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## ON-SITE WASTEWATER POLICY & PROCEDURE

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This document is provided to provide developers, property owners, Town Staff, appointed officials, and elected officials with a set of clear and predictable policies and procedures related to any on-site sewer system, except for septic systems.

In an effort to reduce the confusion for Developers/Owners, the following should be considered the minimum requirements necessary to request a closing on their development or any phase of the development as it relates to the on-site system pursuant to the Developer Agreement, and/or Memorandum of Understanding (MOU) between the Town and the Developer/Owner.

The following are the Developer and/or Owner responsibilities prior to scheduling of the closing of such property and prior to submittal of the first section of the final plat to the Town of Thompson's Station Planning Commission:

### **Prerequisite to Any Planning Commission Application**

- Prior to any application to the Town's Planning Commission (annexation, rezoning, site plat, preliminary plat, or final plat), the system project must be presented to the Utility Board and Board of Mayor and Aldermen (BOMA), and be approved as an on-site sewer treatment, collection and disposal system project by the Town. No application to the Planning Commission for a common development utilizing an on-site wastewater system shall be considered complete without first obtaining approval of the proposed on-site treatment and disposal system (either new or the expansion of an existing on-site treatment and disposal system) or connection to an existing on-site treatment and disposal system.
- The system project presented to the Utility Board and the BOMA must be accompanied by a memorandum of understanding (MOU), encompassing this Policy and the Town's Wastewater Infrastructure Policy, approved by the Town Attorney.

### **Prerequisite to Any Site Plan or Preliminary Plat Planning Commission Application**

- Prior to the submittal of an application for preliminary plat or site plan, the system project must have a final and approved State Operating Permit (SOP) issued to the Town by the State of Tennessee. Any and all applications for a SOP or amended or revised SOP shall be made by and through the Town, with the Town as the applicant. If the Developer's project is connecting to a larger facility with an existing SOP, sewer capacity must be available in that system and have a letter from the Town's wastewater engineer stating that capacity is available. If an update to the existing SOP for that system is necessary in order to accommodate the proposed development, the Developer shall provide information necessary for the SOP permit revision with the Developer being responsible for any and all cost associated with the SOP permit revision(s). Additionally, the revised SOP must be issued to the Town, and must have the Town's approval.

### **Prerequisite to Any Site Plan or Construction Document Submittal**

- Any construction plans for the treatment facility for the system must have the approval of the Town's engineer, the Town's wastewater system operator, and the Tennessee Department of Environment and Conservation (TDEC).
- The system construction plans (pump stations, force mains, collection mains, etc.) must have approval of the Town's engineer, the Town's wastewater system operator, and TDEC. The plans shall include the legal description of all system related real property to be dedicated and transferred by the Developer/Owner to the Town, to include, but not limited to the real property on which the system is located, necessary easements for access to such system and any and all related drip field as required by the developer agreement and/or memorandum of understanding between the Developer/Owner and the Town.
- A plan for all offsite easements must be prepared and submitted to the Town as part of the Construction Documents or Site Plan.

### **Prerequisite to Any Final Plat Application**

- The Developer and/or Owner must have any offsite easements acquired and in a form acceptable to the Town as part of the first Final Plat.
- The on-site treatment facility shall be included in the first final plat for the development, including but not limited to all sureties required with the on-site sewer collection, treatment, and disposal system.
- The Developer and/or Owner must include a full accounting of the on-site system, per section, as part of the bond estimate calculation to be included with each final plat for the development.

### **Real Property Closing Process**

- Upon approval by the Town of all documents submitted as part of the closing process, a closing shall be scheduled wherein the Developer/Owner shall dedicate by conveyance the requisite property for the approved system to the Town as provided by and pursuant to the terms of the developer agreement and the memorandum of understanding. The Town of Thompson's Station requires a closing (defined as a dedication, transfer and conveyance) on all real property required for or on which an on-site sewer collection, treatment and disposal system is installed (hereinafter referred to as "the system") as a prerequisite to the submittal of the first final plat for a common development that includes an on-site sewer collection, treatment, and disposal system. This closing shall be scheduled with the Town's attorney and the Owner and/or Developer.

**Note the above outlined policy and procedure is intended as a guide to assist the Developer to navigate the on-site wastewater approval process. Other items, requirements, and/or conditions may be required that will be noted during the review process by the Town Engineer and Town Staff.**