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# User Charge Manual

*of the*  
*North Davis Sewer District*

**April 2023**

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**NORTH DAVIS SEWER DISTRICT**

**USER CHARGE SYSTEM**

**SECTION I**



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**Measurement of Excess Non-Residential Gallons and Non-Standard Gallons**

Excess water consumption for Non-Residential and Non-Standard connections is calculated based on the entity's water consumed during the month. If the water meter has not been read for the month, the calculation will be based on the previous month's consumption. Water consumption in excess of 5,500 gallons is considered to be excess consumption and is subject to the charge described above. The charge for excess commercial gallons for the months of April through September may be based on the March water consumption. The determination to use this method shall be at the discretion of the city. The city shall notify the District in writing of the method to be used for water consumption for the April through September User Fee.

**Comprehensive Example**

The following example is presented for better understanding of how Monthly Service Fees are calculated:

A city has 2,000 units subject to charge for the month of April 20XX, as follows:

Residential Users	1,800
Non-Residential Users	100
Non-Standard Users	<u>100</u>
Total units subject to charge	<u>2,000</u>

Assume that the total excess consumption of water for all Non-Residential connections during April 20XX was 100,000 gallons.

(1) Charge for connections:	
Residential Users	1,800
Non-Residential Users	100
Non-Standard Users	<u>100</u>
Total connections	2,000
Multiplied by base rate	x <u>\$21.50</u>
Charge for connections	<u>\$43,000</u>
(2) Charge for excess water consumption:	
Thousands of gallons in excess (100,000/1,000)	100
Base rate per 1,000 gallons	x \$ <u>2.15</u>
Charge for excess consumption	<u>\$215</u>
Monthly Service Fee	<u>\$43,215</u>

**Responsibilities of Municipalities**

Each municipality is responsible for determining the Monthly Service Fees to be remitted to the District during the following month by using the forms and their instructions found in Appendix G of this manual.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference:** 1-4  
**Effective Date:** 1 July 2023

**Subject:** IMPACT FEES  
**Revision Date:** 13 April 2023

**Definitions**

**Residential Users** Includes four different zoning categories: Single Family Residential, Townhome Residential, Multi-Unit Residential, and TOD-type Residential units.

**Single Family Residential** a detached residential dwelling which is designed for one family.

**Townhome Residential** a multi-floor residential dwelling that shares one or two firewalls with adjacent residential properties.

**Multi-Unit Residential** a residential property such as an apartment complex or other multi-tenant building containing two or more single-floor residential dwelling units with 3 bedrooms or more.

**TOD-type Residential** a mixed-use high-density apartment complex or other multi-tenant building containing two or more single-floor residential dwelling units with two bedrooms or less.

**Non-Residential users** typically commercial users

**Non-Standard Calculation** a user that has an impact on the system that is more than a typical user such as when a user has a unique collection process or will have a different I&I rate than the standard non-residential or commercial user.

**ERU** means equivalent residential unit which is a dwelling unit that has a billed water demand of a single-family residential unit of 5,355 gallons per month.

Non-residential users water demand is billed in 1,000 gallons per month increments over the ERU equivalent.

**I&I** means inflow and infiltration of water into the wastewater system.

**Water Demand adjusted for I&I** is 7,028 for residential users per dwelling unit.



**Impact Fees for various types of connections**

**Residential Users**

Zoning Category	Impact Fee
Residential per Dwelling Unit	
Single-Family Residential	\$ 3,454.03
Townhome Residential	\$ 3,108.63
Multi-Unit Residential	\$ 2,625.06
TOD-type Residential	\$ 2,106.96

**The following is a partial list of Residential Users:**

- |                               |                         |
|-------------------------------|-------------------------|
| Apartment Buildings           | Condominiums            |
| Dormitories                   | Halfway Houses          |
| Juvenile Detention Facilities | Mobile Homes            |
| Multiple family residence     | Prisons                 |
| Senior Housing                | Single Family Residence |
| Townhomes                     |                         |

**Non-Residential (per 1,000 gal billed monthly water)**

Zoning Category	Impact Fee
Non-Residential (per 1,000 gal billed monthly)	\$ 656.27

Application should be submitted to the City for determination of the Impact Fees. The applicant of the City may submit the application to the District for their determination of the impact fee. The impact fee for non-residential connections is based on estimated water usage. For example if estimated water usage is 105,000 gallons per month an impact fee of \$68,908.35 is due. The amount of the impact fee would be  $((105,000/1000) \times \$656.27) = \$68,908.35$ . Water usage can be determined by either (a) water usage estimate certified by a professional engineer or (b) submitting three months of actual water meter readings from similar type and size of business.

The minimum impact fee for non-residential is \$656.27.



**Impact Fee is subject to audit and verification of water usage within two years of occupancy. Impact fee may be adjusted based on audit results of actual water consumption.**

**Examples of Non-Residential are (but not limited to):**

- Athletic, Fitness Gyms, and Exercise Business
- Car Washes
- Change in Use of a Structure
- Commercial Buildings
- Construction Businesses
- Gas Stations and Convenience Stores
- Hospitals
- Laundry and Dry Cleaning Businesses
- Medical/Dental Offices and Clinics
- Building Shell
- Reception Centers
- Restaurants
- Service Businesses
- Schools Public, Private, Colleges, Etc.
- Strip Mall Shell
- Warehouses
- Manufacturing/Fabrication/Processing without consumptive usages (correlation with water meter)
- Manufacturing/Fabrication/Processing with consumptive usages (correlation with water meter)
- Banks, Credit Unions, Financial Businesses
- Change in Discharge to Sewer
- Churches
- Commercial Building Shell
- Convention Centers
- Grocery Stores
- Hotels and Motels
- Mall Developments
- Nursing Homes and Assisted Living Centers Office
- Office Buildings
- Replacing an existing Structure
- Retail Stores
- Storage Units and Complexes
- Strip Mall
- Theaters and Entertainment
- Warehouse Shell

**Non-Standard Calculation**

The District may, on a case-by-case basis, adjust the impact fee to respond to a user that has an impact on the system that is more than the typical residential or non-residential user. The District may use the calculation below to calculate the fee that is fair for such a user. If a developer feels their impact on the system will be significantly less than the typical user, they must show a reasonable basis for this determination and the District can work with them to determine their fair impact fee using the calculation below.

Non-Standard Calculation
$\text{Monthly Billed Demand} / 0.7554 / 7,028 \times \$3,454.03$

Water usage can be determined by either (a) water usage estimate certified by a professional engineer or (b) submitting three months of actual water meter readings from similar type and size of business.

I&I amounts are based on a study that demonstrates the I&I related to the connection using data from North Davis Sewer District operations. Accumulation of the data is the responsibility of the applicant. All costs of data accumulated will be paid by the applicant.



**Administrative Procedures on Non-Residential Impact Fees**

To facilitate the processing of impact fee applications the applicant can make application through the city or directly to the District office. If the application is made through the city, they may email it to the District for assistance. The District will email the application to the city for collection of the impact fee. Contact information is on page 1-2.

**Impact Fee for Connections Outside the District Boundaries**

Impact fees for connections outside the District boundaries are charged at higher rates. The rates are two times the In-District rates.

**Examples of How to Calculate the Impact Fee**

The following are some examples of impact fee calculations:

**EXAMPLE 1  
SINGLE FAMILY RESIDENTIAL**

One single family residential home would pay \$3,454.03.

**EXAMPLE 2  
TOWNHOME RESIDENTIAL**

A developer of a 4-plex residential building would pay a \$12,434.52 impact fee as follows:

Townhome Residential: 4 units x \$3,108.63 per unit = \$12,434.52

**EXAMPLE 3  
MIXED-USE MULTI-TENANT RESIDENTIAL BUILDING**

A developer of an eight-unit apartment building with 5 units with three bedrooms and 3 units with one bedroom would pay a \$19,446.18 impact fee calculated as follows:

Multi-unit Residential: 5 units x \$2,625.06 per unit = \$13,125.30

TOD-type Residential: 3 units x \$2,106.96 per unit = \$6,320.88

Total Impact Fee for Building (13,125.30 + 6,320.88): \$19,446.18



**EXAMPLE 4**

**NON-RESIDENTIAL (PER 1,000 GAL BILLED MONTHLY)**

A developer of a Non-Residential connection with 105,000 gallon estimated water usage would pay a \$68,908.35 impact fee calculated as follows:

Estimated water usage of building	105,000
Water Usage equivalents (105,000 gallons/1,000 gallons)	105
<b>Total Impact fee (\$656.27 X 105)</b>	<b>\$ 68,908.35</b>

**EXAMPLE 5**

**MIXED USE WITH NON-RESIDENTIAL (PER 1,000 GAL BILLED MONTHLY)**

A developer of an apartment complex with 10 units with 3 bedrooms and a non-residential unit with a 30,000 gallon estimated water usage would pay a \$68,908.35 impact fee calculated as follows:

Multi-unit residential impact fee (10 x \$2,625.06):	\$26,250.60
Estimated water usage of non-residential unit:	30,000
Water Usage equivalents (30,000 gallons/1,000 gallons):	30
Total Non-residential (\$656.27 X 30):	\$ 19,688.10
<b>Total Impact fee (\$26,250.60 + \$19,688.10):</b>	<b>\$45,938.70</b>

**EXAMPLE 6**

**NON-STANDARD CALCULATION**

A developer of a non-standard calculation unit with water usage of 24,000 gallons would pay \$15,612.22 impact fee calculated as follows:

Monthly Billed Water (Estimated water usage)	24,000		
Divided by 1-% of flow that is I&I	/0.7554		
Divided by Water Demand adjusted for I&I	/7028		
Multiplied by Single-family Residence ERU Impact Fee	x \$3,454.03		
<b>Impact Fee Due:</b>	<b>\$15,612.22</b>		



**Responsibilities of Municipalities**

Each municipality may determine the Impact Fees to be remitted to the District, by using Schedule G, Impact, Connection Inspection, and Connection Request Review Fees Statement, found in Section II of this manual.





*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-6**

**Subject: CONNECTION REQUEST REVIEW FEES**

**Effective Date: 1 July 2007**

**Revision Date: 1 July 2007**

Individual applications for review of connection to any District owned lines, whether within or outside the limits of any city, shall require payment of a \$125 connection request review fee except for individual single family residence service connections which are installed in compliance with the District's Standard Service Connection Detail.

Subdivision applications for review of connection to any District owned lines, whether within or outside the limits of any city, shall require payment of a \$250 connection request review fee.

When these connections occur within the limits of a city, application for connection and fee payment may be made to the city, which will then remit this fee to the District. When these connections are outside the limits of a city, application and payment shall be made by the applicant directly to the District.

These fees should be remitted with Schedule L, Impact, Connection Inspection, and Connection Request Review Fees Statement, found in Section II of this manual.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference:** 1-7  
**Effective Date:** 12 December 2013

**Subject:** INDUSTRIAL TREATMENT FEES  
**Revision Date:** 13 April 2023

**Treatment Charge**

Industrial treatment fees are calculated based on the metered flow and the strength of the waste water. Industrial users' waste water is monitored throughout the year.

**Laboratory Analysis Fee**

Any laboratory analysis costs associated with monitoring an industrial user is charged to the user.

**Administrative Fee**

A fee of \$115 per sampling event is charged to industrial users.

**User Fee Credit**

A credit is given for the user fee paid to the District by the city in which the industry's discharge is located. The amount of the credit is the lesser of the credit in the table below or per one thousand gallons of discharge, as defined in Section One, or the amount paid by the city in which the industry is located to the District for processing the industry's sewage. In no event, will a credit be allowed that is greater than the industrial treatment fees billed to the industry.

		Credit per 1,000 gallons
	July 1, 2017 - Present	2.15

Industrial treatment fees shall be calculated as follows:

1. Samples of the industry's discharge are obtained a minimum of three times per year.
2. The samples are analyzed to ascertain the amount of BOD, TSS, Bio O&G and Nonbio O&G.
3. The "Monitoring Data Averages" shall be an average of sample results obtained during the year (12 month period) ending on the date of the most recent sample.
4. The average obtained in Step 3 above shall be used to calculate the treatment charge until new samples are obtained.



## **Section 1 – User Charge System Manual**

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5. The results used in Step 4 shall be used to calculate the amount of the treatment charge each month until a new sample is obtained.
6. If the industry has more than one sampling point, the calculation of the industrial user fees shall be calculated for each sampling point.
7. Industrial fees are billed monthly to industrial users. The Industrial User Monitoring & Treatment Invoice found in Appendix G is used to bill users.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-8**

**Subject: GRIT DISPOSAL FEE**

**Effective Date: 1 July 2007**

**Revision Date: 13 April 2023**

The grit disposal fee is \$115 per ton. The fee is paid at the District office, before grit is accepted for dumping.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-10**

**Subject: ADMINISTRATIVE PROVISIONS**

**Effective Date: 1 July 2007**

**Revision Date: 1 July 2007**

Question: When is the impact fee collected?

Answer: The impact fee is collected when the building permit is issued by either the City, the County, or the District.

Question: When is the impact fee reported and remitted to the District?

Answer: The Impact fee is reported and remitted to the District on the monthly report for the month that the fee is collected. The monthly report is due by the 30<sup>th</sup> day after the end of the month.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-11**

**Subject: TRANSITIONAL RULE WHEN THE  
RATE OF IMPACT FEE IS CHANGED**

**Effective Date: 12 December 2013**

**Revision Date: 13 April 2023**

The date when a City has received a building permit application controls what rate will be charged for impact fees. For example, if a permit is received from a city for a single-family residential home on June 30, 2023, when the impact fee is \$3,256, the rate to be charged would be \$3,256. If the same permit were received on July 1, 2023, when the impact fee is calculated by the formulas in Section 1-4 the impact fee would be \$3,454.03.







*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-14**

**Subject: HILL AIR FORCE BASE FEES**

**Effective Date: 1 July 2012**

**Revision Date: 1 July 2012**

The District has entered into a contract with Hill Air Force Base to process wastewater. Under the terms of the contract the District reads the meters monthly and bills according to the terms of the contract.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-15**

**Subject: INTEREST TO BE CHARGED**

**Effective Date: 1 July 2023**

**Revision Date: 13 April 2023**

The District may charge interest on past due fees or past due charges. The District may calculate the interest rate for a calendar year:

- i. Based on the federal short-term rate determined by the secretary of the treasury under Section 6621, Internal Revenue Code, in effect for the preceding fourth calendar quarter; and
- ii. As simple interest at the rate of eighteen percentage points above the federal short-term rate.

The District charges interest on a past due fee collected by the district may charge the interest monthly but may compound the interest annually.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-16**

**Subject: METHODS OF PAYMENT**

**Effective Date: 1 July 2023**

**Revision Date: 13 April 2023**

In addition to payments being made by cash or check, the District will accept payment made by ACH Debit, ACH Credit, and by transfers through the State Treasurer's Pool. Those entities desiring to make payment by ACH Debit, ACH Credit, or by transfers through the State Treasurer's Pool should contact the District.

Credit card payments are accepted only through a payment portal linked on the District's website or directly at <https://www.municipalonlinepayments.com/northdavissdut>. All credit/debit transactions are subject to a 3% service fee and a flat \$1.25 processing fee. Both fees are not forwarded to the District, but instead are collected by the District's e-payment processing agent to cover merchant processing fees.



## Section 1 – User Charge System Manual

### *North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-17**

**Effective Date: 1 July 2013**

**Subject: IMPACT FEE TO REMIT TO CITY**

**Revision Date: 13 April 2023**

Pursuant to the contracts, the District will either:

1. Remit to the City per impact fee collected or
2. The City may deduct per impact fee collected from the monthly remittance.

		Credit for remitting Impact Fee to the District
	July 1, 2017 - Present	36.00

The calculation of the remittance or credit shall be made using Schedule E in Section II.



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference: 1-18**

**Subject: ADMINISTRATIVE ADJUSTMENTS  
TO DISTRICT FEES**

**Effective Date: 1 July 2007**

**Revision Date: 1 July 2007**

A user of the District's services may request an Administrative Adjustment to the District's Fees. The user shall submit a written request for Administrative Adjustment that contains the following information:

- A. Name of the person or entity requesting the adjustment.
- B. The type of fee requested to be adjusted.
- C. The amount of the fee to be adjusted.
- D. The reasons justifying why the fee should be adjusted.

The District Manager may grant an adjustment for fees of one thousand dollars (\$1,000) or less.

If the District Manager denies the Administrative Adjustment the user may appeal the District Manager's decision to the Board of Trustees.

Only the Board of Trustees may grant an adjustment for fees greater than one thousand dollars (\$1,000).



*North Davis Sewer District, User Charge System Manual, Section I*

**Reference 1-19**

**Effective Date: 1 July 2007**

**Subjects: PRIVATIZATION**

**Revision Date: 1 July 2007**

Sewer services provided to non-governmental connections on federal or state owned real property will be individually negotiated contracts. The parties to the contracts will be the District, the non-governmental entity discharging waste water into the system and the city that provides wheeling services.

The monthly service fee will be as defined in section 1-3.



## Section 1 – User Charge System Manual

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**Reference 1-20**

**Effective Date: 13 April 2023**

**Subjects: SECTION II**

**Revision Date: 13 April 2023**

The Accountant is delegated the authority to provide updates of forms to facilitate the Cities compliance with the terms of the User Charge System Manual. Specifically, all forms in Section II shall be developed and approved by the District Manager.



**NORTH DAVIS SEWER DISTRICT**  
**USER CHARGE SYSTEM**  
**SECTION II**



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**NORTH DAVIS SEWER DISTRICT  
USER CHARGE SYSTEM  
SECTION II**

**GENERAL INSTRUCTIONS**

This appendix contains sample forms on which the municipalities served by the District may use to report the required information. All information requested on the forms must be reported to the District. The municipalities may use substitute forms or electronic media to provide the information to the District as long as all information is reported. These forms should be completed and sent to the District monthly accompanied by the appropriate fees.

The person completing these forms should first read and be familiar with Section I of this manual. Section I explains the various fees of the User Charge System and provides examples which may be useful in completing these forms.

Instructions by line number have also been included following each form. These instructions should be followed to help ensure accurate reporting.

Should questions arise regarding the completion of these forms, please contact the District.



## Section 2 – User Charge System Manual

NORTH DAVIS SEWER DISTRICT				
MONTHLY REPORT OF CONNECTIONS TO SEWER LINES				
		(1) MONTH OF		
		(2) CITY OF		
Connections to District inside the District's Boundary				
	A	B	C	D
	Rate from Section 1 page 1-3	Number of connections	Total Amount	
(3)	Residential Users		\$0.00	
(4)	Non-Standard Users		\$0.00	
(5)	Non-Residential Users from Schedule B		\$0.00	
(6)	Total connections inside the District's boundary		\$0.00	
(7)	Excess Non-Residential gallons (Schedule B)	Gallons	\$0.00	
(8)	Total amount			\$0.00
Connections to District outside the District's boundary				
(9)	Residential Users		\$0.00	
(10)	Non-Standard Users		\$0.00	
(11)	Non-Residential Users from Schedule B		\$0.00	
(12)	Total connections outside the District Boundaries		\$0.00	
(13)	Excess Non-Residential gallons (Schedule D)	Gallons	\$0.00	
(14)	Total			\$0.00
(15)	TOTAL AMOUNT TO BE REMITTED			\$0.00
(16)	Authorized City Representative			
(17)	Contact Person			
(18)	Contact Persons Phone Number			



NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR  
MONTHLY REPORT OF CONNECTIONS TO SEWER LINES

<u>Line Number</u>	<u>Instructions</u>
1.	Enter current month.
2.	Enter name of city.
3B.	Count the number of residential connections inside the District’s boundary as of the end of the month and enter on line 3B.
3C.	Multiply amount on line 3B by rate on line 3A (Rate Section 1 page 3).
4B.	Count the number of Non-standard users inside the District boundary as of the end of the month and enter on line 5D.
4C.	Multiply amount on line 4B by rate on line 4A (Rate Section 1 page 3).
5B.	Enter the total from Schedule B, line 5C.
5C.	Multiply amount on line 5B by rate on line 5A (Rate Section 1 page 3).
6B.	Enter the sum of lines 3B thru 5B.
6C.	Enter the sum of lines 3C thru 5C.
7B.	Enter the total from Schedule B, line E5.
7C.	Multiply amount on line 7B by rate on line 7A (Rate Section 1 page 3).
8D.	Enter the sum of 6C thru 7C.
9B.	Count the number of residential connections outside the District’s boundary as of the end of the month and enter on line 9B.
9C.	Multiply amount on line 9B by rate on line 9A (Rate Section 1 page 3).
10B.	Count the number of Non-standard users inside the District boundary as of the end of the month and enter on line 5D.
10C.	Multiply amount on line 10B by rate on line 10A (Rate Section 1 page 3).
11B.	Enter the amount from Schedule D, line C5.



NORTH DAVIS SEWER DISTRICT  
CONTINUED INSTRUCTIONS FOR  
MONTHLY REPORT OF CONNECTIONS TO SEWER LINES

<u>Line Number</u>	<u>Instructions</u>
11C.	Multiply amount on line 11B by rate on line 11A (Rate Section 1 page 3).
12B.	Enter the sum of lines 9B thru 11B.
12C.	Enter the sum of lines 9C thru 11B.
13B.	Enter the total from Schedule D line E5.
13C.	Multiply amount on line 13B by rate on line 13A (Rate Section 1 page 3).
14D.	Enter sum of line 12C thru 13C.
15D.	Enter sum of lines 8D thru 14D and remit amount to the District by the last day of the following month.
16.	Signature of authorized city representative.
17.	Enter contact person's name.
18.	Enter contact person's phone number.





NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR SCHEDULE B  
SCHEDULE OF NON-RESIDENTIAL CONNECTIONS INSIDE DISTRICT BOUNDARY

Line  
Number      Instructions

Use additional pages as needed.

1.            Enter month of report.
2.            Enter name of city.
- 3A.          Enter name of non-residential connection.
- 3B.          Enter address of non-residential connection.
- 3C.          Enter number of non-residential connections.
- 3D.          Enter number of gallons of water used during the month.
- 3E.          Enter the greater of actual gallons used less 5,500 gallons or zero.
- 4C.          Add all connections in column C and enter total on line 4C.
- 4D.          Add all gallons in column D and enter total on line 4D.
- 4E.          Add all gallons in column E and enter total on line 4E.
- 5C.          Add all page totals and enter on line 5C of the first page used, and on MONTHLY REPORT OF CONNECTIONS TO SEWER LINES, on line 5B.
- 5E.          Add all page totals and enter on line 5E of the first page used, and on MONTHLY REPORT OF CONNECTIONS TO SEWER LINES, on line 7B.





NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR SCHEDULE D  
NON-RESIDENTIAL CONNECTIONS OUTSIDE THE DISTRICT BOUNDARY

Line  
Number Instructions

Use additional pages as needed.

1. Enter month of report.
2. Enter name of city.
- 3A. Enter name of non-residential entity.
- 3B. Enter address of non-residential entity.
- 3C. Enter number of non-residential connections.
- 3D. Enter number of gallons of water used during the current month.
- 3E. Enter the greater of actual gallons used less 5,500 gallons or zero.
- 4C. Add all units in column C and enter total on line 4C.
- 4D. Add all gallons in column D and enter total on line 4D.
- 4E. Add all gallons in column E and enter total on line 4E.
- 5C. Add all page totals and enter on line 5C of the first page used and on MONTHLY REPORT OF CONNECTIONS TO SEWER LINES, line 11B.
- 5D. Add all page totals and enter on line 5D of the first page used.
- 5E. Add all page totals and enter on line 5E of the first page used and on MONTHLY REPORT OF CONNECTIONS TO SEWER LINES, line 13B.





NORTH DAVIS SEWER DISTRICT

# Impact Fee Calculation

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

## Owner / Development Information

<b>Development/Business Information</b>		<b>Engineer/Architect Information</b>	
Name of Project/Business: _____		Engineer/Architect: _____	
Address: _____		Contact Name: _____	
		Phone: _____	
		Email: _____	
<b>Owner/Developer Information</b>		<b>Contractor Information</b>	
Owner/Developer: _____		Contractor: _____	
Contact Name: _____		Contact Name: _____	
Address: _____		Phone: _____	
		Email: _____	
Phone: _____			
Email: _____			

**Plan Check**

Attach Plans

## Connection Category (check the appropriate category)

Residential Connections	# of Units	
<input type="checkbox"/> A. Single Family	_____	
<input type="checkbox"/> B. Townhome Residential	_____	
<input type="checkbox"/> C. Multi-Unit Residential	_____	
<input type="checkbox"/> D. TOD-type Residential	_____	
<b>Non-Residential Connections</b>		<input type="checkbox"/> W. Convenience Stores
<input type="checkbox"/> E. Office Building		<input type="checkbox"/> X. Mall Developments
<input type="checkbox"/> F. Office Building Shell		<input type="checkbox"/> Y. Theaters and Entertainment
<input type="checkbox"/> G. Hotels and Motels		<input type="checkbox"/> Z. Convention Centers
<input type="checkbox"/> H. Strip Mall		<input type="checkbox"/> AA. Reception Centers
<input type="checkbox"/> I. Strip Mall Shell		<input type="checkbox"/> BB. Laundry and Dry Cleaning Businesses
<input type="checkbox"/> J. Warehouse		<input type="checkbox"/> CC. Service Businesses
<input type="checkbox"/> K. Warehouse Shell		<input type="checkbox"/> DD. Construction Businesses
<input type="checkbox"/> L. Commercial Building		<input type="checkbox"/> EE. Hospitals
<input type="checkbox"/> M. Commercial Building Shell		<input type="checkbox"/> FF. Schools, Public, Private, Colleges, Pre School, etc.
<input type="checkbox"/> N. Medical/Dental Offices & Clinics		<input type="checkbox"/> GG. Nursing Homes and Assisted Living Centers
<input type="checkbox"/> O. Retail Stores		<input type="checkbox"/> HH. Churches
<input type="checkbox"/> P. Grocery Stores		<input type="checkbox"/> II. Manufacturing/Fabrication, Processing (without consumptive use)
<input type="checkbox"/> Q. Banks, Credit Unions, Financial Businesses		<input type="checkbox"/> JJ. Manufacturing/Fabrication, Processing (with consumptive use)
<input type="checkbox"/> R. Athletic, Fitness, Gyms, & Exercise Businesses		<b>Reuse or Replacement of Structure Using Existing Connection</b>
<input type="checkbox"/> S. Storage Units and Complexes		<input type="checkbox"/> KK. Replacing Existing Structure (calc as new connect, give credit for existing)
<input type="checkbox"/> T. Restaurants		<input type="checkbox"/> LL. Change of Use of Structure
<input type="checkbox"/> U. Car Washes		<input type="checkbox"/> MM. Change in Discharge to Sewer
<input type="checkbox"/> V. Gas Stations		<b>Non-Standard Calculation</b>
		<input type="checkbox"/> OO. Non-Standard Calculation

## Impact Fee Calculation

1.	Total number of <b>Residential Units</b> (single family, multiple family, special, or other)	_____
2.	Total Impact Fees for Residential Units	_____
3.	<b>Non-Residential</b> estimated <b>Water Usage</b> from engineer or documented water meter readings from similar developments (If Change of Use or Change in Discharge, only include additional water usage above what was already accounted for in previous use)	_____ gal./mo.
4.	<input type="checkbox"/> Check if outside District Boundary - <b>Double Fee</b>	
5.	<b>Formula:</b>	
6.	<b>Credit Allowance</b> (previous impact fee payments for initial build, existing structures, and etc.)	\$0

**Total Impact Fee Due NO CATEGORY**

## Notes & Comments

Preparer's Signature: \_\_\_\_\_  
 Agency: North Davis Sewer District



NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR  
IMPACT FEE CALCULATION

Line

Number Instructions

1. Access District provided Impact Fee Calculation Excel Spreadsheet exhibited on Page 2-9.
2. Enter who prepared the form.
3. Enter preparation date of form.
4. Enter name of Project/Business.
5. Enter property address.
6. Enter contact information of Owner/Developer.
7. Enter contact information of Engineer/Architect.
8. Check relevant connection categories and enter number of each type of residential units if applicable.
9. Enter Non-Residential estimated water usage on line 3.
10. Check if outside District boundary on line 4.
11. Enter credit allowance for previous impact fee payments for initial build, existing structures, etc.
12. Verify Total Impact Fee Total Due.
13. Signature of authorized approver.
14. Name of Agency of authorized approver.



NORTH DAVIS SEWER DISTRICT			
SCHEDULE E			
IMPACT FEE COLLECTIONS FEE			
	(1) MONTH OF		
	(2) CITY OF		
	Number of Impact Fees Collected		(3)
	Rate (Section 1 Page 1-23)	X	(4)
	Total Due City		(5)



NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR SCHEDULE E  
IMPACT FEE COLLECTIONS FEE

<u>Line</u> <u>Number</u>	<u>Instructions</u>
1.	Enter current month.
2.	Enter name of city.
3.	Enter number of impact fees collected.
4.	Rate of thirty dollars (\$36.00).
5.	Enter total of line 3 times line 4.



## Section 2 – User Charge System Manual

NORTH DAVIS SEWER DISTRICT			
SCHEDULE F			
FOR NON-RESIDENTIAL OTHER USERS			
	(1) MONTH OF		
	(2) CITY OF		
(3)	Entity Name:		
(4)	Address:		
(5)	Lot Number:		
(6)	Building Permit Number:		
(7)	Date Building Permit Issued:		
(8)	<b>Estimated average monthly water consumption</b> (in gallons)		
(9)	Divided by 1,000 gallons		1000
(10)	Total gallons to report on		
(11)	Multiply by Non-Residential Impact Fee		X \$656.27
(12)	Impact Fee (The impact fee is subjected to audit and verification. Impact fee may be adjusted based on audit results of actual water consumption.) <b>(\$656.27 minimum)</b>		
(13)	For connections outside the District's boundaries multiply above fee by 2.		
I hereby certify that I have carefully investigated water usage for the described facility and have prepared this estimate of average monthly water consumption in accordance with accepted principles and practices of professional engineering.			
(14)	Engineer's Signature	(15) Reg. No.	(16) Date
(17)	Other	(18)	
I declare that I have examined this application for impact fee for the facility described above and to the best of my knowledge, it is true, correct and complete.			
(19)	Property Owner's/Developer's Signature	(20)	Date



NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR SCHEDULE F  
IMPACT FEE CALCULATION FOR NON-RESIDENTIAL CONNECTION

<u>Line Number</u>	<u>Instructions</u>
1.	Enter current month.
2.	Enter name of city.
3.	Enter entity name.
4.	Enter address of property.
5.	Enter Lot Number.
6.	Enter building permit number.
7.	Enter date building permit issued.
8.	Enter estimated average monthly water consumption in gallons.
9.	1,000 gallons.
10.	Divide line 8 by line 9 enter amount here
11.	Rate of \$656.27
12.	Multiply line 10 by line 11. (Minimum amount of \$656.27)
13.	If outside the District boundaries, multiply line 12 times 2 and enter amount here.
14.	Have engineer sign.
15.	Enter Reg. Number.
16.	Enter date.
17.	Have property owner or developer sign.
18.	Enter date.





NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR SCHEDULE G  
IMPACT, CONNECTION INSPECTION, AND  
CONNECTION REQUEST REVIEW FEES STATEMENT

- | <u>Line Number</u> | <u>Instructions</u>   |
|--------------------|---|
| 1.                 | Enter name of city.   |
| 2.                 | Enter month being reported.   |
| 3A.                | Enter address of new connection.  |
| 3B.                | Enter subdivision and lot number.   |
| 3C.                | Enter number of units.  |
| 3D.                | Enter building permit number.   |
| 3E.                | Enter date of building permit issuance.                                       |
| 3F.                | Enter the amount of the Impact Fee.   |
| 3G.                | Enter the amount of the Connection Inspection Fee.                            |
| 3H.                | Enter the amount of the Connection Request Review Fee.                        |
| 4.                 | Add all fees in columns F, G, and H and enter totals on lines 4F, 4G, and 4H. |
| 5.                 | Add all page totals and enter on lines 5F, 5G, and 5H of the last page used.  |
| 6A,B,C.            | Enter respective amounts from lines 5F, 5G, and 5H.                           |
| 7.                 | Enter credit from Schedule E.   |
| 8.                 | Enter the total of lines 6A through 7 and remit this amount to the District.  |
| 9.                 | Signature of authorized city representative.                                  |
| 10.                | Print name of contact person.   |
| 11.                | Enter contact person's phone number.  |



**Section 2 – User Charge System Manual**

NORTH DAVIS SEWER DISTRICT							
SCHEDULE H							
MONTHLY SERVICE FEES FREEPORT CENTER							
(1) MONTH OF _____							
						Metered Water Usage	Converted to actual gallons
Total water usage at Freeport Center (Total from rate table summary maintained by Clearfield City)				(2)		(3)	
Less lawn area water usage				(4)		(5)	
Less compound water usage				(6)		(7)	
Total usage in Gallons						(8)	
Total usage per 1000 gallons (divide total usage in gallons by 1000)						(9)	
User fee before credits (multiply by rate of 2.15 per 1000 gallons)						(10)	
Increase by non-metered accounts							
	Number of accounts			(11)			
	Rate per account			(12)		(13)	
Amount due to the District						(14)	



NORTH DAVIS SEWER DISTRICT  
INSTRUCTIONS FOR SCHEDULE H  
MONTHLY SERVICE FEES FREEPORT CENTER

<u>Line Number</u>	<u>Instructions</u>
1.	Enter month being reported.
2.	Enter metered water usage.
3.	Enter amount of metered water usage converted to actual gallons, line 2 multiplied by 1000.
4.	Enter total lawn area water usage from calculation.
5.	Enter amount of lawn area water usage converted to actual gallons, line 4 multiplied by 1000.
6.	Enter amount of compound water usage.
7.	Enter amount of compound water usage converted to actual gallons, line 6 multiplied by 1000.
8.	Enter total of lines 3 minus 5 minus 7 on line 8.
9.	Divide line 8 by 1000, enter amount on line 9.
10.	Multiply line 9 by \$2.15, enter amount on line 10.
11.	Enter number of non-metered accounts on line 11.
12.	Enter total of line 11 multiplied by \$21.50 on line 12.
13.	Enter total of line 10 plus line 12 on line 13.



NORTH DAVIS SEWER DISTRICT
APPLICATION AND CONTRACT FOR SEWER SERVICE
(Unincorporated Areas)
4252 West 2200 South, Syracuse, UT 84075

Date: \_\_\_\_\_ New Account No.: \_\_\_\_\_ Service Start Date: \_\_\_\_\_

By acceptance of service the Owner understands that the Owner must comply with all ordinances, rules, regulations and policies of the North Davis Sewer District ("District") and all other, local, state and federal laws in accordance with the following:

- 1. The application will be signed by the Owner of the real property where the service is provided and the account will be made in the name of the Owner.
2. If there is a tenant occupying the property, the Owner can authorize the tenant to receive and pay the Invoice. Failure of the tenant to pay the Invoice does not relieve the Owner of responsibility to make payment.
3. There is a non-refundable administrative fee of \$15 for receiving and processing the application.
4. Periodic billing shall be sent to the services address. It shall be the responsibility of the Owner to see that the Invoice is paid even if the Owner is not occupying the property.
5. The District may terminate services to the property if payment in full is not received by the due date on the Invoice.
6. If payment is delinquent, the District may record a lien against the property to secure payment. Such lien, together with interest and collection costs, shall be included on the tax notice for the property and shall be payable in the same manner as all other property taxes.
7. Failure to receive an Invoice does not excuse the Owner from payment.
8. The District requires proof of identification of each applicant sufficient to establish the identity of the Owner which may be provided by a valid driver's license, a valid state identification card, military identification card, an un-expired United States passport, or a non-resident alien card.
9. If you have any questions regarding your Invoice, or need to discuss payment of your account, please call 801-825-0712 during normal business hours.
10. The Owner agrees and certifies that the property is properly connected to approved sewer lines. The District has no responsibility or obligation for any problems connected with any defective, broken or improper sewer connections or sewer laterals.
11. The Applicant-Owner consents that if the account is delinquent for more than sixty (60) calendar days the District and/or the provider of culinary water service to the property may, after five (5) days written notice to the occupant, cause the culinary water supply to the property to be turned off.

The following information must be provided to complete the application.

OWNER Name: \_\_\_\_\_
SSN/Tax ID: \_\_\_\_\_ Home/Cell No.: \_\_\_\_\_ Work No.: \_\_\_\_\_
Services Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
Previous Address: \_\_\_\_\_

By signing this application, I am responsible for payment of any and all fees and charges and collection costs in connection with providing sewer service to the property. I agree to make prompt payment of all Invoices and services to the property and to abide by all regulations pertaining to sewer services provided by the District.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of Applicant - Owner

Approved by North Davis Sewer District this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

