

City of Camden
South Carolina

DEPARTMENT OF PUBLIC WORKS
OPERATING POLICY

WATER DISTRIBUTION

ADOPTED APRIL 25, 2000

**City of Camden
Department of Public Works
Operating Policy**

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Water Distribution**

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2.1 RESIDENTIAL SERVICE

2.1.1 Taps

Before any connection to a City water main is made, an application for service must be made to the Customer Service Department at City Hall. A System Protection Questionnaire must be completed and returned to Customer Service for all new taps. All tap fees and/or new account fees must be paid prior to the service connection. City of Camden Water Department personnel will make all connections to water mains, provide the water service line to the edge of the property line, and set the water meter. Every effort will be made to place the water meter in the location requested by the customer, however final determination of water meter location will be made by the City and will be based on the location of existing water mains. The City of Camden's Water Tap Fee Schedule is available in the Customer Service Department at City Hall. A sample of the System Protection Questionnaire is included as Attachment 1.

2.1.2 Potable Water Meters

The City provides all potable water and irrigation meters for use on the water system. It is the responsibility of the customer to request the desired meter size at the time application is made to the Customer Service Department. If a customer wishes to downsize their existing water meter, a \$50 charge will apply. If a customer wishes to upsize their existing water meter, the applicable charge will be based on the size of the existing service line. If the service line is of adequate size to support the desired meter size, a \$50 charge will apply. If the service line is not adequate and a new tap is necessary, the applicable charge will be based on the City's Water Rate Schedule in effect at the time of the new connection.

2.1.3 Irrigation Systems

Irrigation systems pose a potential backflow hazard to the water system. Irrigation systems installed prior to June 1, 2000 are required to have a City installed residential dual check backflow device. Irrigation systems installed after June 1, 2000 are required to have either a reduced pressure backflow device, atmospheric pressure breaker device, or a pressure vacuum breaker device. The City will determine the hazard level and make a determination of the device type necessary for protection based on the customer's completion of the System Protection Questionnaire. Water service will not be provided until a City specified backflow prevention device has been installed and inspected by a State Certified Tester and satisfactory documentation has been submitted to the Department of Public Works.

2.2 COMMERCIAL SERVICE

2.2.1 Taps

Before any connection to a City water main is commenced, an application for service must be made to the Customer Service Department at City Hall. A System Protection Questionnaire must be completed and returned to Customer Service for all new taps as well as activation of existing taps. A backflow hazard determination will be made based on the System Protection Questionnaire and the customer will be notified if backflow devices are required. All tap fees and/or new account fees must be paid and required backflow devices installed and tested prior to the service connect. It is the responsibility of the customer to request the desired meter size at the time of application. City of Camden Water Department personnel will set the water meter. If a customer wishes to downsize their existing water meter, a \$50 charge will apply. If a customer wishes to upsize their

existing water meter, the applicable charge will be based on the size of the existing service line. If the service line is of adequate size to support the desired meter size, a \$50 charge will apply. If the service line is not adequate and a new tap is necessary, the applicable charge will be based on the City's Rate Schedule in effect at the time of the new connection. A sample of the System Protection Questionnaire is included as Attachment 1.

2.2.2 Service Requirements

The City of Camden will provide water service to commercial customers based on the following conditions:

- A System Protection Questionnaire must be completed and submitted to the Customer Service Department.
- Plans must be reviewed and approved by the Department of Public Works.
- All water main taps and water service lines are the responsibility of the developer. All must be done according to City of Camden specifications and under the direction of a City inspector. **No water tap on a City water main may be performed unless a City representative is present.** It is the developer's responsibility to contact the Department of Public Works to schedule water taps with an inspector.
- The developer must obtain all encroachment permits from the SCDOT and permits to construct from the SCDHEC.
- Upon completion of construction, the City will pull and test water samples. Results will be supplied to the developer for submittal to the SCDHEC.
- Pressure tests are the responsibility of the developer, must be witnessed by a City inspector, and documentation of satisfactory tests must be submitted to the Department of Public Works.
- If necessary, obtaining SCDHEC permits to operate are the responsibility of the developer/owner and must be submitted to the Department of Public Works.
- All water mains located outside the roadway right of way that are to be owned and maintained by the City after completion must be within a dedicated and recorded easement.
- One set of as built plans must be submitted to the Department of Public Works. As built plans must include the location of **all** underground and overhead utility mains and service lines.

2.2.3 Potable Water Meters

The City provides all potable water and irrigation meters for use on the water system. It is the responsibility of the customer to request the desired meter size at the time application is made to the Customer Service Department.

2.2.4 Fire Protection Sprinkler Systems

The developer is required to install a 6-inch meter or bypass with a low flow indicator on the fire protection line at the location indicated by the Department of Public Works during plan review. This meter shall be installed, owned, and maintained by the developer/customer. Additionally, a backflow device will be specified by the City based on the customer's completion of the System Protection Questionnaire and must be inspected by a State Certified Tester prior to service connection. Yearly inspections by a State Certified Tester are required and documentation must be submitted to the Department of Public Works. No tap fee or water usage fee will be applied to sprinkler system meters unless an unauthorized usage is discovered. If an unauthorized usage is discovered, the customer must pay the tap fee based on rates current at the time of discovery, the minimum monthly fee based on meter size, and usage fees.

2.2.5 Irrigation Systems

Irrigation systems pose a potential backflow hazard to the water system and customers are required to install, maintain, and provide yearly inspection documentation on a backflow prevention device. The City will determine the hazard level and make a determination of the device type necessary for protection based on the customer's completion of the System Protection Questionnaire. Water service will not be provided until a City specified device has been installed and inspected by a State Certified Tester and satisfactory documentation has been submitted to the Department of Public Works.

2.3 NEW SUBDIVISIONS

2.3.1 Service Requirements

The City of Camden will provide water service to residential developments based on the following conditions:

- Plans must be reviewed and approved by the Department of Public Works.
- All water main taps, road bores, and water service lines are the responsibility of the developer. All must be done according to City of Camden specifications and under the direction of a City inspector. **No water tap on a City water main may be performed unless a City representative is present.** It is the developer's responsibility to contact the Department of Public Works to schedule water taps with an inspector.
- The developer must obtain all encroachment permits from the SCDOT and permits to construct from the SCDHEC.
- Upon completion of construction, the City will pull and test water samples. Results will be supplied to the developer for submittal to the SCDHEC.
- Pressure tests are the responsibility of the developer, must be witnessed by a City inspector, and documentation of satisfactory tests must be submitted to the Department of Public Works.
- Obtaining SCDHEC permits to operate are the responsibility of the developer/owner and must be submitted to the Department of Public Works. A one-year warranty on the water line construction will go into effect with the date of the permit to operate issued by the SCDHEC.
- All water mains located outside the roadway right of way that are to be owned and maintained by the City after completion must be within a dedicated and recorded easement.
- The City will not accept ownership and maintenance of the water mains until telephone and cable lines have been placed within the subdivision.
- Two sets of as built plans must be submitted to the Department of Public Works prior to final acceptance. As built plans must include the location of **all** underground and overhead utility mains and service lines.

2.3.2 Taps

Water taps for residential subdivisions are as described in Section 2.1.1. Tap fees are based on the rate current at the time the service request is made to the Customer Service Department, not at the time of subdivision construction.

2.4 EXTENSION OF SERVICE AREA

City services will be extended to areas, individuals, and clusters of individuals that do not currently have water service based on the City's existing water distribution system and best engineering practices. Decisions concerning service area extensions will be made by the Department of Public Works, with the approval of City Council.

2.5 BACK FLOW PREVENTION

2.5.1 Regulations

The most recent version of the State Primary Drinking Water Regulations shall govern. Copies of the regulation are available at the Department of Public Works. As recommended by the SCDHEC, the City will periodically conduct a “system survey” of water services. If in the opinion of the Director of Public Works, a resident or business on the City water system is not in compliance with the State Drinking Water Regulations, the following will occur:

- The Department of Public Works will conduct a hazard assessment based on the customer’s completion of the System Protection Questionnaire and existing on-site conditions. Time limits for compliance will be based on the level of existing hazard as follows:

High hazard	60 days
Moderate hazard	90 days
Low hazard	120 days
- Failure to complete a System Protection Questionnaire will result in the determination of “high hazard” condition.
- Non-compliance after the specified time limit will result in disconnection of water service.

2.5.2 Installation

Installation of back flow prevention devices is the responsibility of the customer. They must be done according to current City policy and SCHDEC standards. The Department of Public Works will determine the device type based on the System Protection Questionnaire. All devices shall be tested by a State Certified Tester and results submitted to the Department of Public Works prior to service.

2.5.3 Inspection

Per State Drinking Water Regulations, the City will request yearly inspections of all testable back flow prevention devices. The Department of Public Works will issue notices to customers allowing sixty (60) days for submittal of passing test results. Testing must be performed by a State Certified Tester, documented on City of Camden test sheets (available at the Department of Public Works), and submitted to The Department of Public Works within the required 60 day time period. **Failure to comply with testing requirements within the allotted time will result in disconnection of water service.** All testing costs are the responsibility of the customer.

2.6 WELLS

2.6.1 Potable Water

No connection between the City water system and a private well is allowed. If a customer wishes to use a private well for potable water, a request for a service disconnect must be made at the Customer Service Department. The Water Department will disconnect the service line and remove the water meter. If water service reconnection is requested at a later date, the request must be made at the Customer Service Department and a \$100.00 inspection fee will apply. After fee payment is made, the Water Department will inspect for cross-connections and reset the water meter if no backflow hazard exists. Inspections will be done only during normal working hours.

If the City identifies an unknown cross connection between the City water system and a private well, the City will immediately disconnect the public water supply, remove the water meter, and notify the customer by mail. Reconnection is possible only after a

\$100.00 inspection fee is submitted to the Customer Service Department and an inspection is performed by Water Department personnel that determines all possibility of cross connection has been removed.

The only means available by the City to monitor sewer discharge is through water consumption. Therefore, if water service is disconnected due to cross connection, sewer service will be disconnected within thirty (30) days.

2.6.2 Irrigation

If a customer wishes to provide yard irrigation to his/her property with a private well, it must be done so that no cross-connection to the City water system exists. Any connections discovered will result in immediate disconnection from the City water system as described in section 2.6.1.

2.7 FIRE HYDRANT METERING

If a customer wishes to obtain water from a fire hydrant, an application for service must be made at the Customer Service Department at City Hall. A \$500.00 refundable deposit is required and will be returned to the customer after a removal request is made to the Customer Service Department and City personnel have removed the meter and found it to be in good condition. Charges will consist of a \$50.00 per month base meter fee and commercial consumption rates. The City will install the meter at the closest location possible to the customer's request, however not all hydrants are available and the final location decision will be based on the effect the hydrant meter has on the water system at large.

Under no circumstances are customers allowed access to fire hydrants without the consent of the City. The first violation will result in a written warning. All further violations will be considered utility theft and criminal charges will be filed.

ATTACHMENT 1

