



Lancaster Sewer District Commission

Established In 1967 By A Special Act of the Massachusetts Legislature
www.LSDC-MA.com

Appendix A – Schedule of Fees

February 2016

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General

Under the authority of Chapter 831 (Section 12) of the 1967 Acts and Resolves of Massachusetts and G.L. c. 83, and in furtherance of the goals set forth therein, the Lancaster Sewer District Commission has established the following Schedule of Fees associated with the Rules and Regulations governing the use of public and private sewers in the Lancaster Sewer District.

This schedule is not a substitute for the Rules and Regulations of the District but is rather Appendix to the Rules and Regulations establishing fees for permits and use of the Commission's sewer. For clarification on any fee please refer to the LSDC's Rules and Regulations. The Commission reserves the right to amend or waive this Schedule of Fees in any manner and to establish more stringent fees or requirements as are deemed necessary or appropriate.

Using this Schedule of Fees

The LSDC's Schedule of Fees will apply depending on the situation. There are four fee categories as shown in the Fee Table. To determine if a fee may apply, refer to the Fee Table and then review the description in the fee category on the following pages.

Customers are urged to contact the LSDC's office for clarification on the applicability of fees as needed.

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Fee Table

Sewer Usage and Administrative Fees

Sewer Usage Rate.....	\$.058 per Cubic Foot, \$40.60 Min. charge per Qtr.
Late Payment Fee.....	\$1 plus 2.5% interest on outstanding balance
Sewer Usage Account Closeout Fee.....	\$25
Abatement Calculation Late Fee.....	\$25 for submissions outside of allowed dates
Detailed Betterment Account Breakdown.....	Free once per year, \$80 each additional
Violations and Fines.....	\$20 per day per offense

New Installation Fees

General Service Installation Permit.....	\$150
Special Service Installation Permit.....	\$250 + General Service Installation Fee
Industrial Service Installation Permit.....	\$350 + General/Special Service Installation Fee
Sewer Flow Capacity Special Permit.....	\$100 + \$16 per gallon
Second Meter Permit.....	\$25
Manhole Inspection.....	\$200 per manhole after 1 manhole
Large Installation Inspection (for installations > 300 feet).....	Length of pipe less \$200

Sewer Expansion and Development Fees

Betterment Assessment Charge.....	Varies by location, amortized at 5% interest
Sewer Entrance Charge in Lieu of Assessment.....	\$5,000 per unit and up depending on location
Sewer Extension Permit.....	\$1,500
Sewer Extension Fee.....	\$5,000 per unit or \$15.15 per GPD, greater of
Change in Use Fee.....	\$5,000 per unit or \$15.15 per GPD, greater of
Sewer Disconnect Permit.....	\$150
Permit to Access Commission Sewers.....	\$25 per day

Contractor Licensing Fees

Utility Construction License.....	\$250 every two years + bonding and insurance
Drainlayers License.....	\$100 annually + bonding and insurance



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Sewer Usage and Administrative Fees

These fees may apply to all customers already connected to the sewer. These charges are necessary for the ongoing operation, maintenance and administration of the District. In certain circumstances the account holder may petition the Commission to reduce or waive these fees. All requests for relief must be made in writing to the Commission within 30 days of the charge being assessed.

Sewer Usage Rate

The LSDC bills by a fixed rate per Cubic Foot of water used. Charges are based on 100% of water usage as read from the property's primary water meter.

Late Payment Fee

Charges and fees not paid when due are subject to demand penalties plus interest on past due amounts, plus additional charges and fees for distress or lien proceedings. Charges and fees not paid when due become a lien on real estate at the close of the fiscal year by automatic operation of the Law as provided under Chapter 40 § 42a of the General Laws, Commonwealth of Massachusetts.

Sewer Usage Account Closeout Fee

An account closeout fee is applied to requests for close or transfer of a sewer usage account. This closeout fee will be incorporated into the final bill and will be added to the account balance.

Abatement Calculation Late Fee

The calculation fee will apply when abatements requests are made:

- a. which are determined by the Commission to be speculative
- b. which lack sufficient detail or backup and so require extensive account research and/or hand calculation by the staff, or
- c. which are requested out of established time periods.

When required this fee will be added to the sewer usage account balance.

Detailed Betterment Account Breakdown

A detailed breakdown of payments and historical interest and principal applications for accounts is available upon request. Preparation of this detailed breakdown is a labor intensive process and requires a two week lead time.

The LSDC is able to provide a summary statement for betterment accounts free of charge. This free statement provides remaining principal balance and annual payment information.

Violations and Fines

For each violation of the LSDC's Rules and Regulations the Commission may, at its discretion, impose a penalty for each day that the violation occurs.



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New Installation Fees

Installation Permit Fees may be incurred by customers installing a connection from their property to the LSDC's sewer system. Most typical residential connections will only require a General Service Installation Permit. Certain installations with complex designs and construction may require additional fees for review and inspection as noted. Those new connections that are not replacing a failed septic system may also require the issuance of flow credits via a Sewer Flow Capacity Special Permit.

General Service Installation Permit

An application fee shall be required for residential and commercial services in full compliance with the standards of the Commission set forth in these regulations and as outlined in the sections for Materials and Methods of Construction and Building Sewers, Connections and Appurtenances or as otherwise noted.

- a. The owner shall complete and submit to the Commission an Application prior to construction of a new building sewer, or reconstruction, repair, or modification of an existing building sewer which connects to a Commission sanitary sewer within the District.
- b. If determined to be required by the Superintendent, the application shall be supplemented by building site plans, which have been approved in advance by the Superintendent, and by such other permits, plans, specifications, and information as the Commission may require. Building site plans shall be prepared in accordance with the Commission's Requirements for Site Plans.

Special Service Installation Permit

Required in addition to the General Service Installation Permit for residential and commercial services not meeting the standards of the Commission as set forth in these regulations and as outlined in the sections for Materials and Methods of Construction and Building Sewers, Connections and Appurtenances or as otherwise noted. A special service application is not required when the proposed modification as described in the Rules and regulations may be approved by the superintendent as noted.

- a. The owner shall complete and submit to the Commission an Application prior to construction of a new building sewer, or reconstruction, repair, or modification of an existing building sewer which connects to a Commission sanitary sewer within the District.
- b. The application shall be supplemented by building site plans, which have been approved in advance by the Superintendent, and by such other permits, plans, specifications, and information as the Commission may require. Building site plan submissions shall be prepared in accordance with the Commission's Requirements for Site Plans.

Industrial Service Installation Permit

Required in addition to the General Service and Special Service Installation Permits for service to establishments producing industrial waste flow (see definitions) or any flow greater than 25,000 gallons per day in either case.

- a. The owner shall complete and submit to the Commission an Application prior to construction of a new building sewer, or reconstruction, repair, or modification of an



existing building sewer which connects to a Commission sanitary sewer within the District.

- b. The application shall be supplemented by building site plans, which have been approved in advance by the Superintendent, and by such other permits, plans, specifications, and information as the Commission may require. Building site plan submissions shall be prepared in accordance with the Commission's Requirements for Site Plans.
- c. Every user required to obtain a Sewer Use Discharge Permit for industrial discharge shall additionally complete and file with both the Commission and the MWRA an MWRA Sewer Use Discharge Permit.

Sewer Flow Capacity Special Permit

This permit is required for any property connecting to the sewer that is not replacing a failed septic system or for any modification to an existing connection where the new use will result in an increase in flow.

Any new connection not meeting the terms of ACO 630 or any modification which results in additional flows to a Commission sanitary sewer requires a transfer of flow credits prior to construction. A transfer of flow credits may occur from the Commission's sewer bank or from an infiltration and inflow study and removal project.

- a. Permits issued from the Sewer Bank shall require fees as previously established by the Commission for the withdrawal and allocation of sewer capacity. Sewer Bank fees shall be charged on a per-gallon per-day basis rate.
- b. The Commission may require that the applicant obtain flow credits by way of an infiltration and inflow study and removal project to be performed in the district. There are no additional fees associated with performing I&I work.

Permit to install Second Meter

No customer shall install and use a second meter for purposes of metering outdoor water use without first obtaining from the Commission a Permit to install a second meter. This permit is required for any property utilizing a second meter for purposes of the LSDC's abatement program.

Manhole Inspections

Connections requiring manhole tests or sewer line pressure/flushing tests will be at a rate as determined. If determined to be necessary, the Superintendent of Sewers reserves the right to require that inspections be performed by an Inspecting Engineer to be paid directly by the Applicant, at no cost to the Commission, in lieu of this inspection fee.

Large Installation Inspection (for installations > 300 feet)

Large installations over 300 feet in length will require an additional fee to offset the more extensive inspections required. The general schedule and days of work necessary for the installation will be estimated by the contractor in advance of initial inspection. If installation schedule varies significantly from the estimate the fee will be adjusted prior to the issuance of a certificate of compliance.



Sewer Expansion and Development Fees

Sewer Expansion and Development Fees are typically incurred by customers installing multiple connections to the LSDC's sewer system to a single property extending the LSDC's sewer system so that it may serve additional properties within the service area. Expansions and Developments can be complex and in cases where the review and inspections of the proposed project require a level of effort that exceeds the staff resources of the LSDC an independent engineer, paid for by the proponent, may be required to perform engineering reviews and field inspections.

Betterment Assessment Charge

A sewer betterment assessment is a special tax that is assessed by the Lancaster Sewer District Commission (LSDC) to properties that have been "bettered" by the construction of a public sewer. Betterment assessments are a form of taxation, and, until paid, constitute a lien upon the land assessed. The betterment is repaid over 20 years in accordance with CMR C. 80 and 83 (excluding Sections 1 and 2 of Chapter 80). The LSDC utilizes the Uniform Unit method to assess betterments where the capitalized costs of the public sewer are split amongst single family residential equivalent units in the area served.

Sewer Entrance Charge in Lieu of Assessment

Any property, having access to an existing District sewer and not requiring a sewer extension, that is proposing a connection to said sewer which has not been previously assessed or paid a betterment for the privilege of connection shall be subject to an entrance charge equal to the greatest betterment fee applied to adjacent properties or at the minimum charge as agreed upon by the Commission. This fee shall apply to all Approval Not Required lots created by subdivision after the initial assessment is imposed. All other connections requiring an extension of the District's sewer shall be subject to a sewer extension fee in lieu of this fee. This fee does not apply to unmodified properties which have previously been assessed betterments.

Sewer Extension Fee

Any proposal for a new extension of the District's sewer will be subject to a Sewer Extension Fee. Fees shall be charged based on the greater of the minimum per unit charge or the proposed total discharge of the extension on a per-gallon-per-day (GPD) basis as determined by the Title 5 flow tables published by DEP, at the rate set by the Commission. If agreed upon by the Commission, unit charges will be due as individual connections are made.

Change in Use Fee

Any facility connected to the District's sewer that is proposing a change in use must report the change to the Commission for approval. A change in use shall be considered any change in the characteristics or quantity of flow. Fees shall be charged based on the greater of the minimum per unit charge or the proposed total discharge on a per-gallon-per-day (GPD) basis as determined by the Title 5 flow tables published by DEP, at the



rate set by the Commission. Changes in use not reported to the District shall be subject to fines and will be required to pay a Change in Use Fee immediately upon discovery.

Sewer Disconnect Permit

Prior to the demolition of any building or structure that is connected to the sewer system, the building sewer for that building or structure shall be permanently capped at the sewer lateral or at another location with the approval of the Superintendent. A Sewer Disconnection Permit shall be obtained for the work, and the capped location shall be inspected and measurements to capped location shall be provided.

Permit to Access Commission Sewers

No person shall enter or install equipment into the Commission's collection system without first obtaining from the Commission a Permit to Enter Commission Sewers.

(a) A written description and/or specifications must accompany a letter request. An initial fee as set by the Commission must accompany all applications for permits to enter Commission sewers.

(b) If determined to be necessary by the Superintendent, the permit to enter will constitute a permit-required confined space permit. An entry permit must be acquired for each individual entry and will expire at the end of the day of issuance. In such cases, the permit fee will only be required for the initial application. All subsequent confined space entry permits associated with the initial application will not require fees.

(c) Dependent on the nature of the work to be performed, the applicant may be required to pay additional fees and/or post a bond with the Commission in an amount and form as determined by the Commissioner's.



Contractor Licensing Fees

All commercial and residential connections, extensions, and modifications of Commission sewers must be done by a contractor who has been licensed by the Commission.

Issuance of Utilities Construction

Licenses to install common sewers will be issued to experienced and competent contractors. An initial fee must accompany all applications for licenses. Licenses must be renewed annually.

Bonding and Insurance Requirements for Sewer Extensions

(a) Before extending, replacing or relocating a public sewer the contractor shall be approved in writing by the Commission and post a bond with the Commission in an amount and form as determined by the Commissioners. Generally, a bond in an amount no less than 100% of the estimated cost of construction will be required.

(b) Contractors doing work hereunder shall maintain minimum insurance coverage as determined by the Commissioners prior to license issuance.

Issuance of Drainlayers License

Licenses to install building sewers and make connections to the common sewer will be issued to experienced and competent contractors. An initial fee must accompany all applications for licenses. Licenses must be renewed annually.

Drainlayers Bonds and Insurance

(a) Drainlayers shall post a bond in an amount no less than \$ 5,000.00 as determined by the Commissioners. Additional bonding may be required for connections being made by special permit. Additional bonding will be in an amount and form as determined by the Commissioners at a meeting of the Commission.

(b) Drainlayers doing work hereunder shall maintain minimum insurance coverage as determined by the Commissioners. Drainlayers shall provide a Certificate of Casualty and Liability Insurance with \$500,000/\$1,000,000 limits and the Lancaster Sewer District named as an additional insured party.



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Violations

Any person who is determined to be in violation of these regulations shall be fined an amount as determined by the Commission at a hearing. Said hearing shall be held after proper posting and notice. Drainlayers will be additionally subject to suspension of license. Any person found to be violating any provisions of these Rules and Regulations, shall be served by the Board with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations. Each day that a violation continues shall be considered new violation. Any person violating any provision of these Rules and Regulations shall be liable to the Lancaster Sewer District for any expense, loss or damage occasioned the Lancaster Sewer District by reason of such violation.

