

Service Authority Development Review Process and System Improvement Policy

Purpose

The following policy outlines the Development Review Process and System Improvement Policy of the Prince William County Service Authority (the “Service Authority”). This policy establishes an applicant’s responsibilities for water and sewer infrastructure associated with a proposed development.

Definitions

Applicant	Property Owner or designated agent.
Board of Directors	The Board of Directors of the Service Authority.
Board of Supervisors	The Board of County Supervisors of Prince William County, Virginia.
By-Right Development	A development project where a property is developed in accordance with its current zoning designation within PWC or a Town.
CIP	Service Authority’s Capital Improvements Program.
Conditional By-Right Development	A development project where a property is developed in accordance with a change in its zoning designation within PWC or a Town.
DCSM	Prince William County Design and Construction Standards Manual.
Development Department	A Department in the Division of Engineering and Planning within the Service Authority responsible for the review and approval of Project Plans.
Development Manager	The Development Department Manager of the Service Authority.
Development Policy	This Development Review Process and System Improvement Policy of the Service Authority.
Director	The Director of Engineering and Planning of the Service Authority.
General Manager	General Manager of the Service Authority.
Land Use Entitlement	Requests submitted to the PWC Planning & Zoning Office or the appropriate Town Agency by applicants to change, modify or amend current zoning designations or development requirements for parcel(s) of land for the specific purpose of developing those parcels.

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Performance Standards	The minimum design criteria determined by the Service Authority during review of Project Plans which include Utility Standards Manual design requirements, water quality (.5 m/l minimum chlorine residual, looping and minimizing dead-ends), water pressure (targeted range of 50-80 psi) and water quantity (maximum day demand and fire flow) while maximizing system effectiveness, efficiency, maintainability and customer satisfaction.
Plan Review Process	The review and approval of proposed water and sewer infrastructure that are included in Project Plans by the Development Department of the Service Authority.
Planning Department	A Department in the Division of Engineering and Planning within the Service Authority responsible for the review of Land Use Entitlement Applications.
Planning Manager	The Planning Department Manager of the Service Authority.
Project Plans	The site plan, subdivision plan, or public improvement plan containing the design and specifications for water and sewer systems.
PWC (or County)	Prince William County.
SA (or Service Authority)	Prince William County Service Authority.
Service Authority System	The Service Authority utility system including water and/or wastewater treatment facilities, water transmission mains, sewer interceptors, collection and distribution lines, storage tanks, reservoirs, and pumping stations.
System Improvements	Service connection improvements determined by the Service Authority in addition to minimum Performance Standards required for Project Plans in order to increase the hydraulic characteristics of the water or sewer system to serve future anticipated customers, strengthen the utility system, improve reliability and redundancy, and provide better overall customer service. These improvements include but are not limited to: pipeline oversizing, loop closures, multiple feeds, pumping stations, easement dedications for future tanks, control vaults and pipeline extensions. Improvement projects have generally been previously identified in the County's Comprehensive Plan, Town Comprehensive Plan, the Service Authority's Capital Improvement Program, Preliminary Engineering Reports or Studies, or operational observations and recommendations.
USM	Prince William County Service Authority Utility Standards Manual.

General Policy Statements

The Service Authority was created by a resolution of the Board of County Supervisors (BOCS) on January 11, 1983. The Service Authority is chartered by the State Corporation Commission and is an independent public body responsible for providing a comprehensive county-wide water and sewer system. The Board of Directors of the Service Authority is appointed by the Board of County Supervisors. The Board of Directors appoints the General Manager, who is responsible for the daily management of the Service Authority.

The Board of Directors has delegated the authority to administer the Service Authority System to the General Manager or his/her designated staff. This Development Policy, along with the Customer Service Handbook, the USM, the Service Connection Policy, the Master Plan Utility Adjustment Policy, the Low Pressure Force Main and Grinder Pump Policy, Board of Directors-adopted Rate Policy and other related Policies and Procedures, constitutes the policies and procedures to be used by individuals, companies and developers to plan for and connect to the SA Utility System.

The authority to administer the Development Review Process and regulations is delegated by the General Manager of the Service Authority to the Director of Engineering and Planning. This Development Review Process and System Improvement Policy complement the USM and shall be used to interpret the intent of the Service Authority and applied consistently to all applicants.

As all connections to the SA Utility System impact the operations of the system, the review of all development applications and Project Plans is based on meeting the Service Authority's Water and Wastewater Performance Standards and any planned System Improvements, and not solely the local Performance Standards needed for the Project Plans. Service Authority comments and requirements related to development applications and Project Plans will serve to strengthen and enhance the overall utility system.

In order to approve Project Plans, the Service Authority shall establish Applicant contributions and/or improvements needed to meet Performance Standards and System Improvements necessary for the proposed development to offset its impact and become an integral part of the existing and future Service Authority System.

I. By-Right Development Plan Review

- A. A By-Right Development project is developed in accordance with the property's current zoning designation. By-Right Development Project Plans are submitted directly to the County's Land Development Office or appropriate Town Agency without prior review and approval from the County Planning & Zoning Office, Planning Commission, Board of Supervisors, or the respective Town process.
- B. The review of an Applicant's By-Right Project Plans by the Service Authority's Development Department focuses on the proposed configuration of water and sewer mains and connections to the existing Service Authority System to ensure that the design incorporates necessary Performance Standards and System Improvements and meets all DCSM and USM requirements, applicable regulatory requirements, applicable Service Authority Policies and Standards and local Performance Standards.
- C. Upon Project Plan referral from PWC or a Town, the Service Authority's Development Department shall review the current Service Authority CIP, Prince William County

Comprehensive Plan or Town Comprehensive Plan, and internal files, and will consult with other departments and divisions as necessary to determine if a Service Authority System Improvement has been identified on or near the subject site.

- D. The Applicant shall provide all funding, land, easements, design, construction, equipment and material for the assets (both onsite and offsite) necessary to serve the proposed development, including provisions for adequate fire protection. The required System Improvements to be constructed by the Applicant shall be determined by the Director of Engineering and Planning or his/her designated representative, in accordance with System Performance Standards and requirements outlined in the USM and Service Authority Policies.
- E. In the case where the Service Authority has identified a future planned asset to be located on or through the subject parcel, the Applicant shall dedicate the easements and/or transfer of land ownership to the Service Authority.
- F. When improvements beyond those needed to support the proposed development are identified as being required by the Service Authority, the Service Authority and Applicant will enter into an agreement to reimburse the Applicant the incremental cost apportionment for the additional required facilities.

II. Land Use Entitlement Application Review

- A. Land Use Entitlement applications are requests submitted to PWC's Planning & Zoning Office or the appropriate Town Agency by applicants to change, modify or amend current zoning designations or development requirements for parcel(s) of land for the specific purpose of developing those parcels. Applications are generally classified as rezoning, special use permits, special exceptions, proffer amendments or comprehensive plan amendments. These applications must be reviewed by various state and local agencies, including the Service Authority, for comments to identify applicant proffer requirements, or development conditions, as applicable, among others, with final approval by the Board of County Supervisors or Town Council prior to submission of a formal Project Plan.
- B. The Planning Department reviews Land Use Entitlement applications and identifies if System Improvements are to be constructed in conjunction with the proposed development (the Service Authority CIP or Master Plan, Prince William County Comprehensive Plan, Town Comprehensive Plan or other document). The Service Authority's comments on the Land Use Entitlement application will include a statement that the Applicant shall design the System Improvement and contribute a pro-rata share up to one hundred percent of the construction costs of the System Improvements which will be determined during the project plan review process.
- C. The Applicant's obligations and responsibilities during the project plan review process, as outlined in the USM and Customer Handbook, are separate from, and in addition to, those obligations and conditions identified in the land use entitlement process.
- D. In the case where the Service Authority has identified a future planned asset to be located on or through the subject parcel, the applicant shall dedicate the required easements and/or transfer of land ownership to the Service Authority at no charge.

- E. The Applicant shall provide all funding, land, easements, design, construction, equipment and material for the assets (both onsite and offsite) necessary to serve the proposed development, including provisions for adequate fire protection. The required System Improvements to be constructed by the Applicant shall be determined by the Director of Engineering and Planning or his/her designated representative, in accordance with System Performance Standards and requirements outlined in the USM, Service Authority policies and this Development Policy.
- F. When improvements beyond those needed to support the proposed development are identified as being required by the Service Authority, the Service Authority and Applicant will enter into an agreement to reimburse the Applicant the incremental cost apportionment for the additional required facilities.

III. Administration

- A. The Service Authority Board of Directors may amend this policy in accordance with the following:
 - 1. After 30-day notice of changes posted on the Service Authority's web site.
 - 2. Immediately if any portion of the policy is determined to conflict with the Code of Virginia or Prince William County ordinances.
- B. The Service Authority's Director of Engineering and Planning shall maintain the policy and be responsible for review and providing recommended updates through the General Manager to the Service Authority Board of Directors for approval.
- C. In order to maintain smooth day-to-day operations and avoid administrative delays, the General Manager shall implement any procedures necessary and make interpretations necessary to enforce the policy.