

1.0 Purpose and Need

This policy establishes the procedures and guidelines for submitting, reviewing, and approving Service Area Expansion Requests. These requests help HRSD in planning for and managing wastewater capacity within the HRSD Service Area. Localities make these requests to facilitate development or provide sewer service to previously unserved areas.

2.0 Definitions

Capacity Deficiency. The exceedance of rated capacity of infrastructure within the HRSD system.

Comprehensive Plan. A long-range land use plan that provides the Locality's recommended guidelines for the overall development of the territory, as mandated by the Code of Virginia section 15.2-2223.

Flow Acceptance. The process for reviewing and approving proposed connections, or modifications to existing connections, to the sanitary sewer system.

HRSD Service Area. The area of sewer service established through coordination with the Localities that are part of the HRSD Territory. This represents the area for which HRSD agrees to provide capacity.

HRSD System. Encompasses the Regional Interceptor System, Transmission Force Mains, and Regional Treatment Works.

HRSD Territory. The territory of the Localities identified in the Enabling Act. This does not define the service area.

Locality/Localities. Cities, Counties, and Towns making up the HRSD Territory.

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

Private Sewer System. Any sanitary sewer facility that is operated and maintained by a private owner within private property or private easements.

Public Collection System. Any facility that conveys sanitary sewage and is owned and operated by either a Locality or HRSD and located within a public right-of-way or public utility easement.

Regional Interceptor System. A network of gravity and force main pipes, pump stations, and pressure reducing stations owned and operated by HRSD. This system conveys sanitary sewage received from either a Public Sewer System or a Private Collection System to the Regional Treatment Works.

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

Service Area Expansion Request. A request made by the Locality for HRSD to expand the HRSD Service Area.

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

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.

Transmission Force Main. A type of force main that has limited planned connection points and is typically operated under higher pressures than interceptor force mains.

3.0 Guiding Principles

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 collaborates with the Localities to ensure the HRSD System has sufficient capacity to meet the Localities' future growth and economic development goals. HRSD is committed to building regional wastewater infrastructure at the appropriate time, in a manner that integrates with the Localities' planning and land use zoning while balancing social, environmental, and economic issues.

Service area expansion requests must be submitted well in advance of needed capacity; upgrades to the existing HRSD System could take several years to coordinate, plan, permit, design, and construct.

Localities are responsible for connecting to the HRSD System. Funding for existing HRSD System upgrades will be shared by HRSD and the Locality.

4.0 Procedures

4.1 Locality

4.1.1 *Obligations*

- A. Identify the need of service area expansion prior to when actual development will occur to allow HRSD to adequately evaluate and identify existing system capacity deficiencies.
- B. Connection to the public water supply will be provided to the proposed service area expansion.
- C. Locality will be responsible for the cost of all sewer infrastructure required to connect to the HRSD System.

4.1.2 *Coordination*

The proposed service area expansion should be contiguous to the existing HRSD service area or adjacent to an HRSD transmission force main planned point of connection. The Locality shall coordinate with HRSD to plan and agree upon, but not limited to, the following:

- A point of entry of new flows to the existing HRSD System.
- A corridor and alignment of the proposed sewer facility.
- Ownership of assets between the Locality and HRSD in compliance with the HRSD Facility Transfer Policy.
- The exclusion of gap areas for requests not contiguous to the existing HRSD service area or not adjacent to a planned connection point with a transmission force main. Exclusion areas shall be clearly identified.

4.1.3 *Request*

To request an expansion of the HRSD Service Area, Localities shall submit an HRSD Service Area Expansion Request to HRSD for review

and approval. All requests must be accompanied by proper documentation and planning efforts to include the following:

- A. Service Area Expansion Request executed and signed by the Locality's authorized representative.
- B. A copy of resolution or other statement of support by the Locality's governing body.
- C. A map with the proposed service area boundary. The map shall identify infrastructure required to convey the flow from the new service area to the agreed upon point of entry into the HRSD System
- D. Sanitary sewer flow projections for the proposed service area expansion 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.
- E. Verification that the flow projections are consistent with the proposed land use zoning densities included in the Locality's most current Comprehensive Plan.

4.2 HRSD

Upon receiving a Service Area Expansion Request, HRSD will:

- A. Evaluate Locality's Service Area Expansion request for completeness.
- B. Evaluate the HRSD System's ability to receive flow and identify any capacity deficiencies the system may have.
 - i. If there are no capacity deficiencies identified, HRSD will recommend Commission approval and notify Locality of Commission decision soon thereafter. The HRSD Service Area map will be updated accordingly.
 - ii. If there are capacity deficiencies identified, HRSD will:
 - a. Provide the Locality a written response documenting its findings.

COMMISSION ADOPTED POLICY
Service Area Expansion Policy



Adopted: September 30, 2019

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- b. Develop CIP project(s) to address identified deficiencies.
- c. Develop CIP schedule.
- d. Develop a cost participation agreement with Locality.
- e. Execute CIP project(s).
- f. Notify Locality in advance of CIP project(s) substantial completion date(s) that the proposed service area expansion request can be resubmitted.
- g. Review the resubmitted service area expansion request adhering to this Policy herein.

5.0 Responsibility and Authority

The Planning and Analysis Division of the Engineering Department shall be responsible for enforcing this Policy to ensure there is adequate capacity available to meet current and future development in the Localities within its service area. All Service Area Expansion Requests recommended for acceptance must be presented to the Commission for approval.

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

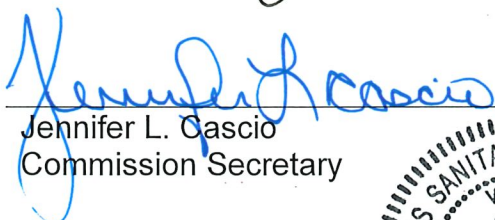
Approved:



Stephen C. Rodriguez
Commission Chair



Date



Jennifer L. Cascio
Commission Secretary



Date

