



1. General Requirements:

- a. All development projects (site plans, subdivisions, new sewer connections) that require discharge of wastewater into the town's wastewater collection system must obtain a Sewer Allocation approval from the Town.
- b. Allocation requests shall be signed and sealed by a professional engineer providing project information including, but not limited to, number of units or area of building and proposed uses, the timeline for when sewer is needed, any applicable phasing, and if an extension permit (or modification) is required or if the project is for a service only connection as well as sewer flow projections.
- c. Sewer flow rates shall be calculated using the NC Administrative Code Section 15A NCAC 02T.0114 Wastewater Design Flow Rate – also known as the “2T Rules”
- d. The Town will not issue construction drawing approval and/or sign sewer extension permit applications without the associated sewer allocation request also being approved for the project.
- e. All sewer allocation approvals will be for not more than one year unless otherwise specified by the Town. As long as the project remains active, the corresponding sewer allocation will also remain active.
- f. Sewer Allocation runs with the approval of the associated project. If the project approval expires, the sewer allocation approval will also expire, and the capacity will revert to the Town. If the applicant has timely requested an extension of its project approval a request for an extension of the sewer allocation will also be considered.
- g. At the time there is progress with projects associated with adding additional wastewater capacity (such as the Sanford Force Main), the board may reevaluate these guidelines.

2. Existing Structures or Property:

- a. If an existing structure already has a sewer service connection, a Sewer Allocation Verification will be required to verify that the town's records are up to date with the current business or use.
- b. A Sewer Allocation Verification will be required prior to issuance of a Zoning Compliance Certificate and will consist of the applicant filling out a form with the current use, prior use and time that the business has been vacant.
- c. Staff will review the information provided on the Sewer Allocation Verification and update the Sewer Flow tracking spreadsheet as needed.
- d. The applicant will need to follow the Sewer Allocation approval process for New Projects if any of the following are true:
 - i. If a new sewer main extension is needed
 - ii. If a new sewer service connection is needed (*unless as specified in item 2.e. below for Single-family home on an existing lot)
 - iii. If a development plan or amendment is needed to address changes to the building or site design.
- e. Allocation Request for new single-family homes may be exempt from the engineer's letter requirement outlined in 1.b above provided that the following are true:
 - i. The owner provides a letter outlining the request with the project information including but not limited to the number of bedrooms proposed so the applicable flow rate can be determined by staff.

- ii. The sewer service connection is for residential single-family home and/or accessory dwelling on an existing lot where no subdivision of land is proposed.
- iii. The proposed sewer service connection will connect to a gravity sewer main located in a public utility easement on the lot to be serviced or along the frontage within the public right-of-way of the lot to be served.

3. New Projects:

- a. For all new projects, Sewer Allocation requests will be required with the submittal of an application for preliminary Subdivision Plans, Site Plans, or Zoning Compliance Certificates, etc. whichever process comes first.
- b. For subdivision plans (residential or non-residential) that will involve phasing, a full allocation request shall be submitted at the time of subdivision plan submittal along with the timeline for phasing and corresponding flow. The Town may elect to use the phased construction timeline provided in the request and allocate only a portion of the initial request.
- c. For requests associated with a Site Plan or Zoning Compliance Certificate, the full sewer allocation request for the site or property must be submitted.
- d. If a phased request has been granted, an additional Sewer Allocation Request will be required when the remainder of the request is desired.
- e. Sewer Allocation requests will be processed by the Town with the associated Subdivision, Site Plan or Zoning Compliance Certificate application
- f. No request may be submitted prior to the site/subdivision plan submittal.
- g. Out of cycle projects are projects that have not had a resubmittal of the plan in more than 6 months. If a project falls out of cycle, the sewer allocation request will no longer be held in the queue of pending requests and a new request will be required.

4. Procedure for Processing a Request:

- a. Upon submittal of the Sewer Allocation request, town staff will review the request and if complete add it to the Sewer Allocation Request Queue.
- b. All requests will be logged in the order in which the request is received and deemed complete.
- c. Sewer Allocation Requests will be processed and considered along with the corresponding preliminary subdivision, site plan or Zoning Compliance Certificate application.
- d. When considering action on a Sewer Allocation request, the Town may consider the following:
 - i. Is the property currently in the town's corporate limits?
 - ii. Is the requested capacity currently available for allocation? *Currently 110% of the WWTP Capacity*
 - iii. How soon will the sewer allocation be needed? (i.e. existing building upfit, ready to submit utility permits, phased plan)
- e. Once the Town approves the sewer allocation request, the sewer flow will be updated on the town's Sewer Flow tracking spreadsheet as "Allocated flow but not yet permitted".
- f. Prior to the Town signing a sewer extension permit application, sewer allocation approval will be verified.