	Water and Sewer Service Policies	<i>EFFECTIVE DATE:</i> January 9, 2025
	<i>POLICY TITLE:</i>	<i>STARTING SECTION:</i> 41100
	Development Review Process and System Improvement Policy	<i>OWNER: General Manager</i>

Division IV Chapter 1

Article 15. Development Review Process and System Improvement Policy.

Sections.

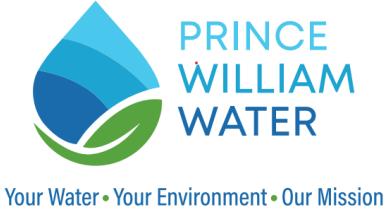
- 411500. Purpose.
- 411505. Definitions.
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§ 411500. Purpose.

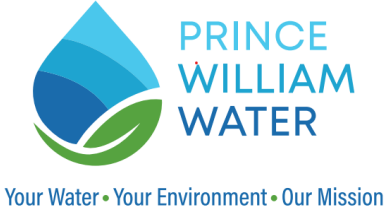
The following policy outlines the Development Review Process and System Improvement Policy of the Prince William County Service Authority (“doing business as Prince William Water”). This policy describes the development review process and establishes an applicant’s responsibilities for water and sewer infrastructure associated with a proposed development.

§ 411505. Definitions.

Applicant	Property Owner or designated agent.
Board of Directors	The Board of Directors of Prince William Water.
Board of County Supervisors	The Board of County Supervisors (BOCS) of Prince William County, Virginia.
By-Right Development	A development project where a property is developed in accordance with its current zoning designation within PWC or a Town.
CIP	Prince William Water’s Capital Improvements Program.
Conditional By-Right Development	A development project where a property is developed in accordance with a change in its zoning designation within PWC or a Town.

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DCSM	Prince William County Design and Construction Standards Manual.
Development Department	A Department in the Division of Engineering and Planning within Prince William Water responsible for the review and approval of Project Plans.
Development Manager	The Development Department Manager of Prince William Water.
Development Policy	This Development Review Process and System Improvement Policy of Prince William Water.
Director	The Director of Engineering and Planning of Prince William Water.
General Manager	General Manager of Prince William Water.
Land Use Entitlement	Requests submitted to the PWC Planning & Zoning Office or the appropriate Town Agency by applicants to change, modify or amend current zoning designations or development requirements for parcel(s) of land for the specific purpose of developing those parcels.
Performance Standards	The minimum design criteria determined by Prince William Water during review of Project Plans which include Utility Standards Manual design requirements, water quality (0.5 mg/L minimum chlorine residual, looping and minimizing dead-ends), water pressure (30 psi or greater at the main) and water quantity (maximum day demand and fire flow) while maximizing system effectiveness, efficiency, maintainability and customer satisfaction.
Plan Review Process	The review and approval of proposed water and sewer infrastructure that are included in Project Plans by the Development Department of Prince William Water.

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Planning Department

A Department in the Division of Engineering and Planning within Prince William Water responsible for the review of Land Use Entitlement Applications.

Planning Manager

The Planning Department Manager of Prince William Water.

Project Plans

The site plan, subdivision plan, or public improvement plan containing the design and specifications for water and sewer systems.

PWC (or County)

Prince William County.

Prince William Water System

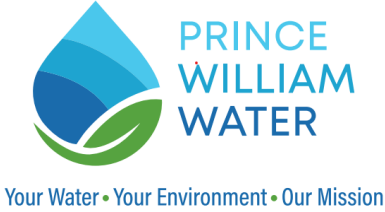
The Prince William Water utility system including water and/or wastewater treatment facilities, water transmission mains, sewer interceptors, collection and distribution mains, storage tanks, reservoirs, and pumping stations.

System Improvements

Service connection improvements determined by Prince William Water in addition to minimum Performance Standards required for Project Plans in order to increase and improve the hydraulic characteristics of the water or sewer system to serve future anticipated customers, strengthen the utility system, improve reliability and redundancy, and provide better overall customer service. These improvements include but are not limited to: pipeline oversizing, loop closures, multiple feeds, pumping stations, easement dedications for future tanks, control vaults and pipeline extensions. Improvement projects have generally been previously identified in the County's Comprehensive Plan, Town Comprehensive Plan, Prince William Water's Capital Improvement Program, Preliminary Engineering Reports or Studies, or operational observations and recommendations.

USM

Prince William Water Utility Standards Manual.

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§ 411510. General Policy Statements.

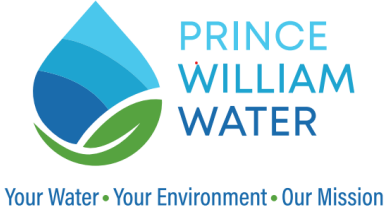
Prince William County Service Authority was created by a resolution of the Board of County Supervisors (BOCS) on January 11, 1983, and is chartered by the State Corporation Commission. Prince William Water is an independent public body responsible for providing a comprehensive county-wide water and sewer system within PWC. The Board of Directors of Prince William Water is appointed by the Board of County Supervisors. The Board of Directors appoints the General Manager, who is responsible for the daily management of Prince William Water.

The Board of Directors has delegated the authority to administer the Prince William Water System to the General Manager or his/her designated staff. This Development Policy, along with the Customer Service Handbook, the USM, the Service Connection Policy, the Low Pressure Force Main and Grinder Pump Policy, Board of Directors-adopted Rate Policy and other related Policies and Procedures, constitutes the policies and procedures to be used by individuals, companies and developers to plan for and connect to the Prince William Water Utility System.

The Board of Directors recognizes that land use decisions are under the purview of the Board of County Supervisors, and outside the scope of Prince William Water. As such, input provided by Prince William Water for development applications will be based on meeting Prince William Water’s Water and Wastewater Performance Standards and any planned System Improvements, including, but not limited to, those required to comply with updates approved by the Board of County Supervisors within the Comprehensive Plan.

The authority to administer the Development Review Process and regulations is delegated by the General Manager of Prince William Water to the Director of Engineering and Planning. This Development Review Process and System Improvement Policy complement the USM and shall be used to interpret the intent of Prince William Water and shall be applied consistently to all applicants.

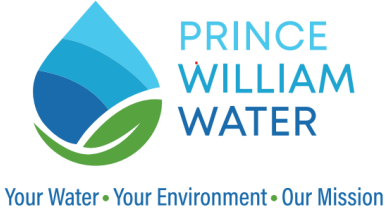
As all connections to the Prince William Water Utility System impact the operations of the system, the review of all development applications and Project Plans is based on meeting Prince William Water’s Water and Wastewater Performance Standards and any planned System Improvements, and not solely the local Performance Standards needed for the Project Plans. Prince William Water comments and requirements related to development applications and Project Plans will serve to strengthen and enhance the overall utility system.

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In order to approve Project Plans, Prince William Water shall establish Applicant contributions and/or improvements needed to meet Performance Standards and System Improvements necessary for the proposed development to offset its impact and become an integral part of the existing and future Prince William Water System.

§ 411515. By-Right Development Plan Review.

- A. A By-Right Development project is developed in accordance with the property’s current zoning designation. By-Right Development Project Plans are submitted directly to the County’s Land Development Office or appropriate Town Agency without prior review and approval from the County Planning & Zoning Office, Planning Commission, Board of County Supervisors, or the respective Town review process.
- B. The review of an Applicant’s By-Right Project Plans by Prince William Water’s Development Department focuses on the proposed configuration of water and sewer mains and connections to the existing Prince William Water System to ensure that the design incorporates necessary Performance Standards and System Improvements and meets all DCSM and USM requirements, applicable regulatory requirements, applicable Prince William Water Policies and Standards and local Performance Standards.
- C. Upon Project Plan referral from PWC or a Town, the Prince William Water’s Development Department shall review the current Prince William Water CIP, Prince William County Comprehensive Plan or Town Comprehensive Plan, and internal files, and will consult with other departments and divisions as necessary to determine if Prince William Water System Improvements have been identified on or near the subject site.
- D. The Applicant shall provide all funding, land, easements, design, construction, equipment and material for the assets (both onsite and offsite) necessary to serve the proposed development, including provisions for adequate fire protection, safety and access. The required System Improvements to be constructed by the Applicant shall be determined by the Director of Engineering and Planning or his/her designated representative, in accordance with System Performance Standards and requirements outlined in the USM and Prince William Water Policies.
- E. In the case where Prince William Water has identified a future planned asset to be

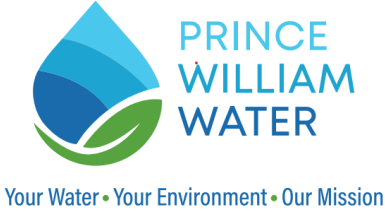
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located on or through the subject parcel, the Applicant shall dedicate the easements and/or transfer of land ownership to Prince William Water.

- F. When improvements beyond those needed to support the proposed development are identified as being required by Prince William Water, Prince William Water and Applicant will enter into an agreement to reimburse the Applicant the incremental cost apportionment for the additional required facilities.

§ 411520. Land Use Entitlement Application Review.

- A. Land Use Entitlement applications are requests submitted to PWC’s Planning & Zoning Office or the appropriate Town Agency by applicants to change, modify or amend current zoning designations or development requirements for parcel(s) of land for the specific purpose of developing those parcels. Applications are generally classified as rezoning, special use permits, special exceptions, proffer amendments or comprehensive plan amendments. These applications must be reviewed by various state and local agencies, including Prince William Water, for comments to identify applicant proffer requirements, or development conditions, as applicable, among others, with final approval by the Board of County Supervisors or Town Council prior to submission of a formal Project Plan.
- B. The Planning Department reviews Land Use Entitlement applications and identifies if System Improvements are to be constructed in conjunction with the proposed development (the Prince William Water CIP or Master Plan, Prince William County Comprehensive Plan, Town Comprehensive Plan or other document). Prince William Water’s comments on the Land Use Entitlement application will include a statement that the Applicant shall design the System Improvement and contribute a pro-rata share up to one hundred percent of the construction costs of the System Improvements which will be determined during the project plan review process.
- C. The Applicant’s obligations and responsibilities during the project plan review process, as outlined in the USM and Customer Handbook, are separate from, and in addition to, those obligations and conditions identified in the land use entitlement process.
- D. In the case where Prince William Water has identified a future planned asset to be located on or through the subject parcel, the applicant shall dedicate the required easements and/or transfer of land ownership to Prince William Water at no charge.

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- E. The Applicant shall provide all funding, land, easements, design, construction, equipment and material for the assets (both onsite and offsite) necessary to serve the proposed development, including provisions for adequate fire protection, safety and access. The required System Improvements to be constructed by the Applicant shall be determined by the Director of Engineering and Planning or his/her designated representative, in accordance with System Performance Standards and requirements outlined in the USM, Prince William Water policies and this Development Policy.
- F. When improvements beyond those needed to support the proposed development are identified as being required by Prince William Water, Prince William Water and Applicant will enter into an agreement to reimburse the Applicant the incremental cost apportionment for the additional required facilities.

§ 411525. Administration.

- A. Prince William Water Board of Directors may amend this policy as needed. Prince William Water’s Director of Engineering and Planning shall maintain the policy and be responsible for reviewing and providing recommended updates through the General Manager to the Prince William Water Board of Directors for approval. Policy updates shall be made immediately, if any portion of the policy is determined to be in conflict with the Code of Virginia or Prince William County ordinances. Policy updates shall be made in accordance with public notice requirements as applicable.
- C. In order to maintain smooth day-to-day operations and avoid administrative delays, the General Manager shall implement any procedures necessary and make interpretations necessary to enforce the policy.

ADOPTED: April 13, 2017
 RESOLUTION: 17-04-26
 REVISED: December 14, 2018
 APPROVED BY GENERAL MANAGER
 REVISED: January 9, 2025
 RESOLUTION: 25-01-04