to the building sewer. All sewage pumps will require permanent connection to a standby generator capable of running the pump.

### **Section 8.6 Safeguards and Barricades; Restoration**

All excavations for building sewer installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Town.

### **Section 8.7 Inspections and Supervision of Connections by Superintendent**

The applicant for the sewer permit shall notify the Town when the building sewer is ready for inspection by the County and connection to the public sewer. The connection shall be made under the supervision of the Town or his/hers representative and shall be constructed in accordance with this Manual. The latest edition of the Calvert County Water and Sewer Manual shall be used for construction for items not specifically outlined within this Manual.

## **ARTICLE IX USE OF PUBLIC SEWERS**

### **Section 9.1 Prohibited Use of Sanitary Sewers**

No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, cooling water or industrial process waters to any sanitary sewer.

### **Section 9.2 Prohibited Waters and Wastes**

Except as otherwise provided in this Article, no person shall discharge or cause to be discharged any of the following:

- A. Any liquid vapor having a temperature higher than one hundred fifty degrees Fahrenheit (150°F).
- B. Any water or waste which may contain more than one hundred (100) parts per million, by weight, of fat, oil or grease.
- C. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.
- D. Any residential garbage that has not been properly shredded.
- E. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.
- F. Any water or wastes having a pH lower than six point zero (6.0) or higher than nine (9.0) or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works.
- G. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals or create any hazard in the receiving waters of the sewage treatment plant.
- H. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the water reclamation treatment plant.
- I. Prescription drugs and/or over the counter medications in general are a danger to wildlife and people. Unwanted or unused items should be turned into the County as Hazardous Chemicals.

### **Section 9.3 Grease and Oil Traps**

- A. The regulations in this article shall apply to establishments where food is served to or provided for the public, with or without charge, including, but not limited to restaurants, bed and breakfasts, fire halls, cafeterias, hotel kitchens, church kitchens, school kitchens, bars, or any other commercial operation that has the potential to discharge grease laden wastewater; hereafter referred to as Food Service Establishments (FSE). These regulations shall provide for the use of interceptors or traps to prevent liquid waste containing fats, oils, grease, etc. from entering a public or private sewer or W RTP plant.
- B. All interceptors shall be of a type and capacity approved by the Town and Calvert County Health Department and shall be located as to be readily and easily accessible for cleaning and annual inspection.
- C. Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.
- D. Interceptors shall not be required for private living quarters or dwelling units.



- E. All grease and oil separators shall be maintained regularly to function properly. These separators shall be inspected quarterly and reported to the Town. See Appendix D for Grease and Oil Trap Reporting Form.
- F. Noncompliance with the reporting form or improperly maintaining the grease trap shall result in the Town disconnecting water to the property.

#### **Section 9.4 Maintenance of Interceptors**

- A. All interceptors shall be of a type and capacity approved by the Calvert County Health Department and shall be located as to be readily and easily accessible for inspection by the Town annually.
- B. Maintenance of interceptors. Where installed, all grease and oil trap shall be maintained by the owner, at his expense, in continuously efficient operation at all times.
- C. All establishments that are required to have grease or oil interceptors, must maintain a log indicating frequency of waste retrieval by a Maryland approved salvage contractor. The log and a copy of the waste removal contract must be available at all times for inspection by the Town and reported quarterly (See Appendix D).

#### **Section 9.5 Wastewater Reclamation Treatment Facilities**

The Town maintains and operates a 1.5 MGD Treatment Plant in accordance with an Interjurisdictional Agreement with Calvert County, Anne Arundel County and the Town of North Beach.

#### **Section 9.6 Maintenance of Facilities by Owner**

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at their expense.

#### **Section 9.7 Control Manholes on Property Producing Industrial Wastes**

When required by the Town, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required shall be accessibly and safely located and shall be constructed in accordance with plans approved by the Town. The manhole shall be installed by the owner at their expense and shall be maintained by same so as to be safe and accessible at all times.

#### **Section 9.8 Standards for Measurements, Tests and Analyses**

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made shall be determined in accordance with Standard methods for the Examination of Water and Sewage and shall be determined at the control manhole provided for in Section 9.8 or upon suitable samples taken at such control manhole. In the event no special manhole has been required, the control

manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.

### **Section 9.9 Special Arrangement for Industrial Concerns**

No statement contained in this Manual shall be construed as preventing any special agreement or arrangement between the Town and any industrial user whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment, subject to payment therefore by the industrial user to treat the waste.

## **ARTICLE X PRIVATE SEWAGE DISPOSAL**

### **Section 10.1 When Authorized**

Where a public sanitary sewer is not available under the provisions of Section 7.4, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this Manual.

### **Section 10.2 Permit Required; Application; Fee**

Before commencement of construction of a private sewage disposal septic system, the owner shall first obtain a written permit signed by the Town. The application for such permit shall be made on a form furnished by the Town, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the Town. A permit and inspection fee per Appendix A shall be paid to the Town at the time the application is filed.

### **Section 10.3 Effective Date of Permit; Inspections; Notice of Inspection**

Usage of a private sewage disposal septic system shall not become effective until the installation is completed to the satisfaction of the Town and County. The Town shall be allowed to inspect the work at any stage of construction, and in any event the applicant for the permit shall notify the Town when the work is ready for final inspection and before any underground portions are covered. The inspection shall be made within two working days of the receipt of notice by the applicant.

### **Section 10.4 Compliance with State Health Requirements**

The type, capacity, location and layout of a septic tank treatment system associated with a private wastewater sewage disposal system shall comply with all recommendations of the Calvert County Health Department.

### **Section 10.5 Other Restrictions on Issuance of Permit; Prohibited Use of Sewers**

No permit shall be issued for a new septic sewage disposal system unless a planned or available public sewer line is not within 200 feet of the property and approval of the septic system is given by the Calvert County Health Department. No septic tank shall be permitted to discharge to any public sewer or natural outlet.

### **Section 10.6 Sanitary Operation and Maintenance**

If a septic system is approved per Section 10.5, the property owner shall operate and maintain the system in a sanitary manner at all times, at no expense to the Town. The property owner shall submit bi-annual reports to the Calvert County Health Department documenting that the septic system is being properly operated and maintained. These reports shall be signed by a Master Plumber.

## **APPENDICES**

**Appendix A Fee & Rate Schedule Water & Sewer System**

**Appendix B Application for Water and Sewer Service**

**Appendix C Hardship Exemption Request Form**

**Appendix D Grease and Oil Trap Quarterly Reporting Form**

**Appendix E Sub-meter Application**

**Appendix F Water / Sewer Payment Plan**

**Appendix G Schedule of Equivalent Dwelling Units**

**Appendix H General Information Related to Water / Sewer Connections**



**APPENDIX A  
FEE & RATE SCHEDULE  
WATER & SEWER SYSTEM  
TOWN OF CHESAPEAKE BEACH, MARYLAND  
JULY 1, 2019**

**WATER / SEWER PLAN REVIEW FEES:**

**Review / Preliminary Plans**

- |                          |           |
|--------------------------|-----------|
| • Public Water and Sewer | \$ 300.00 |
| • Private Water or Sewer | \$ 250.00 |

**Minor Subdivision Plan (1-7 Lots)**

- |                          |                         |
|--------------------------|-------------------------|
| • Public Water and Sewer | \$ 500.00 + \$50.00/Lot |
| • Private Water or Sewer | \$ 400.00 + \$40.00/Lot |

Resubmitted plans that do not adequately address all comments are subject to an additional charge of 50% of Review Fee. (Up to a maximum charge of \$1,000 preconstruction plan).

**Major Subdivision Plan (>7 Lots)**

- |                          |                            |
|--------------------------|----------------------------|
| • Public Water and Sewer | \$ 1,000.00 + \$100.00/Lot |
| • Private Water or Sewer | \$ 750.00 + \$75.00/Lot    |

(Up to a Maximum charge of \$5,000 per construction plan).

**Minor Site Plan (1-7 Lots)**

- |                          |                          |
|--------------------------|--------------------------|
| • Public Water and Sewer | \$ 125.00 + \$100.00/EDU |
| • Private Water or Sewer | \$ 90.00 + \$74.00/EDU   |

(Up to a maximum charge of \$2,000 per construction plans).

**Major Site Plan (>7Lots)**

- |                          |                            |
|--------------------------|----------------------------|
| • Public Water and Sewer | \$ 1,500.00 + \$150.00/EDU |
| • Private Water or Sewer | \$ 1,200.00 + \$120.00/EDU |

(Up to a Maximum charge of \$7,000 per construction plan).

**Administrative Water/Sewer Application Fee**

\$ 200.00

To be collected with Submittal of any water and/or sewer construction plans/connection application/permit request.

**Public Sewer Pump Station Plan**

\$ 2,500.00

**Injector Pump Station Plan**

\$ 250.00/EDU

**WATER / SEWER RATES:**

Water Rates (per 1,000 total gal. Billed Quarterly)	\$ 2.01/Tg
Sewer Rates (Billed Quarterly)	\$ 5.57/Tg
Fixed Water and/or sewer charge per Quarter (minimum of one per use)	\$ 50.00/Use & Occupancy
Flat Rate for Sewer Use without Water Service	\$ To be determined based on average usage for comparable building size and usage.

**OTHER CONNECTION FEES:****Water Meters/Hydrants**

Standard 5/8" x 3/4" Outdoor Radio Read Water Meter Larger meter will be priced on a case by case basis.	\$ 500.00
Standard 5/8" x 3/4" Indoor Radio Read Water Meter Larger meter will be priced on a case by case basis.	\$ 250.00
Meter Installation Fee Fee is included in a connection permit application.	\$ 200.00

**Fire Hydrants & Meters**

Short-Term 5/8" x 3/4" Meter Rental (60 days or less reapplication and associated fee must be made after each 60 day term). Includes \$500 refundable deposit.	\$ 1,250.00
Temporary Fire Hydrant Meter	\$ 100.00 Application Fee (meter provided by Town)
Private Fire Hydrant Fee (one time)	\$ 500.00/hydrant
Hydrant Meter Rate/1,000 gallons	\$ 10.00/Tg
Submeters	\$ See Appendix 'C'

**Capital Contribution Charges**

One time charge before time of connection

Water	\$ 6,000.00/EDU
Sewer	\$ 18,000/EDU
Illegal Water/Sewer Connection Fee	\$ 1,000/day until illegal connection is removed

**INSPECTION AND TESTING FEES:**

<u>Individual Water &amp; Sewer Connection Inspection per EDU</u>	\$ 216.00
<u>Individual Water or Sewer Connection Inspection per EDU</u>	\$ 144.00
<u>Individual Grinder or Injector Pump Inspection (Additional)</u>	\$ 180.00
<u>Re-Inspection Fee/Visit per EDU</u>	\$ 72.00
<u>Water and/or Sewer Infrastructure Inspection</u>	10% of Town approved Engineers Cost Estimate
<u>Meter Test</u>	
5/8" to 2"	\$ 150.00
3" to 4"	\$ 180.00
6" and greater	\$ 360.00

**TAP FEES:**

Tap Connection Inspection Fee-Sewer	\$ 300.00/EDU
Tap Connection Inspection Fee-Water	\$ 300.00/EDU
Emergency Water and Sewer Repairs (private systems)	\$ 240.00 Minimum + actual cost to Town to make repair.
Scheduled (48 hours notice) water turn off/on	\$ 30.00 per event
Unscheduled (less than 48 hours notice) water turn off/on	\$ 60.00 per event

**RETURNED CHECK FEE:** \$ 50.00

**UTILITY BILLING LATE FEE:** 1.5%

**BONDING:**

All work within the public right-of-way including work on water and sewer facilities, both to existing facilities and for new facilities, will require a bond to be posted in an amount approved by the Town Engineer plus a 25% contingency. (Bonding will be required prior to a permit to perform work is issued).



## APPENDIX B

### Public Water and/or Sewer Connection Permit Application

APPLICANT - Complete all applicable spaces

Job Location \_\_\_\_\_  
 Street \_\_\_\_\_  
 Building \_\_\_\_\_  
 Subdivision \_\_\_\_\_  
 Tenants Name \_\_\_\_\_  
 Tax Account # \_\_\_\_\_  
 Building Permit # \_\_\_\_\_  
 Map Reference No. \_\_\_\_\_  
 Block \_\_\_\_\_ Lot Parcel # \_\_\_\_\_

Contract/Utility Agreement # \_\_\_\_\_  
 Water/Sewer Account # \_\_\_\_\_  
 USE: NEW EXISTING  
 Single Family Structure ☐ ☐  
 Multi Family Structure ☐ ☐  
 # of Units \_\_\_\_\_  
 Commercial ☐ ☐  
 Industrial ☐ ☐  
 Other \_\_\_\_\_  
 Existing Service ☐ ☐

<b>O W N E R</b>	Name _____	<b>C O N T R A C T O R</b>	Company Name _____
	Mailing Address _____		Master _____
	City _____		Contractor's License No. _____
	State _____ Zip _____		Mailing Address _____
	Telephone _____		City _____ State _____ Zip _____
		Telephone _____	

DO NOT WRITE IN THIS SPACE	
Permit No. _____	
USER CONNECTION CHARGE	
Water \$ _____	
Sewer \$ _____	
CAPITAL CONNECTION CHARGE	
Water \$ _____	
Sewer \$ _____	
Inspection Fee \$ _____	
Application Fee \$ _____	
Other Fees \$ _____	
Total \$ _____	

GRINDER PUMP	CONNECTION SIZE		METER SIZE
Yes <input type="checkbox"/>	Water <input type="checkbox"/> Size _____	Size _____	Size _____
No <input type="checkbox"/>	Sewer <input type="checkbox"/> Size _____		
	Type of Pipe _____		
Existing Vault Yes <input type="checkbox"/> No <input type="checkbox"/>			
Existing Tap Yes <input type="checkbox"/> No <input type="checkbox"/>			

I certify and agree as follows that I am authorized to make this application, that the information is correct, that I will comply with all the regulations of the Town of Chesapeake Beach which are applicable here and that I will not perform work on the above property unless it is specifically described herein. I am aware of the depth of the main line and have computed and found adequate the hydraulic gradient between the house connection and the public service level and agree to physically check both prior to installing the plumbing house connection.

Master Plumber's Signature \_\_\_\_\_ Date \_\_\_\_\_

Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize the master plumber named on this application to obtain this permit for the connection stated. I understand that the connection permitted must be made by the master plumber and inspected by the Town's Department of Public (DPW) Works prior to the use of the public facilities. The Town's DPW will be inspecting all utilities installed that will be Town maintained. For water this will end at the meter or curb stop, for sewer this will end at the clean out or pressure valve. These Town / private connections must be located in the right of way. All other inspections are performed by Calvert County. **Fees payable to the Town of Chesapeake Beach.**

Owners' Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Public Works Signature \_\_\_\_\_ Date \_\_\_\_\_

**NO WORK MAY BE STARTED UNTIL PERMIT IS ISSUED**





## APPENDIX C

### Hardship Exemption Form

1. Please complete the following form if you are requesting a extension of time to connect to public utilities:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Other number ☐ cell ☐ work

\_\_\_\_\_  
City, State, Zip

#### 2. Public Connection Extension Request:

If you are seeking a extension to connect to public facilities, please complete the below section:

##### Private Septic Systems

Date of Private Sewer Installation: \_\_\_\_\_

Date of the last Sewer Inspection: \_\_\_\_\_

Public Sewer Exemption or Extension Requested: \_\_\_\_\_

##### Private Water/ Well

Date of Private Well Inspection: \_\_\_\_\_

Date of the last Well Inspection: \_\_\_\_\_

Public Water Exemption or Extension Requested: \_\_\_\_\_

#### 3. Fill in each space below for **ALL** household members (list yourself first)

TOTAL NUMBER OF HOUSEHOLD MEMBERS IS \_\_\_\_\_.

FIRST and LAST NAME	BIRTH DATE M/D/YR	RELATION TO APPLICANT	Sex M/F	Disabled (Yes or No)	Veteran (Yes or No)
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				

If there are more persons living in household, please list them on separate paper.

(Turn Over)

## APPENDIX C

### Hardship Exemption Form Continued

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**4. The applicant must sign this application before it can be processed.**

I declare that the information provided to the Town of Chesapeake Beach, is true, correct and complete.

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

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**5. OFFICE USE ONLY:**

Received/Date (mm/dd/yyyy)

\_\_\_\_/\_\_\_\_/\_\_\_\_

Approved/Date (mm/dd/yyyy)

☐ \_\_\_\_/\_\_\_\_/\_\_\_\_

Denied/Date (mm/dd/yyyy)

☐ \_\_\_\_/\_\_\_\_/\_\_\_\_

Certifier Signature (Town of Chesapeake Beach -Town Administrator):

\_\_\_\_\_  
Certifier Signature

Comments:



## APPENDIX D

### Grease and Oil Trap Quarterly Reporting Form

Name of establishment: \_\_\_\_\_

Address of establishment: \_\_\_\_\_

Type of establishment: \_\_\_\_\_

Contact: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

Name of certified cleaning/repair company: \_\_\_\_\_

Certification # \_\_\_\_\_

Gallons removed \_\_\_\_\_ Disposal location \_\_\_\_\_

NAME: \_\_\_\_\_ Title: \_\_\_\_\_

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

I certify that I have read Chesapeake Beach Water and Sewer Use Manual (enclosed) and agree to submit all reports within two weeks of cleaning and/or maintenance OR on a quarterly basis. I further agree to maintain all records regarding all maintenance activities for a period of two (2) years and to make such records available for review by Town Staff.



## APPENDIX E

### Sub-Meter Application

1. Applicant Contact Information – Please Print  
**Applicant – Must be provided -owner with an active account (paid /current)**

Name		Cell Phone No.	
Business Name (If Applicable)		Work Phone No.	
Street Address		Home Phone No.	
City / State		Email Address	
Postal Code			

Master Plumber – For Applicant

Name		Cell Phone No.	
Business Name (If Applicable)		Work Phone No.	
Street Address			
City / State		Email Address	
Postal Code			
License No.			

Applicant Account Information

Account No.	
Customer Name on Account	
Physical Address for Sub-Meter if different from Applicant Address	

2. Sub-Meter Requested Information  
 Applicant information to be completed with consultation of public services staff

Town Employee Assisting Applicant:			
Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Government <input type="checkbox"/>
Tax Exempt Status – With Verification		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason for the Sub-Meter:			
Sub-Meter Size Requested		Submeter Type (Check Box Below)	
Standard <input type="checkbox"/>	Compound <input type="checkbox"/>	Turbine <input type="checkbox"/>	Fire Line <input type="checkbox"/>
Non-Pit Meter <input type="checkbox"/>		Pit Meter <input type="checkbox"/>	



Person Taking Payment:		Date Paid:	
Amount and Method of Payment	Cash \$	Check \$	Credit \$

This Section to be completed by Public Works Department (if appointed).

6. Installation and Inspection

Date Public Services Notified Sub-Meter Ready for Inspection:		
By Whom?		
Installer Name (Master Plumber)		
Company		
Address, City, State, Postal Code		
Telephone No.		
Inspector Name		
Company		
Address, City, State, Postal Code		
Telephone No.		
Inspector Signature		
Date Sub-Meter Approved:	Date Sub-Meter Denied:	
Reason for Denial:		
Sub-Meter No.	ERT No.	Master Meter Reading:



## APPENDIX F

### Water/Sewer Payment Plan Agreement

Sometimes customers face circumstances that stretch their financial resources. If you cannot pay your bill by the due date, please contact the Water and Sewer Billing Department before the bill becomes due. The Utilities Billing Administrator will work with you on a plan to pay the balance of the bill over time. These payment arrangements require you to:

- Pay at least 25% of your bill within 48 hours of your call.
- Agree to pay the remaining balance of the bill in monthly installments as described in this Agreement, including any applicable late payment charge according to an agreed upon schedule described below.
- Agreement shall not exceed 6 months from the date signed and shall not exceed 2 future billing cycle due dates.
- Pay the complete balance of all future bills before the due date of that billing cycle.

We will create these payment arrangements only with customers who have not broken a similar agreement with us in the past twelve months.

#### Payment Agreement Application

Agreement Date: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Account # \_\_\_\_\_  
Property Address: \_\_\_\_\_ Chesapeake Beach, MD 20732  
Mailing Address (If Different): \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Total Amount Owed: \_\_\_\_\_ Down Payment: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ %  
Cash ☐ Check ☐ Check # \_\_\_\_\_ Credit Card \_\_\_\_\_  
Payment Confirmation #: \_\_\_\_\_  
Payment Begin Date: \_\_\_\_\_ Payment End Date: \_\_\_\_\_ Amount Due per Month: \_\_\_\_\_  
Owner Signature: \_\_\_\_\_  
Utilities Billing Administrator Signature: \_\_\_\_\_  
Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(SEAL) Notary Signature: \_\_\_\_\_

Name of Notary: (Printed) \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Please attach a copy of the owner's driver's license to this application.





## APPENDIX G

### Schedule of Equivalent Dwelling Units

To be used in conjunction with computing Capital Connection Charges for Multi-Family Residential & Commercial

Table of Equivalent Dwelling Units

<u>Use:</u>	<u>Number of Equivalent Dwelling Units</u>
Elementary School- each 40 Pupils of Fraction Thereof	1
Middle/High School- each 20 Pupils of Fraction Thereof	1
1 Trailer Space	1
1 Apartment	1
4 Motel/Hotel Units	1
1 Motel/Hotel Efficiencies (with Kitchen Facilities)	1
1 Retail or Service Store-up to 3,000 square feet	0.3
1 Retail Store, Each 5 Employees or Fraction Thereof	1
1 Supermarket Food Store- Up to 5 Employees	1
1 Supermarket Food Store- Over 5 Employees	3
1 Barber Shop or Beauty Shop	1
1 Car Wash- Each Self Service Bay	1
Each Tunnel Bay	4
1 Gas Station	1.5
1 Laundromat, Each 4 Washers or Fraction Thereof	1
Restaurant, Bar or Cocktail Lounge, Each 20 Seats Or Fraction Thereof	1
Doctor or Dentist Office	1
Veterinary Hospital	3
Office Building, Each 8 Plumbing Fixtures Or Fraction Thereof	1
Theatres- Each 100 Seats of Fraction Thereof	1





## APPENDIX H

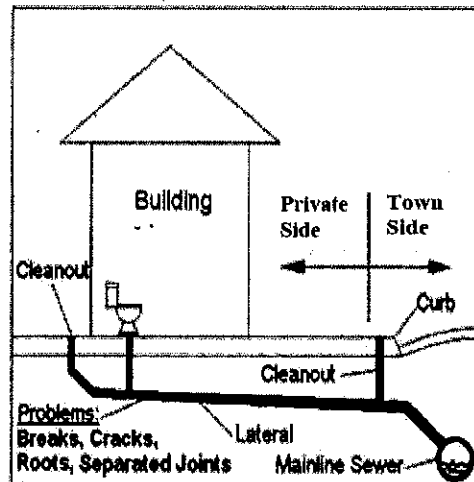
### GENERAL INFORMATION RELATED TO WATER AND SEWER CONNECTIONS

<u>Community Name</u>		<u>General Connection Type</u>	
		<b>Water Connection</b>	<b>Sewer Connection</b>
<b>Baycrest</b>		Outside Water Meter	Gravity with cleanout
<b>Captains Quarters</b>		Inside Water Meter curb stop	Gravity with cleanout
<b>Chesapeake Station</b>		Outside Water Meter	Gravity with cleanout
<b>Heritage</b>		Outside Water Meter	Gravity/Pressure
<b>Horizons on the Bay</b>		Inside Water Meter curb stop	Gravity with cleanout
<b>Richfield Station</b>			
<i>Single Family Homes</i>		Outside Water Meter	Gravity/Pressure
<i>Town home A</i>		Inside Water Meter curb stop	Gravity/Pressure
<i>Town home B (Most recently built)</i>		Outside Water Meter	Gravity/Pressure
<i>Condominiums</i>		Inside Water Meter curb stop	Gravity with cleanout
<b>Seagate</b>		Inside Water Meter curb stop	Gravity with cleanout
<b>Windward Key</b>		Outside Water Meter	Pressure
<b>Chesapeake Village</b>		Outside Water Meter	Gravity/Pressure
<b>Bayview Hills</b>			
<i>Single Family Homes</i>		Outside Water Meter	Gravity/Pressure
<i>Town home</i>		Inside Water Meter curb stop	Gravity with cleanout

*\*Note individual homes may vary*

## General Sewer Connection information for Residents:

### Gravity Sewer Connections

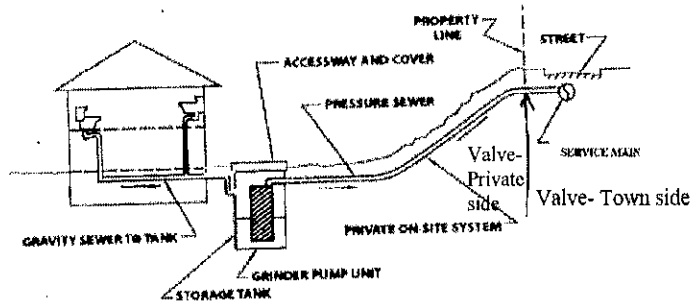


#### Notes:

For these connections there should be a clean out located close to the property line at the Town right of way.

In cases where the sewer cleanout is not in the Town Right of way or where there is no cleanout, the Town will defer to the property line as the point where the homeowner takes ownership and maintenance responsibility. There are some circumstances where homeowners have a cleanout beside their home or have added cleanouts. These cleanouts were not inspected by the Town and will not be maintained by the Town.

## Pressure/ Grinder Pit Connections



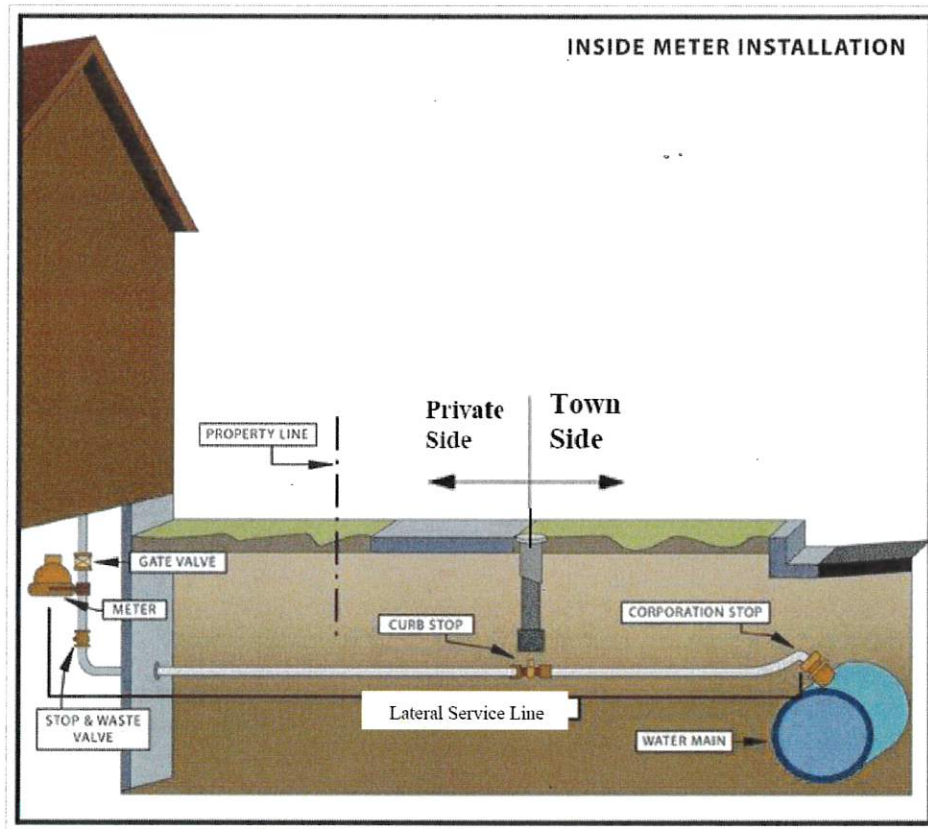
### Notes:

For these connections there should be a shutoff valve located at the property line or in the public Town right of way.

In cases where the shut off valve is not in the Town Right of way, or where there is no shut off valve, the Town must use the property line as the maintenance /public ownership changing point.

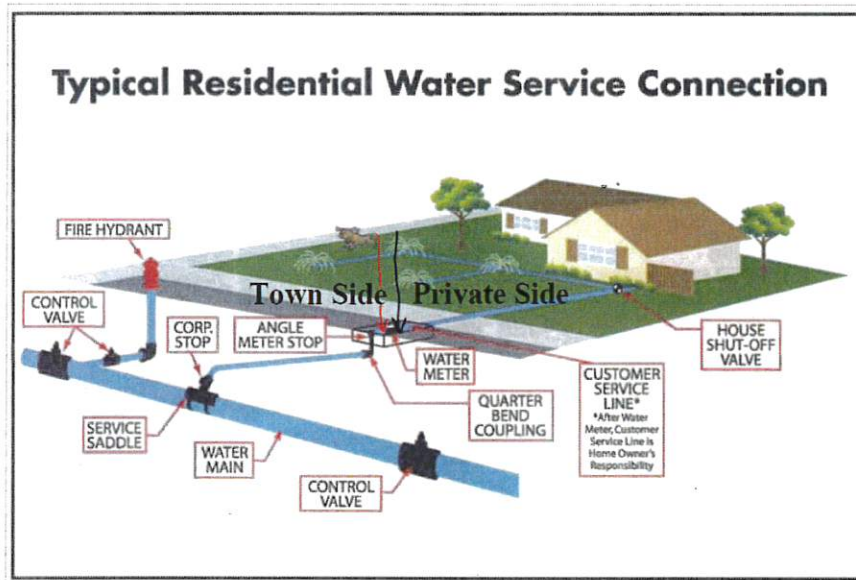
## General Water Connection information for Residents:

### Inside Water Meter Connections



For inside water meter connections there should be a curb stop valve located outside near the property line in the Town right of way. The downstream side of this valve is where the Town ownership ends.

## Outside Water Meter Connections



For outside meters there should be a meter pit located close to the property line in the right of way. The Town's responsibility ends on the downstream side of the water meter.

There are areas in Town where the water meter is located right outside the home, past the Town right of way. In these cases, the Town will repair the line up to the meter if there is a failure and will move the meter location to the right of way at the property line upon repair.