



# Administrative Rule

## Water System Development Charges (SDCs) and Water Meter Fees Practices and Procedures

Rule No. 12.01.080-08-02  
Effective 11-01-2019

### I. Overview of SDCs

- A. System Development Charges (SDCs) are one-time capital charges the city utilities assess to new customers when connecting to the system. The city also assesses additional SDCs when existing customers increase their use of the system. The purpose of an SDC is to ensure new customers pay their proportionate share of capital costs associated with utility infrastructure. The city charges a separate one-time fee for purchase of a water meter and water SDCs are collected at that time.
- B. The city conducted a water SDC methodology update that was adopted by council effective February 1, 2011. Please refer to the city master fees and charges schedule for current payment amount.

### II. Determining Appropriate SDC and Meter Fees

- A. Water SDC and meter fees are based on appropriate size diameter meters. Meter size is calculated using Oregon Specialty Plumbing Code fixture count method and American Water Works Association (AWWA) M-22 manual. Other factors affecting meter size shall be fire suppression sprinkler systems, irrigation systems, other large water using devices or appurtenances.

### III. Purchasing a Water Meter

- A. Single Family Residential – Utilities in Place. Customers purchasing a water meter shall be required to submit:
  - 1. Completed service application form
  - 2. Copy of city or county building permit application stamped received with an assigned address or plat address. Temporary permits without an address will not be processed.
  - 3. Check for amount of SDC and water meter fee
- B. Single Family Residential – No Utilities in Place. Customers purchasing a water meter shall be required to submit:
  - 1. Completed service application form
  - 2. Copy of city or county building permit application stamped received with an assigned address or plat address. Temporary permits without an address will not be processed.
  - 3. Check for amount of SDC and water meter fee
  - 4. Additional payment fees for water service line connection
- C. Multiple Family, Commercial or Industrial. Customers purchasing a water meter shall be required to submit:
  - 1. Completed service application form
  - 2. Copy of city or county building permit application stamped received with an assigned address or plat address. Temporary permits without an address will not be processed.
  - 3. Check for amount of SDC and water meter fee
  - 4. Additional payment fees for water service line connection, additional appurtenances, as applicable
- B. Irrigation Meters Only. Customers purchasing an irrigation water meter shall be required to

submit:

1. Completed service application form
  2. Plans or drawings indicating location of irrigation service
  3. Copy of city or county plumbing permit application stamped received
  4. Check for amount of SDC and water meter fee
  5. Additional payment fees for water service line connection, additional appurtenances, as applicable
- C. City reserves the right to review and compare fixture count building permit application forms or submittals to final plumbing permit issued by the authority or agency to determine final fixture count and appropriate diameter size water meter. Additional fees or charges associated with upsizing to appropriate water meter diameter shall be assessed and collected by city and may include additional charges associated with meter change-out. Failure to pay all fees and charges associated with meter sizing may result in termination of service until final payment is made.

#### **IV. Temporary Water Service**

- A. Temporary service for construction work will be rendered upon advance deposit of connection charge, one month's estimated water bill, and payment on the first of each month of all accrued charges. Water SDCs shall be waived for temporary water service in use for less than 24 months. No temporary service shall be installed for any residence or building where permanent service connection may later be installed.
- B. Temporary service for irrigation of newly planted vegetation for public authority right-of-way, public or private water quality facilities, or other development code vegetation requirements will be rendered upon advance deposit of service line installation and meter charge, one month's estimated water bill, and payment billing periods as invoiced. The City may waive water SDCs for temporary water service in use for less than 24 months. No temporary service may be installed for any vegetated areas where permanent water service is required. The City Engineer has the authority to extend Water SDC waiver for temporary irrigation for an additional 36 months.

#### **V. Temporary Discontinuance of Water Service**

- A. Temporary discontinuance of water service for 30 days or more will occur without charge when customer notifies city of date of intent, time period of discontinuance, and provided that all bills or invoices are paid.

#### **VI. Appeal Process**

- A. Customers may appeal the determination of water SDC or meter fees. Customers must provide in writing justification for such an appeal and additional information regarding fixture count, irrigation or fire suppression systems, if applicable.
- B. The city engineer shall review the facts and make a determination within 14 days of submittal of appeal. Any decision by city engineer in determining appropriate meter size and fees and charges assessed based on the water SDC rate schedule shall be final.

Approved by:

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Martha L. Wine, City Manager

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Date