

# City of Richmond, Virginia

## Department of Public Utilities Rules and Regulations

### Commercial and Industrial Facility Sewer Connection Fee Adjustments for Significantly Different Metered Water and Sewage Flows

---

#### **I. Purpose.**

This Department regulation is promulgated pursuant to City Code Sections 28-26 & 28-592(9), and provides requirements and guidance for applying the provisions of City Code Section 28-592(9). City Code Section 28-592(9) provides that, with regard to a commercial or industrial wastewater utility account for which the sewage flow is less than the metered water flow, the Department shall adjust the water meter size that is used to determine the total sewer connection charge as set forth in City Code Appendix A, for the purpose of better reflecting the actual cost of wastewater utility service.

#### **II. Definitions.**

**City** – City of Richmond, Virginia.

**City Code** – Code of the City of Richmond, Virginia.

**Commercial or industrial wastewater utility account** – Any City wastewater utility account associated with a nondomestic source that discharges pollutants into the City sewer system.

**Department** – Department of Public Utilities, City of Richmond, Virginia.

**Director** – Director of Public Utilities, City of Richmond, Virginia, or his or her designee.

**Flow Meter** – Device used to measure flow.

#### **III. Application.**

To qualify for an adjustment of the water meter size used to determine the total sewer connection charges for a commercial or industrial wastewater utility account, the owner of a property on which is constructed, or will be constructed, a building or structure in which plumbing fixtures are or will be built, or the wastewater utility customer associated with such a facility, may request the Director to adjust the water meter size set forth in City Code Appendix A (i.e., to provide a “water meter adjustment”) for the purpose of better reflecting the actual cost of wastewater utility service. The request must include a third party engineering analysis that, in

City of Richmond, Virginia

Department of Public Utilities Rules and Regulations

Commercial and Industrial Facility Sewer Connection Fee Adjustments  
for Significantly Different Metered Water and Sewage Flows

---

compliance with this Regulation, projects by how much flows that will be discharged to the City's wastewater system will be less than the flows upon which the unadjusted total connection charges set forth in City Code Appendix A are based.

**IV. Requirements.**

A. **Engineering Analysis.** The engineering analysis must include a Virginia Registered Professional Engineer's certification of the sewage flow meter proposed for the facility and must demonstrate that the proposed meter is appropriate for the volume and type of flow (e.g., open versus closed channel).

B. **Flow Meter.**

1. The Director shall determine any water meter adjustment in the sewer connection charges from the specifications of an approved sewage flow meter installed, or proposed to be installed, in calendar year 2016 or later, upon proper application to the Director. The sewage flow meter must comply with the Department's requirements.
2. For any commercial or industrial wastewater utility account associated (1) with a sewage flow meter installed prior to calendar year 2016; or (2) without a sewage flow meter installed as of the effective date of this regulation, the facility owner or the wastewater utility customer associated with such a facility applying for a water meter adjustment pursuant to City Code Section 28-592(9) must commit to installing a new flow meter acceptable to the Director and that otherwise complies with the Department's requirements.

C. **Adjustment.**

1. If the Director determines that an owner or customer's submission complies with City Code Section 28-592(9) and this Regulation, the Department shall assess a sewer connection charge based on the adjusted water meter size. The eligible meter sizes shall be the same as listed in City Code Appendix A. To the extent that the size of the installed sewage flow meter is not listed in City Code

## City of Richmond, Virginia

### Department of Public Utilities Rules and Regulations

#### Commercial and Industrial Facility Sewer Connection Fee Adjustments for Significantly Different Metered Water and Sewage Flows

---

Appendix A, the next larger diameter meter size included in City Code Appendix A shall be used. The Department's assessment shall be payable within 30 days of receipt.

2. In the event the Director determines that an installed sewage flow meter is larger than the adjusted water meter size allowed pursuant to City Code Section 28-592(9) and this Regulation, the Department shall reassess the sewer connection charges to accurately reflect the proper cost associated with the sewage flow meter size, and shall charge any required additional amount to the applicable wastewater utility customer.

In the event the Director determines that an owner or customer that has been provided an adjustment pursuant to City Code Section 28-592(9) and this Regulation has received its adjustment incorrectly, or has failed to comply with the requirements of City Code Section 28-592(9) or this Regulation at any time, the Director, after notice, may rescind the adjustment. The Department shall reassess the sewer connection charges in connection with any rescinded adjustment and shall charge any required additional amount to the applicable owner or wastewater utility customer.

#### D. Operation, Evaluations and Reports.

1. Any facility owner or wastewater utility customer proposing to operate, or operating, with a sewage flow meter approved pursuant to City Code Section 28-592(9) and this Regulation shall undertake, at a minimum, the following sewage flow meter evaluations:
  - An evaluation of the meter's installation, undertaken within five days following installation. The evaluation shall include, at a minimum, a description of the meter's acceptance criteria, data supporting the meter's acceptance, and any other information required by the Director. The facility owner or wastewater utility customer shall submit a written evaluation report, signed and sealed by a Virginia

## City of Richmond, Virginia

### Department of Public Utilities Rules and Regulations

#### Commercial and Industrial Facility Sewer Connection Fee Adjustments for Significantly Different Metered Water and Sewage Flows

---

Registered Professional Engineer, to the Director within 30 days following the meter's installation.

- An annual meter certification evaluation, undertaken on a schedule set forth by the Director. The annual certification report shall include, at a minimum, an evaluation of the meter's accuracy and repeatability. The facility owner or wastewater utility customer shall submit a written annual certification evaluation report, signed and sealed by a Virginia Registered Professional Engineer, to the Director within 30 days following the evaluation.
2. In addition to the foregoing reports, the facility owner associated with, or the wastewater utility customer operating with, a sewage flow meter approved pursuant to City Code Section 28-592(9) and this Regulation (i) shall submit a monthly meter reading written report to the Director by a certain date, and with such information as specified by the Director; and (ii) shall submit a written report to the Director within three business days following any failure of the sewage flow meter to totalize.
  3. The facility owner associated with, and the wastewater utility customer operating with, a water meter adjustment approved pursuant to City Code Section 28-592(9) and this Regulation shall provide the Director with full access to the applicable sewage flow meter during times the facility is operating or discharging.

#### E. Billing.

The Department's billings of sewage connection charges and other charges set forth in this Regulation may be included in a wastewater utility customer's water or wastewater utility bill, or may be billed separately. All Department billings shall be paid no later than 30 days after receipt.

#### V. Special Provisions.

Nothing in this Regulation shall be construed to limit or alter the Director's discretion or authority, as otherwise required or permitted by law.

City of Richmond, Virginia

Department of Public Utilities Rules and Regulations

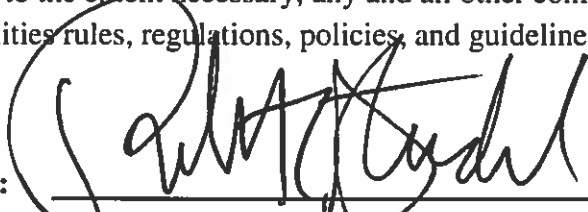
Commercial and Industrial Facility Sewer Connection Fee Adjustments  
for Significantly Different Metered Water and Sewage Flows

---

####

These rules and regulations shall become effective January 6, 2017, and at that time shall supersede, to the extent necessary, any and all other conflicting City of Richmond Department of Public Utilities rules, regulations, policies, and guidelines.

Approved:



Robert C. Steidel, Director of Public Utilities, City of Richmond, Virginia

Date:

6 January 2017