

## **1.0 Purpose and Need**

This policy establishes the procedures and guidelines to submit, review, and approve service area expansion requests. Localities request sewer service area expansions to facilitate development or provide sewer service to previously unserved areas.

## **2.0 Definitions**

*Comprehensive Plan.* A plan that shows the locality's long-range recommendations for the general development of the territory as required by Code of Virginia section 15.2-2223.

*HRSD Service Area.* The area of sewer service that is defined through coordination with the localities that HRSD serves. The existing Service Area boundaries can be found on the HRSD website.

*HRSD Territory.* All territory lying within the boundaries of the counties and cities included in the District, including all territory lying within the boundaries of any town in a county unless otherwise specified.

*Localities.* Cities, Counties, and Towns within the HRSD Service Area.

*Metro Area.* Area encompassing the following localities: Cities of Virginia Beach, Norfolk, Chesapeake, Suffolk, Portsmouth, Hampton, Newport News, and Williamsburg; the Counties of Isle of Wight, Gloucester, and James City; and the Town of Smithfield.

*Private Sewer System.* A private sewer is any infrastructure that conveys sanitary sewage, is located on private property, and is operated and maintained by the private owner.

*Public Collection System.* Any facility that conveys sanitary sewage that is owned and operated by either a locality or HRSD.

*Regional Interceptor System.* A network of gravity and/or force main pipes owned and operated by HRSD which convey sanitary sewage received from locality or HRSD pump stations to the HRSD treatment works.

*Regional Treatment Works.* Wastewater treatment facilities, with physical, chemical, and biological processes to treat sewage and discharge treated water, which are owned and operated by HRSD.

*Small Communities.* Localities including but not limited to: the Counties of King William, King and Queen, Middlesex, Surry, and Mathews; the Towns located within these Counties; and the Lawnes Point development.

*Terminal Pump Station.* Any pump station that connects to; (1) the regional interceptor system or; (2) to a collection system force main that ties into the regional interceptor system.

### **3.0 Guiding Principles**

Localities control zoning and development. Localities are responsible for developing and maintaining their respective sanitary sewer master plan or similar plan which defines their sewer service areas in alignment with their Comprehensive Plan. HRSD partners with the Localities to strategically plan the Regional Interceptor System and Treatment Works. HRSD is committed to building the appropriate regional wastewater infrastructure at the appropriate time, in a manner that balances social, environmental and economic issues, and is integrated with the localities' planning and land use zoning.

HRSD will ensure capacity of the regional interceptor system and treatment works for locality sewer service areas located within the HRSD Service Area. The HRSD Service Area is the area generally within two miles of existing HRSD infrastructure. Localities shall be responsible for all sewer infrastructure required to connect to the regional interceptor system. HRSD will review all sanitary sewer service area expansion requests and update the HRSD Service Area map when expansions are approved.

### **4.0 Procedures**

#### **4.1 Request**

To expand sewer service, localities shall submit a formal service area expansion request to HRSD for review and approval. All requests must be accompanied by proper documentation to include but not limited to the following:

- A. Service area expansion request executed and signed by the Locality's authorized representative.
- B. A map with a defined service area boundary. The map shall identify infrastructure required to convey the flow from the new service area to the point of entry into the regional interceptor system.

- C. Sanitary sewer flow projections for the expanded service area shall be based on HRSD's Regional Sewage Flow Projection Data policy or based on best engineering practices at the time of the service area expansion request.
- D. If the service area included in the expansion request is not contiguous to existing sewerage areas and such expansion would require regional interceptor facilities, the Locality shall be responsible to confirm with HRSD and submit in writing whether these gap areas should be included or not in the overall alignment and sizing of local and/or regional interceptor force mains.

It is the Locality's responsibility to coordinate with HRSD to identify the need of service area expansion at least two years prior to when actual development will occur in order to allow HRSD to plan and program necessary regional interceptor system and treatment works improvements.

#### **4.2 Review**

HRSD shall review and evaluate each request. The schedule for approval of requests shall be based on an evaluation of the conveyance and treatment works capacity as well as the criteria herein. Expansions requiring Regional Interceptor System or Treatment Works expansion may be granted conditional approval.

#### **4.3 Obligations**

HRSD and the Localities have separate responsibilities and obligations depending on where the proposed expansion is located.

The Locality shall make available public water supply to the service area considered for sewer service expansion.

##### **4.3.1 Requests within 2 miles of the Regional Interceptor System**

Metro Area:

- A. HRSD shall provide conveyance and treatment works capacity.
- B. The Locality shall provide the infrastructure necessary to reach the Regional Interceptor System.

Small Communities:

- A. HRSD shall provide conveyance and treatment works capacity.
- B. The Locality shall provide the infrastructure necessary to reach the Regional Interceptor System.
- C. Once complete, all facilities shall be conveyed to HRSD.

#### **4.3.2 Requests greater than 2 miles from the Regional Interceptor System**

Metro Area:

- A. HRSD will review the existing conveyance and treatment works facilities for capacity.
  - i. If capacity improvements are necessary, HRSD will plan for and program funds to provide the needed improvements.
  - ii. HRSD and the locality shall develop a specific cost sharing agreement unique to the request and approved by each governing body.

Small Communities:

- A. HRSD will review the existing conveyance and treatment works facilities for capacity. If capacity improvements are necessary, HRSD will plan for and program funds to provide the needed improvements.
- B. HRSD will extend the Regional Interceptor System to within 2 miles of the requested service area expansion.
- C. The Locality shall provide the infrastructure necessary to reach the extended Regional Interceptor System.
- D. Once complete, all facilities shall be conveyed to HRSD.

#### **4.4 Approval**

Upon HRSD Commission approval of a service area expansion request, HRSD will send a Service Area Expansion Authorization letter, signed by the General Manager. The HRSD Service Area map will be updated upon Commission approval.

**COMMISSION ADOPTED POLICY**  
*Service Area Expansion Policy*



Adopted: September 30, 2019

Revised: N/A

Page 5 of 5

**5.0 Responsibility and Authority**

The Planning and Analysis Division of the Engineering Department shall be responsible to enforce this Policy as it relates to collection, conveyance, and treatment works facilities which it owns and operates to ensure there is adequate capacity available to meet current and future development in the Localities within its territory.

The Planning and Analysis Division of the Engineering Department shall be responsible for regular reviews and recommended updates to this policy.

Approved:

  
Frederick N. Elofson, CPA  
Commission Chair

  
Date

  
Jennifer L. Cascio  
Commission Secretary

  
Date