

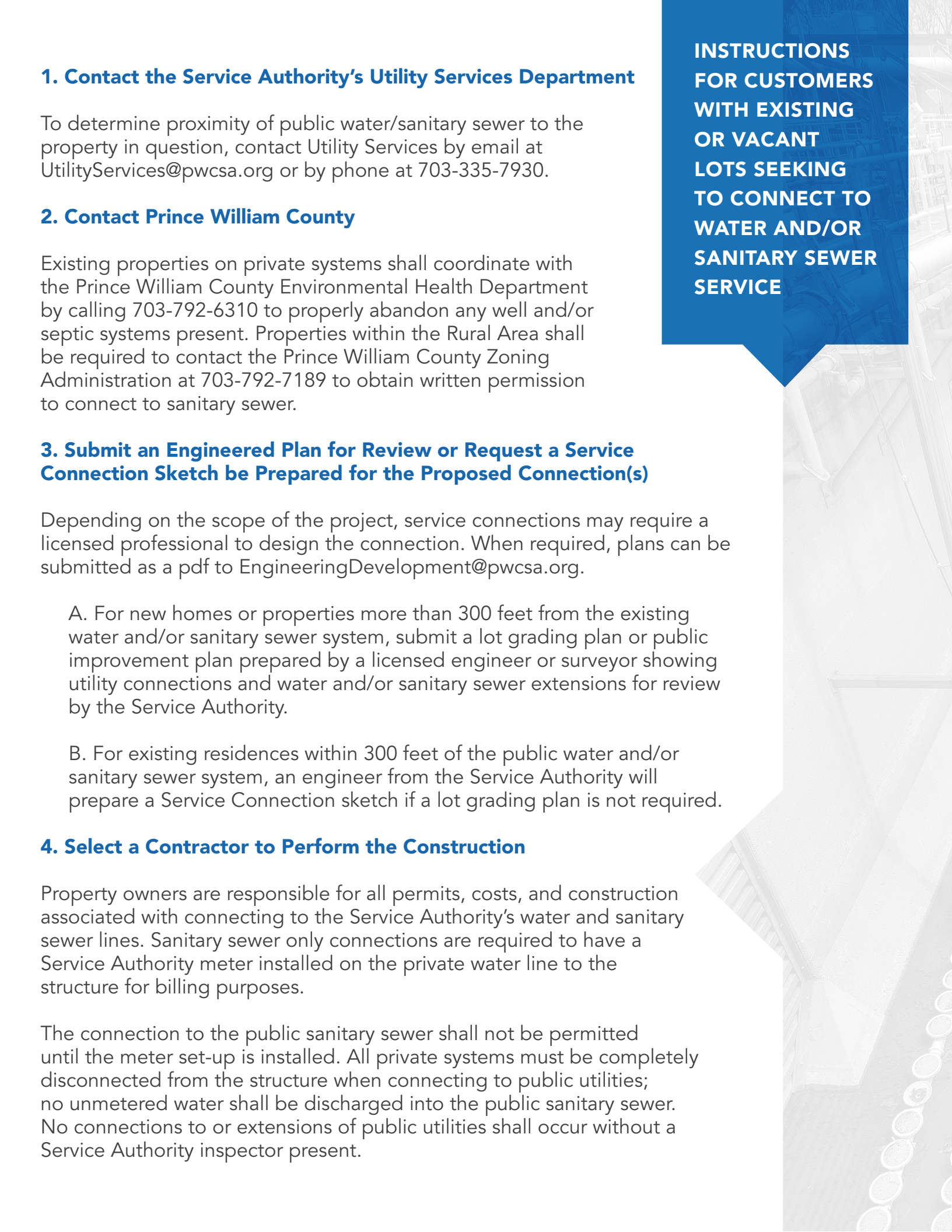


SERVICE CONNECTION PROCESS

**DIVISION OF
ENGINEERING &
PLANNING**

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Director

Residents within Prince William County have the option to connect to the Service Authority's public water and sanitary sewer systems depending on proximity to utilities and location within the County. The following step-by-step list provides the standard scheduling of events for those seeking access to these public utilities.



**INSTRUCTIONS
FOR CUSTOMERS
WITH EXISTING
OR VACANT
LOTS SEEKING
TO CONNECT TO
WATER AND/OR
SANITARY SEWER
SERVICE**

1. Contact the Service Authority's Utility Services Department

To determine proximity of public water/sanitary sewer to the property in question, contact Utility Services by email at UtilityServices@pwcsa.org or by phone at 703-335-7930.

2. Contact Prince William County

Existing properties on private systems shall coordinate with the Prince William County Environmental Health Department by calling 703-792-6310 to properly abandon any well and/or septic systems present. Properties within the Rural Area shall be required to contact the Prince William County Zoning Administration at 703-792-7189 to obtain written permission to connect to sanitary sewer.

3. Submit an Engineered Plan for Review or Request a Service Connection Sketch be Prepared for the Proposed Connection(s)

Depending on the scope of the project, service connections may require a licensed professional to design the connection. When required, plans can be submitted as a pdf to EngineeringDevelopment@pwcsa.org.

A. For new homes or properties more than 300 feet from the existing water and/or sanitary sewer system, submit a lot grading plan or public improvement plan prepared by a licensed engineer or surveyor showing utility connections and water and/or sanitary sewer extensions for review by the Service Authority.

B. For existing residences within 300 feet of the public water and/or sanitary sewer system, an engineer from the Service Authority will prepare a Service Connection sketch if a lot grading plan is not required.

4. Select a Contractor to Perform the Construction

Property owners are responsible for all permits, costs, and construction associated with connecting to the Service Authority's water and sanitary sewer lines. Sanitary sewer only connections are required to have a Service Authority meter installed on the private water line to the structure for billing purposes.

The connection to the public sanitary sewer shall not be permitted until the meter set-up is installed. All private systems must be completely disconnected from the structure when connecting to public utilities; no unmetered water shall be discharged into the public sanitary sewer. No connections to or extensions of public utilities shall occur without a Service Authority inspector present.

5. Pay Meter Certification/Availability Fees to the Service Authority

Contact Utility Services to obtain a quote and discuss payment options. Connection fees can be found on the Developer Rates and Fees handout located on the Service Authority's website under the Developers tab.

6. Obtain Required Permits

Permits from VDOT, Prince William County Plumbing, etc. may be required depending on the scope of the project. If you will be working within a VDOT right-of-way, request a VDOT letter from Utility Services as it is a required part of the permit application to VDOT. If construction is to occur in a private road or on land that is not VDOT maintained, written permission or a copy of documentation showing the right to install utilities on the property from the property owner(s) shall be required to be submitted to the Service Authority prior to beginning construction.

7. Schedule a Pre-Construction Meeting with a Service Authority Inspector

At least 24 hours prior to constructing the tap connection to the public utilities, contact Utility Services to schedule a pre-construction meeting.

8. Schedule a Tap Inspection

After the pre-construction meeting, schedule a tap inspection with the Service Authority Inspector. The Inspector must be present when the tap is made.

9. Schedule a Meter Installation

Once the tap inspection is approved by the Service Authority Inspector, contact Utility Services to schedule a meter installation.

10. Schedule a Final Inspection

Once the meter has been installed, contact Utility Services to schedule a final inspection. Billing for service charges and consumption charges shall begin once the meter is installed.

For any questions or additional assistance during the Service Connection Process, please feel free to contact Utility Services at utilityservices@pwcsa.org or (703)335-7930.

