



Planning and Zoning Water and Wastewater Checklist for New Development

Do I need to connect to town water and sewer?

To determine whether you must connect to town water and/or sewer service contact the Planning & Zoning Office, or see the map on page 3, which shows the limits of the water and sewer service areas. The shaded gray area indicates where connection to both municipal water and sewer is required.

- For construction **outside the water and sewer service areas** you will need to work with a licensed professional (site technician or engineer) to obtain a State of Vermont Wastewater System and a Potable Water Supply Permit (<https://dec.vermont.gov/water/drinking-water/public-drinking-water-systems/tncws/permits>).
- For construction **within the water and sewer service areas** you will need to obtain State Wastewater/Water permits AND town water and/or sewer allocation prior to construction. This process is described below.

When do I apply for town water and sewer allocation?

- For development that involves a change in water/sewer use and requires a building permit, the applicant must obtain the required allocation(s) prior to applying for the building permit.
- For development that involves a change in water/sewer use and requires a conditional use approval and/or a site plan approval, the applicant must obtain the required allocation(s) prior to applying for approval from the Development Review Board.
- For subdivision applications, allocations are required prior to the preliminary plat application for major subdivisions, and prior to the final plat application for minor subdivisions.

How do I apply for water and sewer allocation?

Complete the water and sewer allocation and connection application form. The application form and current fee schedule are available at <http://www.hinesburg.org/ordinances/>. Pay the required fees by check in the Town Clerk's office.

What are the fees and when are they due?

- Application fee – due when the allocation/connection application is submitted.
- Allocation fee – due before service connections are constructed.

- Connection fee – due before service connections are constructed.
- Allocation holding fee – due quarterly until construction is complete and a certificate of occupancy is issued.

How long are allocations valid?

- Allocations are valid for three years. Allocation holding fees, which are calculated starting from the day of application, are billed quarterly until the connection(s) are constructed and certified.
- Allocations *may* be renewed by the Select Board. Contact the Town Administrator to request an extension.

Before installing water and sewer connections

- Pay connection fees in the Town Clerk's office.
- Schedule oversight of the excavation with the Water Works Department.
- Obtain a buried utility permit from the Town Administrator for any work in a Town road right of way.

Prior to moving in

- Pay in full all allocation and connection fees.
- Arrange to have the Water Works Department certify the water and/or sewer connection(s).
- Obtain a Certificate of Occupancy (CO) from the Zoning Administrator.

Water & Wastewater Ordinance provisions

- Review the water and wastewater ordinances for specific requirements and compliance measures.
- Water services must be of K copper or AWWA 200PSI CTS plastic construction. $\frac{3}{4}$ " water service connection fees include a $\frac{3}{4}$ "x $\frac{5}{8}$ " meter, reader, and double check valve. Readers must be installed between 55" & 65" above grade, on the front of the building, driveway side, or within 4' of the front on the side wall of building closest to the driveway. Curbstops must be installed within the ROW, in accordance with instructions of the Water Works Department. Larger services will need to separately purchase a meter approved by the Water Works Department.
- Sewer services must be SDR35 or alternative approved by the Superintendent.

For further assistance contact:

- Water Works Department, Erik Bailey, ebailey@hinesburg.org 482-6097
- Planning & Zoning Department, Mitch Cypes, mcypes@hinesburg.org 482-2281, x 226
- Town Clerk's Office, Cheryl Hubbard, chubbard@hinesburg.org 482-2281, x 224

