

# **City of Rocky Mount Administrative Policy**

**Policy: Water and Sewer Connection Fees** 

Section: Fees and Charges Policy No. X.2.9

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Approved By: City Council

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Supersedes: 5/25/2020

#### **SECTION 1. Purpose**

The purpose of this policy is to establish the fees due when connecting to the public water distribution system and wastewater collection system.

# **SECTION 2.** Tap and Meter Fees

## 1. Intent

A. Tap Fees and Meter Fees are intended to recoup the cost to purchase and install meters and the overall average costs associated with City installed taps and service laterals.

## 2. <u>Tap Installation:</u>

A. All residential 3/4" and 1" water service laterals and 4" sewer service laterals not installed by the developer at the time of main installation must be installed by the City. New 3/4" and 1" water service laterals and 4" sewer service laterals for existing

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commercial development may be installed by the City or a licensed utility contractor at the option of the owner. Water service laterals larger than 1" and sewer service laterals larger than 4" and any service lateral installed as part of a development project are to be installed by a licensed utility contractor under contract to the owner/developer. All service laterals not installed by the City must be inspected by the Engineering Department.

B. Tap Fees for City installed service connections include the cost of tap, meter box and installation of service lateral to ROW up to 100 ft. This cost includes any required directional or steel encased bores up to 60 feet if required, but does not include any cost associated with drilling or blasting of rock. Service laterals in excess of 100 feet, bores in excess of 60 feet and service installations that require rock removal will be designated non-standard taps and the applicant will be billed for any cost in excess of the standard tap fee. Applicants requiring a non-standard service will be required to pay an estimated fee for the non-standard service prior to the start of work and any balance due for costs in excess of the estimated fee must be paid prior to commencement of service.

#### Meter Installation:

A. All meters on the City of Rocky Mount Public Water System must be purchased from and installed by the City of Rocky Mount. A strainer is required for all turbo and compound meters and is included in the price of the meter.

#### **SECTION 3. Main Fees**

#### Definition

- A. Main Fees are one time fees intended to recover the cost of installing standard mains to serve a property and are charged by front foot, acreage or fixed fee in accordance with Table 1 or 2. The fees are due only for lots or tracts served by mains constructed or financed by the City. Main Fees will be charged under the following circumstances:
  - (i) Dual frontage residential lots that are served on one frontage and have an existing connection or have been

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- previously assessed will not be assessed for improvements on the secondary frontage.
- (ii) Initial application for service on lots served by a City constructed or financed main when the Main Fee has not been previously assessed.
- (iii) When Main Fee assessment is past due for final payment at time of application.
- (iv) Extension of public or private mains to serve a new subdivision or development site.
- B. Main Fees are not due for service connections on public water and sewer service mains donated to the City through the development process.

## 2. Main Extensions:

- A. Main Fees are due for any subdivision or development site extending a public or private main to serve the subdivision. Main Fee will be calculated based on either the public street frontage of the tract or acreage in accordance with the rates and standards established in Tables 1 and 2. Fees are due prior to plan approval.
- B. If the development is required to extend a main to or across the tract in order to serve the development or an adjacent tract, the Main Fee may be reduced by the cost of the required extension. Reimbursements to the developer for the cost of over sizing or extensions that are outside the project frontage or development tract limits will be in accordance with policies established in IX.2.1.

#### Fee Determination

- A. Main Fees will be applied based street frontage, acreage or flat fee in accordance with the rates established in Tables 1 and 2. Large tracts wishing to serve a small area of existing development may elect to subdivide the tract to limit the fees due. In such cases, the subdivided parcel(s) must encompass all existing or proposed development so that the balance of the tract is undeveloped. Main Fees for the balance of the tract will be due at the time of development.
- B. The minimum Main Fee for any property will be:

(i) Water: \$2,500 (ii) Sewer: \$3,000

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# **SECTION 4. Capacity Fees**

# 1. Definition

- A. Water and Sewer Capacity Fees are intended to recover some of the cost of constructing trunk lines, outfalls, pumping stations and other base components of the collection and distribution system. Since the cost of these system components is driven by demand on the system, the fee is based on water meter size and escalates with the size of the water meter installed.
- B. Capacity Fees are imposed on all new service connections to the Water and Wastewater systems and represent pro rata share of the costs of backbone infrastructure listed above. Capacity Fees are in addition to the Main and Tap Fees and are applicable to each new service connection regardless of who may have paid for the installation of the main to which the connection is to be made.

## 2. Fee Determination

A. Capacity Fees are determined by water meter size in accordance with the rates and standards established in Tables 1 and 2 except that the City may adjust the Sewer Capacity Fee for special industrial and commercial users with unequal water and sewer demand to reflect the measured or estimated sewer demand.

# 3. Beech Branch Outfall Recovery Fee

- A. The owner of each residential dwelling unit, structure, or facility in the Ford's Colony Subdivision connected to the City's sewer system, regardless of whether a single family residence or a dwelling unit contained within a condominium or other multifamily residential development, and regardless of whether separately metered for sewer service, shall pay the City a Beech Branch Outfall Recovery Fee in the amount of \$325 per dwelling unit in addition to the capacity fee.
- B. The Beech Branch Outfall Recovery Fee shall be due upon connection of the dwelling unit or non residential building, structure, or facility to the City sewer system.

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C. The source document for this fee is the Ford's Colony Sewer Agreement approved on 5-9-05.

# **SECTION 5. Privilege Fees**

## 1. Definition

- A. Privilege Fees are a one time fee due for any subdivision or development site outside the City Limits wishing to connect to the City's water or sewer services. This includes establishment of a service tap or the extension of a public or private main. Outside applicants that successfully petition for voluntary annexation will not be charged a Privilege Fee and will be charged inside rates for all other connection fees and monthly service charges.
- B. If the City Council determines that annexation of a property is not in the immediate interest of the City due to the difficulty in providing other municipal services, City Council may take action to waive the Privilege Fees for the subject site. Outside rates for other connection fees and monthly service charges will continue to apply.

## 2. Fee Determination

A. Privilege Fees will be applied based on the developable acreage of the land. Floodways, jurisdictional wetlands, conservation easements and other legally protected non-buildable acreage will be exempted from the Privilege Fee calculation. Privilege Fee Rates are established in Table 2.

#### **SECTION 6. Miscellaneous Fees**

A. Various fees for miscellaneous and non standard items are established in Tables 1 and 2.

#### **SECTION 7. Credits**

- A. Various credits have been established to encourage connection to water and sewer. The credits are as follows:
  - (i) Tap Fee discount for contracting for service prior to main installation.

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- (ii) Main Fee discount for cash payment of fees in lieu of assessment contract for voluntary connection to system. Cash discount is not available for Council ordered assessments without connection or for properties that do not have an option for assessment contract.
- (iii) Main Fee discount for connection within 180 days of notice of availability.
- (iv) Sewer Main Fee discount for simultaneous connection to water and sewer for existing developed lots converting from well and septic systems to public water and sewer.
- B. Discount amounts are established in Tables 1 & 2.

## SECTION 8. Payment of Fees and Notice of Availability

## 1. Payments Due

- A. All fees are due in full at time of application for service unless a valid assessment contract is approved by the Rocky Mount City Council.
- B. A Work Order to establish the service shall not be issued until all fees are paid and a utility billing account has been established.

# 2. Voluntary Assessment Contracts and Financing Contracts

#### A. Inside Customers

- (i) Existing developed single family and duplex lots previously served by well and septic systems that have not been previously assessed and are making voluntary connection to the system may elect to pay the fees due through a voluntary assessment contract.
- (ii) Assessments contracts may include only the Main Fee and Tap Fee. Meter Fee and Capacity Fee are due at time of application.
- (iii) Assessments are recorded as liens against the property. Owners whose property is assessed may pay the assessment in equal annual installments over five (5) years with the statutory established rate of interest (currently 8%) applied to the unpaid balance. As part of the assessment agreement, the owner shall agree to waive his rights to the public hearing procedure.

#### B. Outside Customers

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(i) The City may finance the Main Fee and privilege fee per acre for residential property owners and bona fide religious institutions outside the City Limits in accordance with the following:

- The Tap and Capacity Fees must be paid prior to installing the tap.
- b) The property owner shall enter into a legally binding financing agreement with the City. The agreement requires a minimum of 10% down payment and repayment within five years with interest at the rate of 9% per year. The agreement is secured with a deed of trust.
- c) The agreement provides for invoicing the principle and interest monthly. Failure to pay will result in termination of water service and enforcement of collection of the agreement secured by the deed of trust.
- d) In the event of annexation, either voluntary or involuntary, the agreement provides that the owner shall agree to have the unpaid balance of the loan changed to a lien at the time of annexation.

# 3. Petition Extensions and Mandatory Assessments

- A. Upon City Council approval of the extension of a main pursuant to a petition request, the City Council will make a finding and determination as to assessment of cost to be levied against abutting property receiving service availability as the result of the main extension.
- B. The findings and determinations will be based on the following policy:
  - (i) Where mains are extended by majority petition, the City Council will order assessment of Main and Tap fees 180 days after notice of availability is given to the property owners in the petition service area. Property owners served by the main extension will be notified of service availability within 15 days of the main being placed in service and will be provided 180 days to request voluntary connection. At the conclusion of the voluntary connection period, the City Council will order assessment of Main and Tap Fees for all properties in the petition area that have not voluntarily connected and properties that have connected and requested a voluntary assessment contract. Fees will be assessed in accordance with the Fee Schedule in Table 1.

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Meter and Capacity Fees will not be assessed but will be due at the time of future connection.

- a) The Notice of Service Availability will include the following information:
  - 1) Date of Notice
  - 2) Deadline for Voluntary Connection prior to assessment.
  - 3) Value of Main and Tap Fee assessment without voluntary connection.
  - 4) Cost of Main and Tap Fee if connected prior to assessment.
  - 5) Total cost of connection prior to assessment deadline.
  - 6) Total cost of connection after assessment deadline.
  - 7) Total cost of connection prior to assessment deadline with cash payment in lieu of assessment contract for eligible properties.
  - Terms of assessment and total cost of connection by assessment contract during incentive period including interest.

#### 4. Main Extensions Without Assessment

- A. In situations where it is determined by the City Council the service is needed for reasons such as public health and safety, fire protection, statutory requirements related to annexation, area development potential or any other related issues, but no petition is submitted or the petition lacks majority support, the City Council may order the improvement installed without assessment or subject to assessment depending on financial considerations and other circumstances of the request. Where the work is ordered subject to assessment, served properties will be noticed and assessed in accordance with paragraph 8.1. When work is ordered but not subject to assessment, served properties will receive a Notice of Service Availability within 15 days of service availability.
  - a) The Notice of Service Availability for property not subject to assessment will contain the following information:
    - 1) Date of Notice
    - 2) Total cost of connection during incentive period.

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- 3) Total cost of connection after incentive period.
- 4) Discount for concurrent water and sewer connection when applicable.
- 5) Total cost of connection with cash payment in lieu of assessment contract for eligible properties.
- 6) Terms of voluntary assessment and total cost of connection during incentive period including interest.
- 7) Application deadline to receive early connection incentives.

# 5. Main Street Economic Development Incentive

- A. This section shall apply to the following locations:
  - (i) SE/NE Main Street from Edgecombe Street to Goldleaf Street.
  - (ii) SW/NW Main Street from Hammond Street to West Thomas Street.
  - (iii)Properties within the Downtown Core overlay zone as approved by the City Manager.

#### B. Water

- (i) The City will waive water tap, capacity, main and meter fees for services up to and including 2".
- (ii) Fees for services larger than 2" will be reduced by the amount of fees that would be waived under Section 8.5.B.(i)
- (iii) 2" services and smaller will be installed by the City. Installation of services larger than 2" will be the responsibility of the developer and are to be installed by a licensed utility contractor.
- (iv) All fire protection water lines, taps, etc. will be the responsibility of the developer.

#### C. Sewer

(i) The City will waive sewer tap, capacity and main fees for services up to and including 6" services. This infrastructure will be installed or repaired by the City.

## 6. Taps for non-profits

A. Certified 501 (c3) entities making non-residential taps that require a bore or street cut to serve an existing facility not previously

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connected to water or sewer may request reimbursement for the cost of the bore or street cut.

- B. Reimbursement for the bore or street cut will be the documented cost.
- C. Supporting documentation for reimbursement must include quotes from at least three licensed utility contractors, an itemized contractor invoice, and documentation of payment to contractor.

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Table 1: CRM Connection Fees Schedule: Inside City Limits

	Connection By		Sewer Fees						
		Main Fee (\$2,500 min)	Tap Fee	Meter Fee	Meter Installed by	Capacity Fee	Main Fee (\$3000 min)	Tap Fee	Capacity Fee
Water Meter Size - 3/4 x 5/8" SF/Duplex	City	\$2,500	\$1,500	\$215	City	\$50	\$3,000		\$75
Water Meter Size - 1" SF/Duplex	City	\$2,500	\$1,600	\$305	City	\$100	\$3,000		\$100
Water Meter Size - 3/4 x 5/8" MF	City	\$25/ft or \$2075/ac	\$1,500	\$215	City	\$50	\$30/ft or \$2490/ac		\$75
Water Meter Size - 3/4 x 5/8" Commercial	City	\$25/ft or \$2075/ac	contractor	\$215	City	\$100	\$30/ft or \$2490/ac		\$100
Water Meter Size - 1"	City	\$25/ft or \$2075/ac	contractor	\$305	City	\$250	\$30/ft or \$2490/ac		\$300
Water Meter Size - 1 1/2"	contractor	\$25/ft or \$2075/ac		\$700	City	\$500	\$30/ft or \$2490/ac		\$600
Water Meter Size - 2" Single Jet	contractor	\$25/ft or \$2075/ac		\$1,120	City	\$750	\$30/ft or \$2490/ac		\$850
Water Meter Size - 3" Single Jet	contractor	\$25/ft or \$2075/ac		\$2,300	City	\$1,000	\$30/ft or \$2490/ac		\$1,100
Water Meter Size - 4" Turbo/Compound	contractor	\$25/ft or \$2075/ac		\$3,025/\$3,200	City	\$2,000	\$30/ft or \$2490/ac		\$2,500
Water Meter Size - 6" Turbo w/strainer	contractor	\$25/ft or \$2075/ac		Cost	City	\$4,000	\$30/ft or \$2490/ac		\$5,000
Water Meter Size - 8" Turbo w/strainer	contractor	\$25/ft or \$2075/ac		Cost	City	\$6,000	\$30/ft or \$2490/ac		\$7,000
Water Meter Size - 10"	contractor	\$25/ft or \$2075/ac		Cost	City	\$10,000	\$30/ft or \$2490/ac		\$10,000
Fire/Potable Water or Sewer Main Extension	contractor	\$25/ft or \$2075/ac					\$30/ft or \$2490/ac		
Sewer Capacity Fees are determined b	y water meter s	ize							ENG
Sewer Tap 4" - Residential only	City							\$1,500	
Sewer Tap 6"	contractor								
Sewer Tap 8"	contractor								
Sewer Tap 12"	contractor								
Miscellaneous Fees									
Beech Branch Outfall Fee (Ford's Colony) In									*****
addition to Sewer Capacity fee				****					\$325/uni
3/4 x 5/8" Meter Installation w/Box				\$800					_
1" Meter Installation w/Box				\$900				0 1	
Non-standard Tap			Cost					Cost	
Hydrant Installation on Main (in ROW only)			Cost		Section 1981	PRODUCTION OF THE PARTY OF THE			
Credits									
Tap Fee discount for contracting for service			4007					400/	
prior to main installation			10%			-		10%	
Main Fee discount for cash payment of fees		00/					6%		
in lieu of assessment contract		6%				-	6%		
Main Fee discount for connection w/in 6		100/					10%		
months of availability Sewer Main Fee discount for simultaneous		10%				-	10%		
connection to water and sewer							10%		
Connection to water and sewer		1					1076		

<sup>\*</sup>Main Fees for non-Single Family/Duplex lots will be calculated by acreage to the nearest 0.1 acre and the entire street frontage to the nearest foot. The fee due will be the lesser of the two calculated fees

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Table 2. CDM Connection Food Schoolule: Outside City Limite

	Connection			Sewer Fees							
		Main Fee (\$2,500 min)	Tap Fee	Meter Fee	Meter Installed by	Capacity Fee	Privilege	Main Fee (\$3000 min)	Tap Fee	Capacity Fee	Privilege
Water Meter Size - 3/4 x 5/8" SF/Duplex	City	\$2,500	\$1,100	\$215	City	\$100	\$750/Ac	\$3,000		\$150	\$750/Ad
Water Meter Size - 1" SF/Duplex	City	\$2,500	\$1,200	\$305	City	\$200	\$750/Ac	\$3,000		\$200	\$750/Ad
Water Meter Size - 3/4 x 5/8" MF	City	\$25/ft or \$2075/ac	\$1,100	\$215	City	\$100	\$750/Ac	\$30/ft or \$2490/ac		\$150	\$750/Ad
Water Meter Size - 3/4 x 5/8" Commercial	City	\$25/ft or \$2075/ac	contractor	\$215	City	\$200	\$750/Ac	\$30/ft or \$2490/ac		\$200	\$750/Ad
Water Meter Size - 1"	City	\$25/ft or \$2075/ac	contractor	\$305	City	\$500	\$750/Ac	\$30/ft or \$2490/ac		\$600	\$750/Ad
Water Meter Size - 1 ½"	contractor	\$25/ft or \$2075/ac	\$0	\$700	City	\$1,000	\$750/Ac	\$30/ft or \$2490/ac		\$1,200	\$750/Ad
Water Meter Size - 2" Single Jet	contractor	\$25/ft or \$2075/ac	\$0	\$1,120	City	\$1,500	\$750/Ac	\$30/ft or \$2490/ac		\$1,700	\$750/Ad
Water Meter Size - 3" Single Jet	contractor	\$25/ft or \$2075/ac	\$0	\$2,300	City	\$2,000	\$750/Ac	\$30/ft or \$2490/ac		\$2,200	\$750/Ad
Water Meter Size - 4" Turbo/Compound	contractor	\$25/ft or \$2075/ac	\$0	\$3,025/\$3,200	City	\$4,000	\$750/Ac	\$30/ft or \$2490/ac		\$5,000	\$750/Ad
Water Meter Size - 6" Turbo w/strainer	contractor	\$25/ft or \$2075/ac	\$0	Cost	City	\$8,000	\$750/Ac	\$30/ft or \$2490/ac		\$10,000	\$750/Ad
Water Meter Size - 8" Turbo w/strainer	contractor	\$25/ft or \$2075/ac	\$0	Cost	City	\$12,000	\$750/Ac	\$30/ft or \$2490/ac		\$14,000	\$750/Ad
Water Meter Size - 10"	contractor	\$25/ft or \$2075/ac	\$0	Cost	City	\$20,000	\$750/Ac	\$30/ft or \$2490/ac		\$20,000	\$750/Ad
Fire/Potable Water or Sewer Main Extension	contractor	\$25/ft or \$2075/ac	\$0			NA	\$750/Ac	\$30/ft or \$2490/ac		NA	\$750/Ad
Sewer Capacity Fees are determined by v	vater meter siz	ze									
Sewer Tap 4" – Residential only	City								\$1,500		
Sewer Tap 6"	contractor										
Sewer Tap 8"	contractor										
Sewer Tap 12"	contractor										
Miscellaneous Fees							No.				
3/4 x 5/8" Meter Installation w/Box				\$800							
1" Meter Installation w/Box				\$900							
Non-standard Tap			Cost								
Hydrant Installation on Main (in ROW only)			Cost								

<sup>\*</sup>Main Fees for non-Single Family/Duplex lots will be calculated by acreage to the nearest 0.1 acre and the entire street frontage to the nearest foot. The fee due will be the lesser of the two calculated

<sup>\*</sup>Privilege Fees will be calculated to the nearest 0.5 acre with a minimum fee of 0.5 acres. Acreage Fees are due prior to initial service connection or main extension to serve any lot not in the City Limits. Lots not in the City Limits must submit a valid voluntary annexation request and may have the Privilege Fee waived if the City chooses not to act on the request. Capacity Fees will continue to apply at the outside rate if the property is not annexed

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	Single-Family /Duplex 5/8" meter	Single-Family /Duplex 1" meter	Other 5/8" meter	1" meter	11/2" meter	Single jet 2" meter	Single jet 3" meter	compound 4" meter	Mai Extension
Fees Due on Developer Financed Mains									
Inside City)			THE REAL PROPERTY.	THE STATE OF THE STATE OF		101/27 VED/25		Service Miles	NEWS THE PARTY NAMED IN
Meter Fee	\$215	\$305	\$215	\$305	\$700	\$1,120	\$2,300	\$3,200	
Nater Capacity Fee	\$50	\$100	\$50	\$250	\$500	\$750	\$1,000	\$2,000	
Sewer Capacity Fee	\$75	\$100	\$75	\$300	\$600	\$850	\$1,100	\$2,500	
Total Meter and Capacity Fee	\$340	\$505	\$340	\$855	\$1,800	\$2,720	\$4,400	\$7,700	\$
Outside City)	S. S	SECULT SECTION	THE REAL PROPERTY.		A POLICE		NE STATE	A LANGE WAY	THE PERSON
Water Privilege Fee Rate Sewer Privilege Fee Rate	\$750 \$750	\$750 /a \$750 /a							
Acreage to 0.5 acres	0.5	0.5	0.5	1.0	1.0	2.0	3.5	4.5	20.
Water Privilege Fee	\$375	\$375	\$375	\$750	\$750	\$1,500	\$2,625	\$3,375	\$15,37
Sewer Privilege Fee	\$375	\$375	\$375	\$750	\$750	\$1,500	\$2,625	\$3,375	\$15,37
Meter Fee	\$215	\$305	\$215	\$305	\$700	\$1,120	\$2,300	\$3,200	
Water Capacity Fee	\$100	\$200	\$100	\$500	\$1,000	\$1,500	\$2,000	\$4,000	
Sewer Capacity Fee	\$150	\$200	\$150	\$600	\$1,200	\$1,700	\$2,200	\$5,000	
Total Meter and Capacity Fee	\$1,215	\$1,455	\$1,215	\$2,905	\$4,400	\$7,320	\$11,750	\$18,950	\$30,75
Water Main Fee (lesser of) Sewer Main Fee (lesser of)	30	25 per foot 30 per foot		\$2,075 per acre \$2,490 per acre		\$2,500 minimum fee \$3,000 minimum fee		4.501	20.66
Lot Size(ac)	0.344	0.344	0.689	1.205	1.205	1.837	3.444	4.591	20.66
Lot Size (nearest 0.1 ac)	na	na	0.7	1.2	1.2	1.8	3.4	4.6	20.
Lot Frontage (front foot to nearest 1 ft)	Fixed Fee	Fixed Fee	120	150	150	200	300	400	60
Water Main Fee	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$3,735	\$7,055	\$9,545	\$15,00
	64 500	64 600	64 500	64 600	by	by	by	by	b
Water Tap Fee	\$1,500	\$1,600	\$1,500	\$1,600	contractor	contractor	contractor	contractor	contracto
Sewer Main Fee	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$4,482	\$8,466	\$11,454	\$18,00
Sewer Tap Fee 4"	\$1,500	\$1,500	\$1500	\$1,500	contractor	na	na	na	n
Sewer Tap 6" or greater	na	na	na	na	na	by contractor	by contractor	by contractor	contracto
Total Main and Tap Fees	\$8,500	\$8,600	\$8,500	\$8,600	\$5,500	\$8,217	\$15,521	\$20,999	\$33,000
Total City Financed Main (Inside)	\$8,840	\$9,105	\$8,840	\$9,105	\$7,300	\$10,937	\$19,921	\$28,699	\$33,000
Total City Financed Main (Outside)	\$9,715	\$10,055	\$9,715	\$11,505	\$9,900	\$15,537	\$27,271	\$39,949	\$63,75
	No.								1 1000
MAINIFFE CALCULATIONS			250	350	350	400	500	500	1500
MAIN FEE CALCULATIONS  Lot depth			250	000			500	000	
Lot depth	na	na		\$2,490.00	\$2,490.00	\$3,735.00	\$7.055.00	\$9,545.00	
Lot depth Water Main Fee (ac)	na na	na na	\$1,452.50 \$3,000.00			\$3,735.00 \$5,000.00			\$42,952.5
Lot depth			\$1,452.50	\$2,490.00	\$2,490.00		\$7,055.00	\$9,545.00	\$42,952.50 \$15,000.00 \$51,543.00