



**SECTION B  
DEVELOPER OR GROUP  
SERVICE APPLICATION PROCEDURES**

**PRESENTED BY**

**THE BOARD OF DIRECTORS**

**OF THE**

**CENTRAL ELMORE WATER & SEWER AUTHORITY**

**The Central Elmore Water & Sewer Authority Main Office  
is located at**

**716 U.S. Highway 231 (36093)  
P.O. Box 816  
Wetumpka, Alabama 36092-0816**

**Office Hours: 7:30 AM – 4:30 PM, Monday through Friday**

**Office Phone: (334) 567- 6814**

**PREPARED**

**July 2003**

**Revised July 2025**

# TABLE OF CONTENTS

## 1.0 PURPOSE and DEFINITION

## 2.0 PRELIMINARY REVIEW FEE & IMPACT FEES

2.1 Preliminary Review Fee:

2.2 Impact Fees:

## 3.0 FOUR (4) STEP PROCESS

3.1 Step 1 – Preliminary Request for Availability of Water Service

3.1.1 Submittal of Written Request

3.1.2 Submittal Requirements

3.2 Step 2 – General Manager’s / Authority’s Engineer’s Review

3.2.1 Submittals – Order of Review / Response

3.2.2 A “Positive Response”

3.2.3 A “Negative Response”

3.2.4 Infrastructure Improvement

3.3 Step 3 – Final Submittal Actions

3.3.1 Submittal of Documents to the Developer or Group

3.3.2 General Manager’s Approval of Plat

3.3.3 Water System Detailed Plans & Specifications

3.4 Step 4 – Final Review

3.4.1 General Manager’s Final Review

3.4.2 Notice of Intent to Proceed / Pre-Construction Conference

## 4.0 WASTE WATER FACILITIES AND INFRASTRUCTURE

4.1 Facility Options

**APPENDIX A:**

- **DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES –  
AMENDMENTS**

- **The Board of Directors of the Central Elmore Water & Sewer Authority has adopted the following Developer or Group Service Application Procedures. These Procedures will be observed both by the Authority and its Customers.**

**1.0 Purpose and Definitions:**

- The establishment of Standard Procedures for the review and approval of applications by Developers or Groups for water service to developments or subdivisions.
- A development or subdivision requesting residential service, as defined in Section A 1.1, subject to Section B for a development review, is described as any parcel of land that is subdivided into a total of four or more parcels, or a single parcel that will have four or more structures needing a water service.
- A development requesting commercial service, as defined in Section A 1.2, will be reviewed on a case-by-case basis.

**2.0 Preliminary Review Fee & Impact Fees:**

**2.1 Preliminary Review Fee:**

- A Preliminary Review Fee of \$250.00 shall accompany all applications by Developers or Groups for water service to developments or subdivisions. The Preliminary Review Fee is non-refundable and non-transferable.
- Failure to submit the Preliminary Review Fee with the other required documents described below in 3.1 shall delay the review and processing of the application.

**2.2 Impact Fees:**

- The entire impact fee for each lot or parcel in a proposed development or subdivision must be paid as service is needed for each lot and before any service lines are connected by the Authority.

IMPACT FEES	
SERVICE TYPE	RATE
¾" Service	\$1000.00
1" and Larger Service	\$1200.00

- **Impact Fees are Assessed to:**

Assist the Authority in the upgrading and maintenance of the system's ability to offset any potential water shortages and/or pressure problems that may result from anticipated short- and long-term system expansion.

Increase the effectiveness of the Authority's ability to provide adequate service to all of its customers on a year-round basis as the dynamics of the system continue to change due to growth and expansion.

**2.3 Tap Fees:**

- The entire tap fee for each lot or parcel in a proposed subdivision that is being connected directly to existing infrastructure will be paid as service is needed for each lot and before any service lines are connected by the Authority.

- **Tap Fees are Assessed to:**

Tap fees are based on the size of the service requested and are assessed to Developers who have a development/subdivision that will be connecting to the Authority's existing infrastructure.

### **3.0 Four (4) Step Application Process:**

#### **3.1 Step 1 - Preliminary Request for Availability of Water Service:**

- 3.1.1 Any Developer or Group desiring to have a development or subdivision served by the Central Elmore Water & Sewer Authority shall submit a written request addressed to:

System Engineer  
Central Elmore Water & Sewer Authority  
P.O. Box 816  
Wetumpka, Alabama 36092-0816  
cewsa@cewsa.com

- The request may be sent by mail or electronically through email.

#### **3.1.2 The Request Must Include One (1) Set of the Following Bulleted Items:**

- A brief description of the proposed development.
- The number of acres proposed to be served by this request.
- An estimate of the number of services.
- An estimate of the average size of lots.
- Highest finish floor elevation.
- An instantaneous water demand for the proposed project.
- A site map (USGS Topographic Map) identifying the location of the project within Elmore County.
- Any future phases or available property shall be identified for planning purposes or a separate request will be required. This information is necessary for the Authority's Engineer's review and planning for any future service the development or subdivision may require.

A check or money order in the amount of \$250.00 (non-refundable) payable to the Central Elmore Water & Sewer Authority must be included with the above. The review fee may be paid with a credit/debit card over the phone with applicable fees.

**Note: Incomplete Submittals Will Be Returned.**

#### **3.2 Step 2 – Engineer's Review:**

**3.2.1 The Engineer will accept all written requests submitted and review them in the order of the date of receipt. The Engineer’s review of the application will yield a “Positive” or “Negative Response” to the request.**

**3.2.2 A “Positive Response”:**

- **A “Positive Response” is only valid for 6 months. If no further action is taken by the Developer or Group during that period (submittal of plans, specifications, and/or a request in writing for a maximum of a six (6) month extension) a re-submittal of the request shall be required including the preliminary review fee of \$250.00.**
- **The next Step – Final Submittal**

**3.2.3 A “Negative Response”:**

- **If the Authority’s Engineer’s review yields a “Negative Response”, the Developer or Group may request an additional review under the terms of Section 3.2.4 Infrastructure Improvement.**
- **If a review is not requested or if no further action is taken by the Developer or Group (submittal of plans, specifications, and/or a request in writing for a maximum of a six (6) month extension) a re-submittal of the request shall be required including the preliminary review fee of \$250.00.**

**3.2.4 Infrastructure Improvement**

- **In this Section, Required Capacity is defined to be 120% required flow per ADEM flow curve, while maintaining a minimum system pressure of 20 P.S.I. residual ground level at all points in the system under instantaneous peak demand. However, if a higher water flow is required by Central Elmore Water & Sewer Authority under another rule or regulation or in its own discretion, then the higher flow shall be required.**
- **If the General Manager’s and the Authority’s Engineer’s review yields a determination that the Authority’s system does not have the infrastructure to produce the required capacity to service the submitted development or subdivision, then the General Manager or Authority’s Engineer will send to the Developer or Group a “Negative Response.”**
- **In the event the Developer or Group desires an additional review to improve the Authority’s infrastructure to meet the required capacity for the proposed development or subdivision:**
  - i. The Developer or Group shall request the General Manager and the Authority’s Engineer to evaluate the Authority’s infrastructure requirements related to the proposed development or subdivision and determine the required capacity.**
  - ii. Said request shall be made to the Authority in writing and shall be accompanied with a non-refundable \$1,500.00 evaluation fee made payable to Central Elmore Water & Sewer Authority.**

- iii. The General Manager and the Authority's Engineer will prepare a preliminary engineering plan to determine the Authority's infrastructure requirements to meet 120% of the required capacity of the proposed development or subdivision. Also, a cost estimate to place, upgrade, or change the Authority's infrastructure to meet 120% of the required capacity of the proposed development or subdivision shall be prepared.
- If it is determined that the proposed development will require the Authority to place, upgrade, or change the infrastructure, the Developer(s) or Group(s) shall be obligated to pay the entire costs to place, upgrade, or change the infrastructure required for the proposed developments or subdivisions. Infrastructure costs shall include, but not be limited to, engineering, permitting, construction, condemnation, reasonable contract adjustments, and any other costs related directly or indirectly to the infrastructure improvement project.
  - When the initial cost estimate is completed, the Developer or Group shall provide written authorization within thirty (30) days to the Authority to obtain actual bids for the infrastructure improvement project requirement for the proposed development or subdivision. Once the actual bids are received, the developer or group shall approve and authorize in writing for the Authority to proceed with the construction of the infrastructure improvement project. The Developer or Group shall have sixty (60) days to approve and authorize the construction of the infrastructure improvement project. If the Authority does not receive a response in sixty (60) days, it shall assume the Developer or Group does not want to proceed with the proposed infrastructure improvement project.
  - The Authority and the Authority's Engineer shall oversee all construction of the infrastructure improvement project.
  - All costs for the infrastructure improvement project shall be payable by the Developer or Group to Central Elmore Water & Sewer Authority, in advance of commencement of construction, according to the Authority's policies and procedures.
  - In the event a Developer or Group pays for an infrastructure improvement project, the Authority guarantees to meet the determined required capacity for the entire proposed development or subdivision for a period of seven (7) years. The beginning determination date shall be the earlier of the completion of the infrastructure improvement project or the initial recording of platted lots related to the development or subdivision. After the expiration of the seven (7) year period, any additional development will require a new application and submission of a *Preliminary Request for Availability of Water Service*.
  - Prior to the commencing of actual construction of the infrastructure improvement project, if any other Developer or Group submits a

development or subdivision that will tie directly into the placed, upgraded, or changed infrastructure and benefit from this infrastructure then the other developer shall agree to pay, prior to approval of development or subdivision, a pro-rata share of the cost of the new infrastructure based on its calculated required capacity of each planned development or subdivisions directly benefiting from infrastructure improvement. This provision only applies if a Developer or Group submits a development or subdivision prior to the commencing of the actual construction of the infrastructure improvement project.

- If after the commencement of actual construction or completion of the infrastructure improvement project, any other developer or group submits a development or subdivision that will tie directly into the placed, upgraded, or changed infrastructure and benefit from this infrastructure then the Authority shall calculate the required capacity of the proposed development or subdivision using any unexpired guaranteed required capacity from the Developer or Group that paid for the infrastructure improvement project. If it is determined that the development or subdivision shall require an additional infrastructure improvement project, then this Section shall be applied.
- Following commencement of actual construction, if at any time two or more Developers or Groups disagree with the sharing of infrastructure improvement costs as designated under this section, each Developer or Group agrees to completely indemnify and hold harmless the Authority or the Authority's Engineer or any other agent, employee, director, contractor, or sub-contractor of the Authority. In addition, each Developer shall agree to pay the original agreed-upon amount for the infrastructure improvement project to the Authority. Any difference in a Developer's or Group's perceived obligation and amount paid shall be settled between the Developer or Group involved with paying for the infrastructure improvement.
- Any construction under this provision shall comply with the *Minimum Requirements for Water System Construction* set forth in Section C of the Authority's Rules and Regulations.
- At the completion of construction of any infrastructure improvement project, the infrastructure shall be deemed construction-in-kind and shall be owned exclusively by the Authority.

### **3.3 Step 3 – Final Submittal Actions:**

#### **3.3.1 Submittal of Documents to the Developer or Group**

- The System Engineer will submit to the applicant one copy of the Service Rules & Regulations and the *Minimum Requirements for Water System Construction* for use in the final submittal.

#### **3.3.2 General Manager's Approval of Plat**

- The General Manager will sign, on behalf of the Board of Directors, any documents the Developer or Group needs to present to the County or other agency regarding the Authority's desire and ability to provide water service. This includes the General Manager's plat approval.
- The General Manager's plat approval does not guarantee reserved capacity for a developer or their subdivision/development. Developers may acquire guaranteed capacity for their subdivision/development by paying all the impact and/or tap fees prior to final approval, if such capacity is available at the time the plat is considered by the Authority.
- Developers who have paid the impact and/or tap fees prior to the final approval of the submitted plat will not be affected by any adjustment in the impact and/or tap fees. Developers who have chosen not to pay the impact and/or tap fees prior to the final approval of the submitted plat will pay the current impact and/or tap fees at the time when service is requested.

### **3.3.3 Water System Detailed Plans & Specifications**

- The Developer or Group shall submit one (1) set of plans and specifications, stamped and signed by a licensed professional engineer in the State of Alabama and one (1) e-copy, for the General Manager's review and the review of the Authority's Engineer.
- All proposed water infrastructure projects shall meet, at a minimum, the current Alabama Department of Environmental Management (ADEM) requirements as well as the Minimum Requirements of the Central Elmore Water & Sewer Authority, Section C: *Minimum Requirements for Water System Construction*.

## **3.4 Step 4 – Final Review:**

### **3.4.1 General Manager's Final Review**

- The General Manager will accept all final review plans/specifications submitted for the water system construction and review them in the order of the date received. Incomplete submittals will be returned to the applicant for resubmittal.
- The General Manager will provide a written Notice to Proceed with the development.

### **3.4.2 Notice of Intent to Proceed / Pre-Construction Conference**

- The Developer or Group, having received approval from the General Manager, shall provide the Authority with a ten (10) day notice of intent to proceed. The Developer or Group shall arrange for a pre-construction conference with the Authority's designated personnel for the purpose of the review of the plans and for the Authority's personnel to communicate to the Developer or Group the procedures regarding the inspections of the system installation.

Any applicant commencing construction without complying with the pre-

construction conference provision shall be charged an additional inspection fee of \$500.00. The applicant shall be responsible for all costs incurred by the Authority in verifying full compliance with the submitted plans and specifications, including but not limited to: excavation of lines, inspections, testing, attorney fees, and/or the correction of any deficiency. These costs shall be paid by the applicant prior to the Authority providing any water service to the extension or subdivision.

#### **4.0 Waste Water Facilities and Infrastructure:**

##### **4.1 Facility Options**

- Developers have the option to install multi-unit treatment facilities within the CEW&SA service territory. See *CEWSA Standard Specifications for Sanitary Sewer System Installation Requirements*.
- For a Developer or Group wishing to install a multi-unit treatment facility or other infrastructure not operated by the Authority, but within the Authority's service territory, plans, and specification shall be submitted to the Authority for review and written approval shall be obtained from the Authority prior to the installation and operation of such facility. Failure to comply with this requirement shall result in a minimum fee of \$2,000.00. The applicant shall be responsible for all costs incurred by the Authority in verifying full compliance with the Authority's Service Rules and Regulations, including but not limited to: excavation of lines, inspections, testing, attorney fees, and/or the correction of any deficiency. These costs shall be paid by the applicant prior to the Authority providing any additional water service to the development.

## APPENDIX A

- **AMENDMENTS**