

# HOLLEY NAVARRE WATER SYSTEM, INC

## TAP FEE POLICIES, PROCEDURES AND CALCULATION

### **General Policy**

It is the policy of Holley Navarre Water System, Inc. (HNWS) that each new, expanded or altered connection to the water and sewer system pay their fair share of the common infrastructure required for their service such as wells, tanks, transmission lines, wastewater treatment plants, effluent disposal systems, primary collection lines and lift stations. Tap Fees are charged to each new, expanded or altered connection to recover these costs. Each new, expanded or altered connection to the system is evaluated to determine their impact upon the system and is then charged for the capacity of the common infrastructure they require for service.

It is commonly asked why new, expanded or altered connections to the system are charged a tap fee when the common infrastructure already exists and may even already be paid for. The answer is simple. Infrastructure that exists was paid for, or financed by, those customers that were in existence at that time. The infrastructure that exists that is currently being financed by pledging the system revenues is being paid for by existing customers through monthly water and wastewater charges. It is unfair for a new customer to connect to the system and reap a financial benefit at the expense of customers that have been on the system. While it is not possible to directly reimburse existing customers for what they have paid, the tap fees charged to new customers enable new construction and major repairs or replacement for common infrastructure to be completed without raising the rates of existing customers.

### **Tap Fees Required**

Payment of Tap Fees are required for any new residential or commercial construction. Tap Fees must be paid before water service will be provided to any residential or commercial property. Additionally, any change of use, remodeling, expansion or alteration of a residential home or commercial business may require the payment of additional Tap Fees if the alteration causes additional demands upon the water and/or wastewater system. Any residential or commercial customer that makes such an alteration is responsible for contacting HNWS to determine whether payment of additional Tap Fees is required. HNWS monitors the water usage of all customers for usage. If a customer makes alterations to an existing residence or business that increases demand without payment of additional Tap Fees, the customer may be subject to having their service terminated until payment has been received. If HNWS makes such a determination the customer will be notified and shall be provided 30 days to respond prior to termination of service.

### **Tap Fee Determination Request**

In order to determine tap fees for new construction and to aid homeowners or developers for planning purposes, anyone may request a Tap Fee determination for a proposed or conceptual project by completing the attached form and providing the information requested on the form. It should be noted that Tap Fee determinations are only valid for 60 days for new construction and are only valid at issuance for conceptual projects. Every effort is made to notify the public in advance of Tap Fee changes, but no guarantees are made or implied. In order for the Tap Fee determination to be valid for 60 days, there must be evidence provided that the project is substantially designed or actively being permitted.

### **No Tap Fee Reservations Allowed**

Tap Fees may not be paid for conceptual projects to reserve capacity or to reduce costs in advance of Tap Fee increases. Tap Fees may only be paid when construction is eminent. In the event that construction does not occur in a timely manner or the project is delayed or abandoned, HNWS reserves the right to impose additional Tap Fees should the Tap Fees be increased during that time period. Projects for which Tap Fees have been paid and construction is eminent or under way and proceeding in a reasonably timely manner at the time of Tap Fee increases are NOT subject to additional Tap Fees.

### **Transferability and Reimbursement of Tap Fees**

Tap Fees or credits for Tap Fees are NOT transferable on permanent structures including mobile homes. Tap Fees that have been paid for on undeveloped property may be transferred with Board approval.

There shall be no reimbursement for Tap Fees paid in the event of abandonment or demolition of residences or commercial structures or the reduction in size of, or demand from, residences or commercial structures. The original Tap Fees paid and the number of ERUs paid for shall remain credited to the property however.

### **Tap Fee Financing**

Generally, HNWS does not finance or provide payment plans for Tap Fees. Occasionally, in special circumstances, the Board may change or amend this policy on a case by case basis. The customer shall be responsible for making such request to the Board.

### **Equivalent Residential Unit (ERU)**

Tap fees are charged and calculated based upon an Equivalent Residential Unit also known and referred to as an ERU. An ERU is the expected average residential daily water use. HNWS currently uses 300 gallons per day as the definition of an ERU. From time to time HNWS reviews the typical water use within the system and may change the definition of an ERU based upon actual data.

### **Current Tap Fees**

The Board of Directors of HNWS sets the tap fees for the system as a matter of policy. The current tap fees for water and sewer are as follows:

Water  
\$2,250.00 per ERU

Sewer  
\$4,200.00 per ERU

### **Calculation of Tap Fees**

Tap fees are calculated differently for residential and commercial uses as follows:

#### ***Residential Tap Fees***

Residential water usage is calculated as outlined in the residential section of **Table I** attached. The water usage is then divided by 300 gallons per day to determine the number of ERUs. The Tap Fee is calculated by multiplying the calculated number of ERUs by the water and sewer tap fees. A sample calculation is as follows:

An 1,150 square foot house uses 200 gallons per day of water according to Table I. Dividing 200 gallons per day by 300 gallons per day per ERU results in 0.6667 ERUs. The ERU count of 0.6667 is then multiplied by \$2,250 to determine the water Tap Fee and \$4,200 to determine the sewer Tap Fee. The tap fees are as follows:

Water = 0.6667 ERU x \$2,250 per ERU = \$1,500.00

Sewer = 0.6667 ERU x \$4,200 per ERU = \$2,800.00

Total Tap Fees = \$1,500.00 + \$2,800.00 = 4,300.00

The total square footage of the house is deemed to be the total square footage that is enclosed under common roof and as outlined below. Any additional structures on the property that utilize water or sewer piping must also be included in the square footage. Common circumstances are addressed as follows:

1. A garage that is fully enclosed but not heated or cooled would be included in the total square footage. A separated covered space for vehicles would not be included.
2. A screened lanai would not be included. A fully enclosed sun room would be included.
3. A pool house that includes showers and/or sinks and/or toilets or any other related plumbing under roof would be included. A deck shower would not be included.
4. A mobile sink would not be included. A permanently mounted outside kitchen under roof must be included whether fully enclosed or not.

### ***Commercial Tap Fees***

It is the policy of HNWS to calculate Tap Fees in accordance with the estimated sewage flows outlined in the Florida Administrative Code Chapter 64E-6 for all connections except residences which are calculated as discussed above. Tap Fees may be calculated using two methods as follows:

1. In all cases the tap fee shall be calculated using the minimum estimated sewage flows outlined in FAC 64E-6 as incorporated into **Table I** attached. For those developments that intend to use potable water for irrigation purposes, HNWS shall impose additional Tap Fees relative to the intensity of proposed landscaping.
2. If the customer so desires, the Tap Fee may be based upon existing similar type businesses using the following guidelines:
  - (a) HNWS shall accept, for other than residences, metered water use data in lieu of the estimated sewage flows set forth in Table I. For metered flow consideration, the applicant shall provide authenticated monthly water use data documenting water consumption for the most recent 24 month period for at least three similar establishments. Similar establishments are those like size operations engaged in the same type of business or service, which are located in the same type of geographic environment, and which have approximately the same operating hours. Metered flow values will not be considered to be a reliable indicator of typical water use where one or more of the establishments utilized in the sample has exceeded the monthly flow average for all three establishments by more than 25 percent or where the different establishments demonstrate wide variations in monthly flow totals. When metered flow data is accepted in lieu of estimated flows found in Table I, the highest flow which occurred in any month for any of the three similar establishments shall be used for system sizing purposes.

- (b) The acceptance of this alternative Tap Fee calculation shall require the approval of the Board of Directors.
- (c) Should this form of Tap Fee calculation be approved, the project shall be reviewed at the one year and two year anniversaries of operation to determine whether the usage is in line with that projected. Should usage deviate more than 10% from projected, the project shall be subject to additional Tap Fees payable with 30 days of notice. Non-payment of additional fees shall be cause for termination of service until such fees are paid.

**Appeals of Tap Fee Determinations**

Any appeal of Tap Fees as determined by HNWS shall be made to the HNWS Board of Directors at a regularly scheduled meeting.

**Modifications to Tap Fee Policy**

The Board of Directors of HNWS may from time to time review and modify this policy. The Board of Directors may from time to time temporarily modify or suspend portions of this policy if it is determined that the best interests of the members are served by such a modification.

**TABLE I**  
**For System Design**  
**ESTIMATED SEWAGE FLOWS**  
**TYPE OF GALLONS**  
**ESTABLISHMENT PER DAY**

**COMMERCIAL:**

**Airports, bus terminals, train stations, port & dock facilities,**

**Bathroom waste only**

(a) Per passenger.....	4
(b) Add per employee per 8 hour shift.....	15

<b>Barber &amp; beauty shops per service chair.....</b>	<b>75</b>
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**Bowling alley bathroom waste only**

Per lane.....	50
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**Country club**

(a) Per resident.....	100
(b) Add per member or patron.....	25
(c) Add per employee per 8 hour shift.....	15

**Doctor and Dentist offices**

(a) Per practitioner.....	250
(b) Add per employee per 8 hour shift.....	15

**Factories, exclusive of industrial wastes gallons per employee per 8 hour shift**

(a) No showers provided.....	15
(b) Showers provided.....	25

**Flea Market open 3 or less days per week**

(a) Per non-food service vendor space.....	15
(b) Add per food service establishment using single service articles only per 100 Square feet of floor space.....	50
(c) Per limited food service establishment.....	25
(d) For flea markets open more than 3 days per week estimated flows shall be doubled	

**Food operations**

(a) Restaurant operating 16 hours or less per day per seat.....	40
(b) Restaurant operating more than 16 hours per day per seat.....	60
(c) Restaurant using single service articles only and operating 16 hours or less per day per seat.....	20
(d) Restaurant using single service articles only and operating more than 16 hours per day per seat.....	35
(e) Bar and cocktail lounge per seat.....	20
add per pool table or video game.....	15
(f) Drive-in restaurant per car space.....	50
(g) Carry out only, including caterers	
1. Per 100 square feet of floor space....	50
2. Add per employee per 8 hour shift.....	15
(h) Institutions per meal.....	5
(i) Food Outlets excluding delis, bakery, or meat department per 100 square feet of floor space.....	10
1. Add for deli per 100 square feet of deli floor space.....	40
2. Add for bakery per 100 square feet of bakery floor space.....	40
3. Add for meat department per 100 square feet of meat department floor space.....	75
4. Add per water closet.....	200

<b>Hotels &amp; motels</b>	
(a) Regular per room.....	100
(b) Resort hotels, camps, cottages per room.....	200
(c) Add for establishments with self service laundry facilities per machine.....	750
<b>Mobile Home Park</b>	
(a) Per single wide mobile home space, less than 4 single wide spaces connected to a shared onsite system.....	250
(b) Per single wide mobile home space, 4 or more single wide spaces are connected to a shared onsite system.....	225
(c) Per double wide mobile home space, less than 4 double wide mobile home spaces connected to a shared onsite system.....	300
(d) Per double wide mobile home space, 4 or more double wide mobile home spaces connected to a shared onsite system.....	275
<b>Office building</b>	
Per employee per 8 hour shift or.....	15
Per 100 square feet of floor space, whichever is greater.....	15
<b>Transient Recreational Vehicle Park</b>	
(a) Recreational vehicle space for overnight stay, without water and sewer hookup per vehicle space.....	50
(b) Recreational vehicle space for overnight stay, with water and sewer hookup per vehicle space.....	75
<b>Service stations per water closet</b>	
(a) Open 16 hours per day or less.....	250
(b) Open more than 16 hours per day.....	325
<b>Shopping centers without food or laundry</b>	
Per square foot of floor space.....	0.1
<b>Stadiums, race tracks, ball parks per seat.....</b>	4
<b>Stores per bathroom.....</b>	200
<b>Swimming and bathing facilities, public</b>	
per person.....	10
<b>Theatres and Auditoriums, per seat.....</b>	4
<b>Veterinary Clinic</b>	
(a) Per practitioner.....	250
(b) Add per employee per 8 hour shift.....	15
(c) Add per kennel, stall or cage.....	20
<b>Warehouse</b>	
(a) Add per employee per 8 hour shift.....	15
(b) Add per loading bay.....	100
(c) Self-storage, per unit (up to 200 units).....	1
add 1 gallon for each 2 units or fraction thereof, for over 200 units, and shall be in addition to employees, offices or living quarters flow rates.	

**INSTITUTIONAL:**

**Churches**

Per seat which includes kitchen wastewater flows unless meals prepared on a routine basis.....	3
If meals served on a regular basis add per meal prepared.....	5

**Hospitals**

Per bed which does not include kitchen wastewater flows.....	200
add per meal prepared.....	5

<b>Nursing, rest homes, adult congregate living</b>	
Facilities per bed which does not include kitchen wastewater flows.....	100
add per meal prepared.....	5
<b>Parks, public picnic</b>	
(a) With toilets only per person.....	4
(b) With bathhouse, showers & toilets per person.....	10
<b>Public institutions other than schools and hospitals</b>	
Per person which does not include kitchen wastewater flows.....	100
add per meal prepared.....	5
<b>Schools per student</b>	
(a) Day-type.....	10
(b) Add for showers.....	4
(c) Add for cafeteria.....	4
(d) Add for day school workers.....	15
(e) Boarding-type.....	75
<b>Work/construction camps, semi-permanent</b>	
Per worker.....	50

**RESIDENTIAL:**

Residences

<b>(a) Single or multiple family per dwelling Unit</b>	
750 sq. ft. or less of building area.....	100
751-1200 sq. ft. of building area.....	200
1201-2250 sq. ft. of building area.....	300
2251-3300 sq. ft. of building area.....	520
For each additional bedroom or each additional 750 square feet of building area or fraction thereof in a dwelling unit, system sizing shall be increased by 100 gallons per dwelling unit.	
(b) Other per occupant.....	50

Footnotes to Table I:

1. For food operations, kitchen wastewater flows shall normally be calculated as 66 percent of the total establishment wastewater flow.
2. Systems serving high volume establishments, such as restaurants, convenience stores and service stations located near interstate type highways and similar high-traffic areas, require special sizing consideration due to expected above average sewage volume. Minimum estimated flows for these facilities shall be 3.0 times the volumes determined from the Table I figures.
3. For residences, the volume of wastewater shall be calculated as 50 percent blackwater and 50 percent graywater.
4. Convenience store estimated sewage flows shall be determined by adding flows for food outlets and service stations as appropriate to the products and services offered.
5. Estimated flows for residential systems assumes a maximum occupancy of two persons per bedroom. Where residential care facilities will house more than two persons in any bedroom, estimated flows shall be increased by 50 gallons per each additional occupant.

**HOLLEY NAVARRE WATER SYSTEM, INC  
TAP FEE DETERMINATION REQUEST**

Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Santa Rosa County Property Identification Number(s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact Person if Applicant is a Company: \_\_\_\_\_

Applicant Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

General Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a Conceptual Request? Yes or No: \_\_\_\_\_ Estimated Construction Start Date: \_\_\_\_\_

Will the Landscaping for this Project Be Irrigated? Yes or No: \_\_\_\_\_

Will the Irrigation be by Means of a Well? Yes or No: \_\_\_\_\_

In order to make a proper determination of Tap Fees provide the following attachments:

1. Provide three copies of plans, including the floor plan, plumbing plans and landscaping plans, for the proposed use including designation of function and use for each area. Where appropriate include number of tables, number of seats, number of employees per space, occupancy limits of each space and any other that would be required by Table I to calculate usage.
2. Provide a site plan for the proposed development including any proposed utilities or exterior water usage.
3. Provide a copy of the Development Application to Santa Rosa County.

For conceptual requests, provide as much information as possible. Conceptual Determinations are only valid at the time issued.