

Glossary of Development Services Process Terms and Abbreviations

TERM	DEFINITION
Applicant	A firm, corporation, municipality, agency, person(s) who owns or develops property and who seeks water or sewer service provided by systems or facilities within the Sanitary District.
Capital Improvements Program (CIP)	WSSC's Capital Improvements Program is a 6 year projected program of capital improvements for all major water and sewer systems and facilities as defined in Article 29§ 7-101 of the Maryland Annotated Code.
Construction Services Fee	A fee to recover WSSC costs to provide construction inspection services, final project testing, and the processing of the release for service.
Contamination Data Base Search Fee	A fee to recover WSSC costs of providing a Contamination data base search for an Applicant.
Delegation of Authority	Delegation of authority to perform various functions from the Commission to the General Manager and sub-delegated to staff, as set forth in a document and modified from time to time as appropriate.
Development Services Process (DSP)	The new process of extending the WSSC water or sewer system. The old process was called DAP (Development Authorization Process).
Engineering Agreement	A bilateral agreement between the Applicant of a Non-SEP project and WSSC, when WSSC is to provide design services. The agreement enables WSSC to recover any costs incurred if the Applicant decides to not proceed with the construction of the project.
Extra Review Fee for Additional Reviews of Unsigned Drawings	To recover WSSC costs of reviewing design drawings more than two times. These are a result of inadequate submissions or changes in the drawings. The fee would not be charged if the changes are made as a result of a WSSC requested modification to the drawings.
Extra Review Fee for Minor Revisions	A fee to recover WSSC costs of reviewing changes to approved design drawings.
Extra Review Fee for Splitting Signed Drawings	A fee to recover WSSC costs of reviewing and processing the splitting of signed drawings into two or more separate projects.
Facilities	Water and sewage pumping stations, storage structures, and treatment facilities and their appurtenances.
Feasibility Review Fee	For certain SEP projects, WSSC will review a Feasibility Study prior to the initiation of the design phase. The fee will recover WSSC costs for the review.
Feasibility Study Preparation Fee	For Non-SEP projects, this fee will cover the cost of WSSC's preparation of the Feasibility Review Study, which is similar to the Authorization Report previously prepared under the DAP.

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Hydraulics Modeling Fee	A fee to recover the costs of WSSC modeling the water and sewer systems for a development. There will not be a revision fee. If the Applicant changes what was originally sized, the new modeling would be subject to the entire fee. If the resizing is for a multipart development and several parts have already been completed, the completed parts would be considered existing for the calculation of the new fee.
Letter of Findings	This correspondence will state all pertinent information for the proposed development and specifies WSSC contact's name, phone number and job number, and will set forth any conditions that must be met prior to service being provided. Information will include the availability of Water and Sewer, the need for a "Feasibility Review" for SEP projects, and the need to obtain a "Planning Assistance Package" required prior to Phase 2.
Maintenance Bond	A security payable to WSSC as a guarantee of funds for the correction of any construction and material deficiencies found during the life of the bond. The security shall be in an amount equal to one half the amount of the Performance Security. The security may be provided in the form of a certified check, a cash deposit, a certificate of deposit, an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC, a bond executed by a surety company authorized to do business in the State of Maryland, or any other form of security acceptable to WSSC.
Major Project	Projects for the construction of larger diameter water and/or sewer mains, force mains, and/or facilities included in the CIP as defined in Article 29§ 7-101of the Maryland Annotated Code.
Memorandum of Understanding (MOU)	A bilateral agreement between the Applicant and WSSC for the design and construction of water and/or sewer facilities. The MOU is required for the applicant to construct facilities that WSSC will, upon satisfactory completion, take over for maintenance and operation.
Modifications Booklet	A booklet compiling all changes to the <u>General Conditions and Standard Specifications</u> , <u>Standard Detail</u> , and applicable Special Provisions that pertain to the construction of SEP projects.
Non-SEP Job	A WSSC designed and constructed extension, usually to alleviate residential health hazards, or to provide service to a single-family residence, or to construct a major project.
Offsite Extensions	Water or sewer mains constructed beyond the limits of the Applicant's property.
Partial Release for Service Fee	A fee to recover WSSC costs of processing a release of a portion of a project prior to final Release for Service.
Payment Security	A security payable to WSSC to guarantee payment to the utility contractor, subcontractors, and suppliers that provide labor, materials, or construction equipment for the construction of the subdivision lines. This security shall be in an amount equal to the amount of the performance security. The security may be provided in the form of a certified check, a cash deposit, a certificate of deposit, an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC, a bond executed by a surety company authorized to do business in the State of Maryland, or any other form of security acceptable to WSSC.

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Performance Security	A security payable to WSSC to guarantee completion of construction of subdivision lines. This security shall be payable to WSSC in an amount designated by WSSC, taking into account potential cost escalation. The security may be provided in the form of a certified check, a cash deposit, a certificate of deposit, an irrevocable letter of credit from a financial institution acceptable to WSSC and in a form acceptable to WSSC, a bond executed by a surety company authorized to do business in the State of Maryland, or any other form of security acceptable to WSSC.
Physical Acceptance Date	In instances where Substantial Completion is issued with outstanding punch list items, WSSC will establish the Physical Acceptance Date once all items have been completed. This date will signify that all contractual requirements at the site have been met.
Planning Assistance Package Fee	A fee for the preparation of an information package on all existing WSSC water and sewer systems in the vicinity of the project.
Release of Liens	A form acceptable to WSSC, signed by the utility contractor and the Applicant and notarized, stating that the utility contractor, and all subcontractors and suppliers, have been paid.
Re-Test Fee	A fee to recover WSSC costs when additional project testing is needed as a result of initial testing failures.
Review for System Integrity Fee	A fee to recover WSSC costs incurred for the preliminary and final review and approval of the Applicant's design submission.
Substantial Completion	The point in the construction phase when a project is ready to be used for its intended purpose. All testing is complete and the system or facility is ready to be placed into service.
System Development Charge (SDC) Credit	Costs paid by the Applicant to construct WSSC systems or facilities may entitle the Applicant to a credit or reimbursement of the System Development Charges imposed by WSSC for properties served by the project. The System Development Charge Credit Agreement (SDCCA) or the MOU shall indicate how such credits towards SDC will be determined. See Standard Procedure CUS 94-03.
System Extension Permit (SEP)	A WSSC-issued permit for extensions to WSSC System. Replaces the MOU for systems projects. The permit is required for the applicant to build water and sewer systems that WSSC will, upon satisfactory completion, take over for maintenance and operation.
Systems	Water and sewer pipes.
Transfer of Ownership Fee	A fee to recover WSSC costs of processing a change in ownership of a project prior to the issuance of the SEP.
Turnkey Project	A project where the Applicant will design and construct all systems, facilities, or connections in accordance with WSSC standards and technical criteria, and will transfer the same to WSSC for operation and maintenance when the construction and testing has been completed to the satisfaction of WSSC and all conditions set forth in the SEP or MOU are met.