



F-100 SEWER BILL ADJUSTMENT PROGRAM APPLICATION

Applicant: _____

Applicant’s Mailing Address: _____

Facility Location if Different: _____

I certify that I am duly authorized to act on behalf of the applicant for this matter. I have read, understand, and accept the legal authority of the City of Lynchburg Sewer Bill Adjustment Program Regulations, and hereby agree to abide by those Regulations.

I certify that this document and all attachments were prepared under my direction and supervision with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete.

Signature: _____ Date: _____

Name: _____ Phone: _____

Title: _____ Email: _____

Reason for Submitting: (Check one.)

- Annual Method – Adjustment by Record Keeping (Submit Part 1.)
Application to Construct and Operate
- Annual Method – Adjustment by Record Keeping (Submit Part 2.)
Application for Annual Adjustment
- Monthly Method – Adjustment by Water-Only Metering (Submit Part 3.)
Application to Construct and Operate (Partial-Return)
- Monthly Method – Adjustment by Water-Only Metering (Submit Part 3.)
Application to Construct and Operate (Zero-Return)

**Part 1 – Application for Approval to Construct and Operate for the
Annual Method - Adjustment by Record Keeping**

Submit the following information:

- a. a site drawing showing the location of metering equipment and water using equipment or processes included in the application;
 - b. drawings or captioned or annotated digital photographs of the System piping;
 - c. a description and water use characteristics of each piece of equipment or process connected to the System, including a determination of water returned to sewer;
 - d. the size, make, and model of metering equipment; and
 - e. a description of backflow prevention equipment.
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**Part 2 - Application for Annual Adjustment for the
Annual Method - Adjustment by Record Keeping**

Submit the following information by March 1st annually:

- a. an acceptable study of water use signed by a professional engineer; or
 - b. flow information from the past calendar year that shows total measured flow returned to the sewer from the facility (master sewer meter); or
 - c. flow information from the past calendar year that shows total metered flow not returned to sewer; and
 - d. flow information accounting for any residual water returned to sewer from any process.
 - e. documentation proving that each meter is accurate and working properly.
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**Part 3 – Application for Approval to Construct and Operate for the
Monthly Method - Adjustment by Water-Only Metering**

Submit the following information:

- a. a site drawing showing the location of underground System piping;
- b. drawings or captioned or annotated digital photographs of the System piping;
- c. a description and water use characteristics of each piece of equipment or process connected to the System, including a determination of water returned to sewer; and
- d. a description of backflow prevention equipment.

Submitting Applications and Fees

Submit all applications and fees (payable to City of Lynchburg) to Attn: Sewer Bill Adjustment Program, Department of Water Resources, City of Lynchburg, 525 Taylor Street, Lynchburg, VA 24501.

Information for Applicants

The Department of Water Resources administers City Section 34-14 by annual and monthly methods.

Annual Method – Adjustment by Record Keeping. This method is usually used when installing a city owner water-only meter (Monthly Method - Adjustment by Water-Only Metering) is not feasible or when the customer already operates a system for accurately metering process water or plans to construct such a system. The customer owns, maintains, and reads the meters that are located on the property. The customer is responsible for meter maintenance and calibration, record keeping, and reporting. The customer submits records annually and the sewer bill is adjusted accordingly for a period of one year.

Monthly Method – Adjustment by Water-Only Metering. This method is usually used when it is feasible to install a meter at the curb and extend dedicated piping to the point or points of use. The meter is installed, owned, maintained, and read by the City. The City establishes a special water-only account and bills monthly. The Customer installs, owns, and maintains the on-site System.

Applicants may choose the Annual Method or the Monthly Method. Contact the Department of Water Resources at 455-4250 for assistance in preparing the application.

Instruction to Applicants

Annual Method – Adjustment by Record Keeping

1. Before beginning construction, apply for approval to Construct and Operate a Sewer Bill Adjustment System by submitting Application Part 1. Refer to the Fee Schedule and remit the appropriate fee with the Application.
2. The Department of Water Resources will review your Application Part 1 and upon approval issue a Letter of Approval to Construct and Operate the System. You will be responsible for constructing and operating the System on the property as represented in the Application and as required by the Regulations.
3. By March 1st of each year, apply for an Annual Adjustment by submitting Application Part 2. Refer to the Fee Schedule and remit the appropriate fee with the Application. An additional fee may be assessed for a late application.

The Department of Water Resources will review your Application Part 2 and upon approval issue an Annual Adjustment Notification Letter. Your Adjusted Sewer Rate is computed as follows: Adjusted Sewer Rate = ((Water Consumed Annually - Water Not Returned to Sewer Annually) / Water Consumed Annually) × Code Section 34.12.1 Sewer Rate.

4. The Billings and Collections Division will modify the account automated billing program accordingly, and you will be billed monthly for sewer at the Adjusted Sewer Rate for a period of 12 months beginning the following July.

Monthly Method –Adjustment by Water-Only Metering

1. Before beginning construction, apply for a Permit to Construct and Operate a Sewer Bill Adjustment System by submitting Application Part 3. Refer to the Fee Schedule and remit the appropriate fee with the Application¹.
2. In preparing the Application, you must indicate whether the water using equipment or process is:
 - a. Partial-Return that returns some of the water to sewer (such as a cooling tower or boiler), or
 - b. Zero-Return that returns no water to sewer (such as an irrigation system).
3. The Department of Water Resources will review your Application and upon approval the City will establish a special water-only account, install a water-only meter at the curb, and issue a letter authorizing you to construct and operate the System. The City will be responsible for reading and maintaining the meter. You will be responsible for constructing and operating the System on the property as represented in the Application and as required by the Regulations.
4. You will be billed monthly for water at the prevailing water rate, plus a \$16.00 per month inspection surcharge. Additionally, a surcharge of at least 10% of the prevailing sewer rate will be applied to Partial-Return accounts.

Fees

Method	Application to Construct and Operate or Significant Amendment to Application	Annually or Monthly
Annual Method – Adjustment By Record Keeping	\$800.00 with Application to Construct and Operate	\$600.00 per City Billing Account with Application for Annual Adjustment
Monthly Method – Adjustment by Water-Only Metering (Partial-Return)	\$800.00 Plus Availability Fee and Connection Fee According to Code Section 39-27 with Application to Construct and Operate	\$16.00 per Month Sewer Bill Surcharge
Monthly Method - Adjustment by Water-Only Metering - (Zero-Return)	\$400.00 Plus Availability Fee and Connection Fee According to Code Section 39-27 with Application to Construct and Operate	\$16.00 per Month Sewer Bill Surcharge

Submitting Applications and Fees

Submit all application materials and fees (payable to City of Lynchburg) to Attn: Sewer Bill Adjustment Program, Department of Water Resources, City of Lynchburg, 525 Taylor Street, Lynchburg, VA 24501.

¹ If the applicant is applying for an irrigation-only service one-inch or smaller, or has a site plan including irrigation system that has been approved by the City of Lynchburg Technical Review Committee, the Applicant shall submit a Water Connection Application and an Irrigation-Only Certification.