



**DEPARTMENT OF PUBLIC WORKS
WATER DISTRIBUTION SYSTEM
OPERATING POLICY**

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**CITY OF CAMDEN
DEPARTMENT OF PUBLIC WORKS
WATER DISTRIBUTION SYSTEM OPERATING POLICY**

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2.1 RESIDENTIAL WATER SERVICE

2.1.1 Water Taps

Before any connection to a City water main is made, an application for service must be made to the Finance Department at City Hall. All capacity 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 install the water meter. Every effort will be made to place the water meter in the location requested by the owner, 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's Utility Rate Schedule is available in the Finance Department at City Hall.

2.1.2 Potable Water Meters

The City provides all potable water and irrigation meters for use in the water system. It is the responsibility of the owner to request the desired meter size at the time application is made to the Finance Department. If the owner wishes to downsize their existing water meter, a \$50 fee will apply. If the owner wishes to upsize their existing water meter, the applicable fee 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, the owner is responsible to pay the difference between the capacity fees. If the service line is not adequate and a new tap is necessary, the applicable fee will be based on the City's Utility 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 and owners are required to install, maintain, and provide yearly inspection documentation on a SC DHEC approved backflow prevention device. The City will determine the hazard level and make a determination of the device type necessary for protection based on the owner's completion of the System Protection Questionnaire. All irrigation systems shall have, at a minimum, a double check valve assembly. 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 WATER SERVICE

2.2.1 Water Taps

Before any connection to a City water main is commenced, an application for service must be made to the Finance Department at City Hall. A System Protection Questionnaire must be completed and returned to Finance Department 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 owner will be notified if backflow devices are required. All capacity fees and/or new account fees must be paid and the required SC DHEC approved backflow devices installed and tested prior to the initiation of service. It is the responsibility of the owner to request the desired meter size at the time of application. The owner will be responsible for the installation of the service line, backflow device and water meter. All work must be performed by a licensed plumber. If the owner wishes to downsize their existing water meter, a \$100 fee will apply. If the owner wishes to upsize their existing water meter, the applicable capacity fee 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, the owner is responsible to pay the difference between the capacity fees. If the service line is not adequate and a new tap is necessary, the applicable fee will be based on

the City's Utility Rate Schedule in effect at the time of the new connection. The System Protection Questionnaire is included as Attachment 1.

2.2.2 Service Requirements

The City of Camden will provide water service to commercial properties based on the following criteria:

- A System Protection Questionnaire must be completed and submitted to the Department.
- Plans and specifications must be reviewed and approved by the Department of Public Works.
- All water main taps and water service lines are the responsibility of the owner. 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 owner's responsibility to contact the Department of Public Works to schedule water taps with an inspector.
- The owner must obtain all encroachment permits from the SCDOT and/or City and permits to construct from the SCDHEC.
- Upon completion of construction, the owner will collect and analyze a minimum of two sets of water samples. Results will be provided to the Department of Public Works.
- Pressure tests are the responsibility of the owner, must be witnessed by a City inspector, and documentation of satisfactory tests must be submitted to the Department of Public Works.
- Obtaining a SCDHEC Permit to Place into Operation is the responsibility of the owner and must be submitted to the Department of Public Works.
- A one-year warranty on the water lines and appurtenances will be effective upon the issuance of the SC DHEC Permit to Place into Operation.
- All water mains located outside the road right-of-way that are to be owned and maintained by the City after completion of construction must be within a dedicated and recorded easement.
- Two sets of record engineering drawings and specifications must be submitted to the Department of Public Works. Record engineering drawings 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 in the water system. It is the responsibility of the owner to request the desired meter size at the time application is made to the Department.

2.2.4 Fire Protection Sprinkler Systems

The owner is required to install a six (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 owner. Additionally, a SC DHEC approved backflow device will be specified by the City based on the owner'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 capacity 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 owner must pay the capacity fee based on rates current at the time of discovery and the minimum monthly fee based on meter size, and usage fees.

2.2.5 Irrigation Systems

An irrigation systems pose a potential backflow hazard to the water system and owner is 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 owner'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 Water Taps

Water taps for residential subdivisions are as described in Section 2.1.1. Capacity fees are based on the rate current at the time the service is requested to the Finance Department, not at the time of subdivision construction.

2.3.2 Water Service Requirements

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

- Plans and specifications 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 owner. All work must be performed 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 owner's responsibility to contact the Department of Public Works to schedule water taps with an inspector.
- The owner must obtain all encroachment permits from the SCDOT and/or City and construction permits from SC DHEC.
- Upon completion of construction, the owner will collect and analyze a minimum of two sets of water samples and provide the results to the Department of Public Works.
- Pressure tests are the responsibility of the owner, must be witnessed by a City inspector, and documentation of satisfactory tests 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.
- The City will not accept ownership and maintenance of the water mains until all utilities (telephone, sewer, gas and cable lines) have been placed within the subdivision.
- Two set of record drawings must be submitted to the Department of Public Works prior to final acceptance. Record drawings must include the location of **all** underground and overhead utility mains and service lines.
- Obtaining a SC DHEC Permit to Place into Operation is the responsibility of the owner and must be submitted to the Department of Public Works. A one-year warranty on the water lines and appurtenances will be effective upon the date of the SC DHEC Permit to Place into Operation.

2.4 EXTENSION OF SERVICE AREA

City services may be extended to areas, individuals, and groups 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 the City Manager and in accordance with City of Camden Ordinance 52.07.

2.5 BACK FLOW PREVENTION

2.5.1 Regulations

The most recent version of the SC DHEC Primary Drinking Water Regulations shall govern. Copies of the regulation are available on the SC DHEC website. As recommended by SC DHEC, 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 actions will occur:

- The Department of Public Works will conduct a hazard assessment based on the owner'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 owner. The installation must be performed in accordance with current City policy and SC DHEC regulation. The Department of Public Works will determine the backflow device 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 SC DHEC Primary 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 owners allowing thirty (30) 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 30 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 owner.

2.6 WELLS

2.6.1 Potable Water

No connection between the City water system and a private well is allowed. If an owner wishes to use a private well for potable water, a request for disconnection of service disconnect must be made at the Finance 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 Finance 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 owner by mail. Reconnection is possible only after a \$100.00 inspection fee is submitted to the Finance Department and an inspection is performed by Water Department personnel that determines there is not potential cross connection.

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 an owner wishes to provide yard irrigation to their property with a private well, it must be installed 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 an owner wishes to obtain water from a fire hydrant, an application for service must be made at the Finance Department at City Hall. A \$1,500.00 refundable deposit is required and will be returned to the contractor after the meter/backflow is returned and inspected by City personnel. Charges will consist of a \$50.00 per month base meter fee and commercial consumption rates. Under no circumstances are owners 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

