

**DEVELOPMENT SERVICES PROCESS
MANUAL**

INTRODUCTION

This Manual is intended to define the procedural steps required to implement the construction of Washington Suburban Sanitary Commission (WSSC) systems whether such construction is performed by WSSC or by others, mandated by statute or permissive. Those projects that are to be constructed by others will be done through the issuance of a Systems Extension Permit (SEP). Therefore, these projects will henceforth be referred to as SEP Projects. Those projects that are to be constructed by the WSSC will be henceforth referred to as Non-SEP projects. In addition, this Manual will provide for the reimbursement of the WSSC's expenses for all stages. Definitions of terms used are included in a glossary attached and incorporated herein as Attachment 1.

The Applicant shall remit all fees required at the initiation of each phase or submission. These fees are subject to review and modification annually as part of the WSSC fees and charges review process.

This Manual is a revision of the initial Commission approved Development Services Process Manual which became effective July 1, 2000. The revisions contained herein have been approved by the WSSC General Manager and are to be effective on December 1, 2003.

Certification of Authority

The General Counsel certifies that the statutory authority for the adoption of these Procedures is found in Article 29§ 3-101.1, 6-113, 7-101, and 9-101 of the Annotated Code of Maryland. Any conflict between these Procedures and the Annotated Code will be resolved in favor of the latter.

PHASE 1: PLANNING ASSISTANCE

Preliminary Plan Review

Preliminary subdivision plans that are submitted to either the Montgomery or Prince George's MNCP&PC for approval will be reviewed by the WSSC to determine the availability of water and sewer service, make recommendations, and note special conditions. A representative from WSSC will attend the development review committee meetings in Montgomery County and the subdivision review committee meetings in Prince George's County to discuss WSSC's findings with the Applicant and the committee. General review comments will be provided at the MNCP&PC meeting. It should be understood that new and additional review comments are likely when more detailed information on the proposed public extension(s) is provided during the hydraulic planning analysis and system integrity review processes for SEP projects and during the feasibility review and design stage for Non-SEP projects.

Feasibility Review (for Non-SEP Projects)

A Feasibility Review Study is required for one existing or proposed residential single family unit and/or health hazard type projects (Non-SEP). Multiple homeowners may apply jointly and share the costs of the desired extension.

1. The Applicant will submit a Feasibility Review Package (FRP) to the WSSC. The package will include:
 - a. Feasibility Review Application
 - b. Feasibility Review Fee
 - c. Health Hazard Letter (if applicable)
 - d. Environmental Questionnaire and/or a Phase 1 Environmental Site Assessment (may be submitted after the feasibility review has been completed, required prior to the start of Phase 2)
2. The WSSC will check the package for completeness, assign a project number, verify water and/or sewer availability, and gather any information that may pertain to that property and other abutting properties that could be served by the extension. If service is available for direct connection, the Applicant will be notified what steps are needed to obtain house connections. If the package is incomplete, it will be returned to the Applicant with a letter of explanation.
3. The Feasibility Review Study will be conducted pursuant to the guidelines established for an Engineering Feasibility Report.
4. Owner occupied dwelling units that have been classified as a health hazard by the County due to a failed well and/or private sewage disposal system qualify for a health hazard subsidy which will be used to offset the design and construction costs of the proposed extension. The health hazard subsidy must be approved by the General Manager/or Commissioners.
5. Upon approval, the WSSC will prepare a Feasibility Review Letter of Findings stating the conditions by which WSSC will provide water and/or sewer service and send it to the Applicant. In addition to the Feasibility Review Letter of Findings, the applicant will be provided with a sketch that delineates the proposed alignment of the extension and a cost sheet that summarizes the projected deficit payment (if one is determined) and front foot assessment. The Applicant will also be informed of other required fees such as the service connection fee and system development charge.

Hydraulic Planning Analysis (for SEP Projects)

1. The Applicant will submit a Hydraulic Planning Analysis Request package to WSSC. The Package shall include:
 - a. A completed Hydraulic Planning Analysis Review Form
 - b. Hydraulic Review Fee
 - c. Four color sketches showing existing and proposed water and/or sewer layouts at a scale of 1-inch to 200-foot, showing:
 - (1) Existing water and sewer lines (black)
 - (2) Proposed water extensions (blue)
 - (3) Water Loops (dashed blue)
 - (4) Proposed sewer extensions, manholes and flow direction arrow (red). Label pressure sewer extensions with a "PS"
 - (5) Capital Improvement Program (CIP) numbers (black)
 - (6) Dependent projects with project number (black)
 - (7) Existing building foot prints outlined (black)

- (8) Proposed building foot prints outlined (red)
 - (9) Underline main streets (red)
 - (10) Overall property boundary (yellow)
 - (11) If proposed development is divided into parts, clearly label with part number and development type (# of units) and delineate using various colors of preference
 - (12) The WSSC 200' sheet number(s) and the subdivision name in the lower right hand corner (black)
 - (13) The north arrow and graphical scale (black)
 - (14) Rights of way required (dashed black)
 - (15) 1,000 foot grid intervals corresponding to WSSC 200-foot sheet quadrants (black)
- d. One reduced color copy of the above sketches to fit on one of the following paper sizes: 8 1/2" x 11", 8 1/2" x 14, or 11" x 17".
 - e. Preliminary Plan or Record Plats. The preliminary plan shall include:
 - (1) A scale drawing of plan
 - (2) Preliminary plan number as assigned by M-NCP&PC
 - (3) Location of existing utilities
 - (4) Vicinity location map
 - (5) Conceptual water and/or sewer layout (including proposed off property mains)
 - (6) All existing and proposed rights-of-way
 - (7) Conceptual stormwater management and storm drains
 - (8) Topography at 5-foot contour intervals
2. The applicant should submit the WSSC Environmental Questionnaire and a contamination database search and/or a Phase 1 Environmental Site Assessment (recommended during this phase, required prior to the start of Phase 2)
 3. The WSSC will check the package for completeness, assign a project number, log the project information into the tracking system, determine the location of the property to be served, verify water and/or sewer availability, and gather any information that may pertain to that property. If the package is incomplete, it will be returned to the Applicant.
 4. When submitted, WSSC will review that the Applicant's proposed layout is in conformance with the WSSC Pipeline Design Manual and current looping policy. WSSC will also verify the location of existing mains, check for zone wide deficiencies and inadequacies, and evaluate possible CIP-sized project requirements.
 5. WSSC will determine the conditions that need to be met before a systems extension permit will be issued to the applicant and prepare a Phase 1 Letter of Findings that will provide pertinent hydraulic information, applicable conditions, development project manager's name and phone number and the assigned project number. If applicable, the Phase 1 Letter of Findings will provide the existing assessment payoff amount that must be redeemed before an SEP can be issued on the proposed development. An approved sketch will be included with the Phase 1 Letter of Findings.

Project Amendments and Transfers of Ownership (for both SEP and Non-SEP Projects)

Changes in the number of units served, type of units served, number of development parts, alignment of the proposed sewer and water main extensions, property ownership or type of project (SEP, NonSEP) all require that an Amendment be processed. Amendments may require that another Hydraulic Planning Analysis be performed. For such Amendments, the Hydraulic Planning Analysis Fee will be required in addition to the Amendment Fee.

For a change in ownership, an Amendment form must be completed indicating the old and new owner's name. Signatures of both the previous and current owners must be on the form. If the current owner is unable to obtain the previous owner's signature, then either a copy of the deed or a copy of the settlement papers must be submitted.

PHASE 2: REVIEW FOR SYSTEM INTEGRITY

Non-SEP Projects

1. When the Applicant informs the WSSC that they would like to proceed with the design stage of their project, the Applicant must inform WSSC if they want their engineer or WSSC to prepare the drawings.
2. If WSSC prepares the drawings, the Applicant must sign an Engineering Agreement and pay WSSC 6% of the estimated design and construction costs of the project or, if preferred, the full deficit amount if higher. If the Applicant hires an engineering firm to complete the design drawing, the applicant must sign a private engineer agreement and pay WSSC 3% of the estimated design and construction costs of the project. If the applicant hires an engineering firm, the SEP Phase 2 process will be followed however the SEP System Integrity Review fee will not be required since WSSC's design review costs will be recovered through a deficit payment and/or front foot benefit assessments.
3. If the engineering agreement is not received within 5 years from the date of the Feasibility Review Letter of Findings, the project will be closed.
4. WSSC will canvass abutting property owners to notify them of the opportunity to obtain service. If anyone objects to the proposed project or front foot benefit, they must submit the objection in writing and that individual will need to plead their case at a Commission meeting.
5. Once the design drawings have been completed, any off-site rights-of-way have been acquired, and the Applicant transfers any on-site rights-of-way to the WSSC, the drawings will be approved. The project will be recosted to determine if there were any changes to the deficit amount due. If there are outstanding conditions as set forth in the Feasibility Review Letter of Findings, the WSSC will notify the Applicant by letter stating the conditions that still need to be met before the project can continue to construction and providing the Applicant with a copy of the signed plan.

6. Once all conditions are met, including acquisition of all required construction permits, the WSSC will prepare a bid information package to initiate Phase 3 of the process. The engineering agreement deposit will be applied to the deficit payment or if no deficit payment is required, the engineering agreement deposit will be refunded to the applicant.
7. The WSSC will send a notice to property owners that may be effected by the construction of those lines prior to bid.

SEP Projects

All SEP projects are to be designed and built by the Applicant, at the Applicant's expense.

1. The Applicant or their Architect/Engineer must prepare and submit a completed Information Submission Checklist for System Integrity Review along with the following items:
 - a. One half or full payment of the Review for System Integrity Fee;
 - b. 2 color-coded sketches of the entire project with parts/phases shown (this should be the same in content as the sketch returned with the Phase 1 Letter of Findings – If the 1"=200' sketch is larger than 11"x17", a scaled down version is required. For multi-part projects, submittal of the sketch is only needed with the submittal of the first part.);
 - c. Preliminary Plans or Record Plats;
 - d. 12 sets of folded detailed drawings for the part submitted, to be prepared according to the WSSC Pipeline Design Manual;
 - e. Storm Drain & Paving Plans;
 - f. Sediment Control Plans;
 - g. Other utility plans and correspondence (gas, electric, telephone, cable, etc.);
 - h. Completed SEP Design Checklist;
 - i. Completed pertinent page of the Corporation/Entity Information Form;
 - j. Environmental Questionnaire and a contamination database search and/or Phase 1 Environmental Site Assessment (if not previously submitted);
 - k. Names and addresses for owners of all properties abutting planned construction;
 - l. Service category status (must be in correct category prior to plan approval);
 - m. Soils report, if necessary for design;
 - n. Street grades (must be approved prior to plan approval);
 - o. Site plans (if available);
 - p. Correspondence from regulatory agencies with restrictions relating to design, construction and maintenance of the water and sewer system (National Park Service, Critical Area Commission, etc.).
2. The WSSC will check the package for completeness, determine the location of the property to be served, and gather any information that may pertain to that property. If the package is incomplete the package will be immediately returned to the Applicant with a rejection checklist.
3. If the WSSC CADD standards are not used in developing the design plans, the plans will be rejected and returned without a review. If the drawings are not in conformance with the WSSC Pipeline Design Manual, the drawings will be sent back with review comments to the Applicant for changes. After the Applicant completes the required changes, the plan package

will be resubmitted along with the remaining portion of the Review for System Integrity Fee. The applicant will also submit a figure for the estimated construction cost. The estimated construction cost must be based on an actual contractor's bid or calculated by using the current WSSC unit costs. Once approved, the estimated construction cost will be used to determine the construction services fee and the amount of the payment and performance securities. WSSC will review the design plan to verify the required changes/additions were made. If the changes were not made, the package is sent back to the Applicant without further review. An Extra Review Fee for Additional Reviews will be charged if more than two reviews are required unless the additional reviews are needed as a result of WSSC requested changes.

4. The Applicant submits a request for a range of permit numbers for all service connections to WSSC. WSSC will provide a range of permit numbers, which the applicant will add to the drawings.
5. Costs paid by the Applicant to construct a major project (sanitary sewer main diameter of 15-inches or greater, water main diameter of 16-inches or greater) may entitle the Applicant to a credit or reimbursement of the system development charge (SDC) imposed by the WSSC. To be reimbursed for major project costs, the applicant must forward a written request for reimbursement to WSSC with computed and tabulated maximum estimated total eligible costs. If the request is approved, the applicant and WSSC will prepare an SDC Credit agreement for approval following the most recently adopted SDC Credit Reimbursement Standard Procedure. The SDC Credit Agreement must be approved prior to approval of the Systems Extension Permit for reimbursement.
6. The Applicant is required to submit the rights-of-way descriptions as set forth in the WSSC Pipeline Design Manual and WSSC will prepare the rights-of-way documents. The completed rights-of-way documents will be returned to the Applicant. The Applicant shall, at no cost to the WSSC, grant WSSC all necessary land or rights-of-way for all water and sewer systems on the Applicant's property. The Applicant at their expense will acquire any off property rights-of-way. In addition, any private rights-of-way and/or easement document required for a future homeowner's service connection that may cross the property of another, shall be prepared, executed, and conveyed.

The Applicant must return the approved documents to WSSC upon execution. If the Applicant is unable to obtain an off-site right-of-way, a request can be made for WSSC to acquire such right-of-way via condemnation procedures. The Applicant is responsible for all costs incurred by WSSC, including, but not limited to, reimbursement of the direct costs of the right-of-way, appraisals, title reports, court fees, attorneys fees, and staff time, including overhead. An up front deposit of the estimated costs will be required.

7. From the list of names and addresses submitted by the Applicant, WSSC will send notice of the proposed work to the abutting property owners. If the water and/or sewer extension passes any single family residential property (in the proper service category) that is not currently served by WSSC, the letters inquire whether they would like service at this time. If the property owner requests service, the Applicant will be requested to construct this service along with the main line extension. The Applicant will be reimbursed by WSSC at the prevailing rate of water and/or sewer service connections. WSSC will collect the water and/or sewer connection fee from the property owner.

8. Once all off-site rights-of-way are acquired, the property is in the correct service area, copies of the approved Sediment Control and Street Grade Plans are provided by the applicant, the drawings may be approved. Once the drawings are approved, a final approval letter will be sent to the Applicant along with a checklist of requirements, two originals of the SEP for the Applicant's signature, and a copy of the signed drawings.
9. The Applicant is responsible for obtaining all permits external to WSSC except for the Montgomery County permit to work within "paper" streets only. The WSSC will secure the permit for "paper" streets in Montgomery County unless there is also work within existing streets, in which case the applicant will be responsible for obtaining the permit. Work in "paper" streets within Prince George's County is done under the blanket permit
10. The Applicant must submit the name of the water and sewer contractor for approval prior to the issuance of the SEP. The contractor must have previous water and/or sewer experience. When requested by WSSC, the Applicant will submit a completed Contractor's Information Report, certifying to the contractor's organization's financial resources, performance, record, integrity, experience, other qualifications, and equipment and facilities pertinent to the proposed contract. The WSSC, at its discretion, may make such investigations it deems necessary to determine the ability of the contractor to perform the work and the Applicant shall furnish the WSSC all such information and data for this purpose as the WSSC may request. The WSSC may visit any prospective contractor's place of business, contracts in progress, or contact persons knowledgeable of the contractor's background to determine his ability, capability, reliability, financial stability or other factors necessary to perform the work. The WSSC reserves the right to reject any contractor who has failed to perform properly or to complete work in a timely manner, contracts of similar nature, or if the investigation shows the contractor is unable to perform the requirements of the water and/or sewer engineering drawings and specifications or if the Applicant fails to complete and submit the Contractor's Information Report in its entirety.
11. 95% of dry density is the standard trench backfill compaction requirement for all trenches within the public rights-of-way. If the applicant requests a waiver of this requirement, WSSC may allow a waiver for trench backfill requirements in Type III restoration areas only. The Applicant's request must be in writing along with the soil information that was provided to the respective county. If due to the insitu soils conditions the use of 98% of wet criteria is considered appropriate by WSSC, WSSC will prepare the Special Provisions to be incorporated into the construction documents for the project. Any other requests for waivers must be approved by the County prior to WSSC consideration.
12. The Applicant will return two signed original SEP's; the Construction Inspection Fee; requested number of copies of final special provisions and signed plans; copies of the construction permits; approved and executed on-property rights-of-way documents; contractor's and geotechnical engineer's name, address and telephone number, contractor's insurance certificate; performance bond; labor and materials bond; payment of any outstanding assessments on the property; and proof of satisfaction of any other outstanding conditions. The applicant has the option of submitting the approved and executed on-property rights-of-way documents during the construction phase. Performance and payment securities should be the amount shown in the table below:

Estimated Construction Cost	Security Amounts
0-\$25,000	\$0
>\$25,000 and <\$100,000	50% of Estimated Construction Cost
Equal to or more than \$100,000	Estimated Construction Cost
This table is based on Article 25 Contract Security, 25.1 of the Supplemental General Conditions given in the project specification book.	

13. When all information is found acceptable, the SEP is executed and the project can proceed to construction. Approval is good for 18 months and can not be transferred. The Applicant may request a one time, no cost 18-month extension. Requests must be submitted one month prior to the expiration date.
14. For Facility Projects, the procedures set forth in WSSC Standard Procedure PD 99-01 shall apply.

PHASE 3: CONSTRUCTION

NON-SEP Projects

The WSSC will continue to handle the construction of health hazards and single family extensions. The Applicant will be advised when the project has been completed and released for service.

SEP Projects

1. The Applicant must provide all materials required in accordance with the latest edition of the WSSC General Conditions and Standard Specifications, the Special Provisions and Standard Details. Any required materials submittals shall be provided to the WSSC for approval prior to fabrication. The Applicant must submit a material takeoff on the WSSC Systems Inspection Group Materials Checklist form, which will serve as material certifications. Submission to WSSC is required prior to the request for material inspection and before construction can begin. Request for material substitutions to the contract are to be submitted to the WSSC for approval prior to use.
2. The Applicant will schedule a pre-construction meeting one-week in advance of the start of work and provide the WSSC with 72 hours notice of its intent to start the work. The WSSC will attend and take part in the pre-construction meeting with the Applicant and all required parties (i.e. Montgomery County, Prince George's County, State Highway, etc.).
3. WSSC will inspect all projects constructed by the Applicant. Emphasis will be placed on the following aspects of the project:
 - a. Materials inspections (pipe, manholes, valves, etc.)
 - b. Measurements and placement of blocking
 - c. Special pipe bedding
 - d. Connections and/or taps to existing sewer and/or water mains
 - e. Water service connections (Water house connections - WHCs)

- f. Polyethylene encasements
 - g. Cathodic protection
 - h. Restrained tape and pipe
 - i. Structural concrete work
 - j. Special backfill depths and locations
 - k. Proper location of appurtenances/fittings/restrained pipe as verified by test pit excavation prior to WSSC approval of As-built plans.
 - l. Bentonite collars
 - m. Drop manhole and service connections
 - n. Grouting at manhole connections
 - o. Work in public roadways
 - p. Abandonment's, and
 - q. Any other special requirements
4. Compaction tests are to be taken in accordance with Special Provisions 02200 by the Applicant's Geotechnical Engineer and the information placed on WSSC forms and submitted to WSSC within 2 weeks of testing. Applicant must submit certification of the soil tests by a registered Engineer or Geotechnical Engineer. WSSC may spot check the Applicant's compaction tests. Additional soil samples, compaction tests, locations and depths of tests, and special backfill needs are to be decided by the Applicant, Geotechnical Engineer, WSSC's Inspectors, or the appropriate jurisdictional entity in which the project lies. If a waiver of the standard compaction criteria was granted in Phase II, and pavement is involved, the Applicant shall submit to the WSSC a report detailing the methods to be used to support pavement and approval from the County.
5. When all construction is complete, the WSSC will witness the following tests to be performed by the Applicant or its contractor:
- a. A visual on the mainline sewer.
 - b. Mandrel testing of all mainline sewer
 - c. Air testing of all sewer lines.
 - d. Televising of randomly selected sewer service connections (with a minimum of one, but at least 10%) as needed after air testing. If there are failures, it will be at WSSC's discretion as to the amount of additional tests required.
 - e. Hydrostatic testing of all pressure sewers or force mains.
 - f. Hydrostatic testing of water mains, including a 2-hour high pressure and leakage test for mains smaller than 14 inches, prior to installation of the services.
 - g. Hydrostatic testing of the water main after installation of the services will be a 2-hour pressure test at 125 psi with no allowable leakage.

All equipment necessary to do the testing is to be provided by the Applicant or its contractor. There will be a Retest Fee for overseeing retesting or additional testing requested by the Applicant.

6. The Applicant will be required to clean and chlorinate all water mains. WSSC will take chlorination samples and analyze them prior to processing a request for a hook-up to the existing system. The Applicant will schedule and perform shutdowns on valves 8" and smaller. The Applicant will schedule and WSSC will perform shutdowns on valves 12" and larger. WSSC will inform residents of any water outages required for hook-ups to existing main.

7. After all testing is complete, approved, and lines charged, the Applicant is to submit in writing a request for Substantial Completion. The request will include a checklist that indicates all required items listed in the System Extension Permit (SEP). These items must be submitted by the applicant to WSSC before a certification of substantial completion will be issued. The checklist includes the following (items c through l below are to be submitted in accordance with WSSC format or on WSSC generated forms):
 - a. Sewer As-Built drawings, sealed by a Registered Surveyor and/or Engineer
 - b. Pressure Sewer and/or Sewer Force Main As-Built drawings and Underground Ties, sealed by a Registered Surveyor and/or Engineer
 - c. Stakeout Notes
 - d. Television Reports
 - e. Compaction Reports with certification by a Maryland State licensed Geotechnical Engineer.
 - f. Water Main Test Results
 - g. Force Main Test Results (if applicable)
 - h. Service Connection Finals
 - i. Air Test Results
 - j. Report of Final Sewer Inspection
 - k. Pressure Sewer Test Results
 - l. A report detailing the methods to be used to support pavement if the 98% of wet density compaction criteria was used

When all of the above has been satisfactorily submitted, WSSC will issue a Certificate of Substantial Completion, within two weeks. All re-submittals will be reviewed in two weeks.

8. Once the project is substantially completed, the Applicant must submit a Release for Service Request form that confirms that the following have been provided:
 - a. A completed Request for Assignment of Connection Permit Numbers spreadsheet
 - b. An approved record plat for the property
 - c. Approved service connection easement agreements if applicable,
 - d. Release of Liens
 - e. List of Subcontractors
 - f. Two Year Maintenance Bond (which bond names WSSC as the beneficiary and covers a period of 2 years dating from the date of Substantial Completion. The bond shall be in an amount equal to 50% of the Performance Bond for the first year and 25% of the Performance Bond for the second year.
 - g. Executed on-property rights-of-way
 - h. All stated outstanding conditions including payment of required fees.

The WSSC will then process the Release for Service, and install meters as required. A Partial Release for Service may be considered by the WSSC to release a portion of the project before the overall final Release for Service is issued, not to exceed 50% of the total number of units in that project. A fee is required for the processing of a Partial Release for Service.

9. For Facility Projects, the procedures set forth in WSSC Standard Procedure PD 99-01 shall apply.
10. The WSSC will perform field inspections of the facilities and appurtenances:

- a. Prior to termination of the maintenance bond or base paving,
 - b. During installation of curb and gutter
 - c. After base paving, and
 - d. After final paving.
11. The Applicant will be promptly notified of any deficiencies noted during the Maintenance Bond period. It shall be Applicant's obligation to respond and take corrective action promptly on any rework or corrective actions brought to Applicant's attention by WSSC during the maintenance period as defined herein. If Applicant does not initiate corrective actions within 14 calendar days after receipt of written notice or within 4 hours of being notified of an emergency situation, WSSC may take reasonable and appropriate actions necessary to correct construction deficiencies and/or damage to installations attributed to Applicant. WSSC shall have the right to recover the cost of the corrective action from the Applicant, including, but not limited to, direct and administrative overhead costs, and any court costs and attorney fees associated with the collection of these costs.
12. For projects with temporary facilities to be operated and maintained by the WSSC, the following requirements shall apply:
- a. Applicant must furnish the WSSC a liability insurance policy to protect the WSSC's interests during the period it maintains and operates any temporary facilities, until such time as the facilities are abandoned and removed. The amount of insurance shall be stated in the SEP. The Applicant is also required to furnish a bond, irrevocable letter of credit, or a deposit acceptable to the WSSC to cover the costs of abandoning such facilities.
 - b. At such time as any temporary facilities are ready to be abandoned, the WSSC shall notify the Applicant to undertake the necessary work. The Applicant will be required to abandon the facilities at the Applicant's expense and to the satisfaction of the WSSC.
 - c. If the Applicant does not complete the abandonment or the abandonment is not completed to the satisfaction of the WSSC; the General Counsel will be advised so that necessary action can be initiated. The deposit will be utilized and WSSC and/or its contractors or assigns can complete the project. The Applicant will be responsible for any costs incurred above and beyond the deposit amount.
 - d. Upon successful completion of the required abandonment, the WSSC will release in writing any deposits, letters of credit, or bonds, together with any rights-of-way in favor of the WSSC, to the Applicant.

Attachment 1

Glossary of Development Services Process Terms and Abbreviations

Term	DEFINITION
Amendment	A change to a public extension project, including change in ownership, changes in the number of units served, in the number or layout of parts, in the sizes or layout of proposed mains and in anything else that WSSC considers a significant change to the project that occurs after the issuance of the Letter of Findings.
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.

Term	DEFINITION
Extra Review Fee for Minor Revisions	A fee to recover WSSC costs of reviewing minor changes to approved (signed by WSSC) 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 non-SEP projects, this fee will cover the cost of WSSC's preparation of the Feasibility Review Letter of Findings, which is similar to the Authorization Report previously prepared under the DAP.
Hydraulic Planning Analysis	For all SEP projects, WSSC will review planned alignments and perform a hydraulic review prior to the initiation of the design phase.
Hydraulic Planning Analysis Fee	A fee to recover the costs of WSSC modeling the water and sewer systems for a development under the Hydraulic Planning Analysis. If the Applicant changes what was originally sized, the Applicant must pay an amendment fee and the new modeling required would be subject to the entire Hydraulic Planning Analysis fee. If the resizing is for a multi-part 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	Documentation from WSSC on acceptable layout and sizing for proposed water and/or sewer extensions. For SEP projects this is considered to be the Phase 1 Letter of Findings, and for non-SEP projects this is considered to be the Feasibility Review Letter of Findings. This correspondence will state all pertinent hydraulic information for the proposed development, 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
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 cover a period of 2 years dating from the date of Substantial Completion. The security shall be in an amount equal to 50% of the Performance Security for the first year and 25% of the Performance Security for the second year. 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

Term	DEFINITION
	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.
Major Revision	Major revisions are any changes that impact the design, such as alignment, size, length, connections.
Minor Revision	Minor revisions are items not effecting design, usually minimal changes in notes.
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.
Off-property 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.
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.
Release of Liens	A form acceptable to WSSC, signed and notarized by the utility contractor and the Applicant, stating that the utility contractor, and

Term	DEFINITION
	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 first and final review of detailed plans and approval of the Applicant's design submission. Additional fees pertain to additional reviews.
SEP 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 are met.
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) 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 water and/or sewer extensions to the WSSC systems. The System Extension Permit is required for the applicant to construct facilities 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.