THE PROCESS FOR RESERVATION OF WASTEWATER TREATMENT CAPACITY WITHIN THE EXPANSION AREA OF AN EXISTING ON-SITE WASTEWATER TREATMENT FACILITY

This document is provided to developers, property owners, Town Staff, appointed officials, and elected officials as to have a clear understanding of the process for the reservation of capacity within an existing on-site wastewater treatment facility.

The following should be considered the minimum requirements necessary as it relates to the reservation of capacity within an existing on-site system to include the entry into a Developer Agreement and/or Reservation 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:

Engineering Letter of Findings (ELF) and Memorandum of Understanding (MOU) Required

- The first step in the procedure for the consideration of the reservation of wastewater capacity with an existing On-site Wastewater System (On-site Systems) within the Town of Thompson's Station shall be the application for reservation to be submitted to the Town for engineer review pursuant to the Town's reservation process as prescribed with the Regional System, with the exception the application is for the expansion of an existing On-Site System and site within the Town's designated On-site Wastewater Service Area Map. The coordination and necessary submittals for the Town's engineer review shall be the responsibility of the developer and owner related to the necessary information as to the proposed expansion and the status of the existing on-site system for which expansion is being sought. The application process shall be determined by Town Staff and shall include provisions from the applicant that they have exhausted all options to connection to the Regional WWTP. The application shall require a $250 fee for review.
- The second step in the procedure for the consideration of the reservation of wastewater capacity within an existing On-Site System, once the applicant has obtained the Engineer Letter of Findings (ELF), the applicant must submit to the Utility Board a Reservation Agreement or Memorandum of Understanding (MOU) as to their project for Utility Board approval to allow Town Staff to proceed with the project.
- The Utility Board shall consider the Reservation Agreement or MOU and as a part of the consideration, the Utility Board shall review the following:
    - If the On-site System requested for connection maintains compliance with the Town's On-site Wastewater Policy and Procedures and Land Development Ordinance.
    - If the On-site System is in good standing related to all local and state permits and standards.
    - If the request necessitates any upgrades or improvements to the requested On-site System.

    - If any off-site improvements are necessary for connection to the requested On-site System.
- The Utility Board may, based on a specific finding of facts, approve, approve with conditions, or deny the request, with approval with conditions incorporated into the reservation agreement or MOU, as applicable.
- If approved, the applicant shall pay the required Effluent Disposal Fee in full prior to the acceptance of any plans or issuance of any permits associated with the property requesting the reservation.