

SECTION 12 – CALCULATING SYSTEM CONNECTION CHARGES

“System Connection Charges” is interchangeable with “Tap Fees” or “Tap Charges”

12.1 System Connection Charges Estimates

Policies, Procedures, Standards and Rates, Fees & Charges are subject to change; therefore, Southgate will not provide System Connection Charges written estimates for budgetary purposes.

Current Policies, Procedures, Standards and Rates, Fee & Charges are posted on the Southgate website and will provide sufficient information for Applicants to perform their own System Connection Charges estimate for budgetary purposes.

Southgate Engineering Department, however, calculates all System Connection Charges and will provide the amount due for connection when the Applicant qualifies for Tap Sales.

12.2 Qualification for Tap Sales

An Applicant does not qualify for Tap Sales (or paying their System Connection Charges and thereby permitting connection to Southgate’s system) until the following steps have been achieved:

- 1. For Applicants connecting to an existing, in-service water or sewer main (i.e. not part of an Approved Water or Sewer Main Extension Project):**
 - a. New service line plans are approved for construction by Southgate.
 - b. Southgate Engineering Department calculates System Connection Charges.
 - i. The Applicant is required to supply additional information, as applicable, for calculating System Connection Charges for multi-family residential or commercial development, such as:
 1. Floor plan(s) showing designated use (e.g. restaurant, office space, retail, etc.)
 2. Area(s) in square feet per designated use
 3. For Multi-Family, number of units with area in square feet and number of bedrooms
 4. For Restaurants and Bars/Lounges and Places of Assembly, number of seats
 5. For Hotels/Motels, number of rooms
 6. For Laundries, number of machines
 7. For Car Washes, number of bays
 8. For Service Stations, a plumbing plan with number of plumbing fixtures
 9. For Schools, number of students
 10. For Hospitals, number of beds
 11. Other, non-identified commercial uses will be determined on a case-by-case

basis

- c. Southgate Engineering Department issues a Tap Sale Release Form
 - d. **Once the Applicant has an issued Tap Sale Release form “in hand”, the Applicant may purchase their tap(s).**
 - e. *For water tap sales:* Southgate Water District System Connection Charges do not include Denver Water’s tap fee. Contact Denver Water for information on their respective fee. Water tap fees must first be paid to Southgate and then to Denver Water.
 - f. *For sewer tap sales:* Southgate Sanitation District System Connection Charges do not include City of Englewood’s tap fee. Contact City of Englewood for information on their respective fee. Sewer tap fees must first be paid to Southgate and then to City of Englewood.
- 2. For Applicants connecting to a new water or sewer main constructed as part of an Approved Water or Sewer Main Extension Project:**
- a. A Certificate of Acceptance has been issued for the Approved Project. Refer to Section 3 for more information on Project Acceptance.
 - b. Southgate Engineering Department calculates System Connection Charges
 - i. The Applicant is required to supply additional information, as applicable, for preparing System Connection Fees for multi-family residential or commercial development, such as:
 - 1. Floor plan(s) showing designated use (e.g. restaurant, office space, retail, etc.)
 - 2. Area(s) in square feet per designated use
 - 3. For Multi-Family, number of units with area in square feet and number of bedrooms
 - 4. For Restaurants and Bars/Lounges and Places of Assembly, number of seats
 - 5. For Hotels/Motels, number of rooms
 - 6. For Laundries, number of machines
 - 7. For Car Washes, number of bays
 - 8. For Service Stations, a plumbing plan with number of plumbing fixtures
 - 9. For Schools, number of students
 - 10. For Hospitals, number of beds
 - 11. Other, non-identified commercial uses will be determined on a case-by-case basis
 - c. Southgate Engineering Department issues a Tap Sale Release Form
 - d. **Once the Applicant has an issued Tap Sale Release form “in hand”, the Applicant may purchase their tap(s).**

- e. *For water tap sales:* Southgate Water District System Connection Charges do not include Denver Water's tap fee. Contact Denver Water for information on their respective fee. Water tap fees must first be paid to Southgate and then to Denver Water.
- f. *For sewer tap sales:* Southgate Sanitation District System Connection Charges do not include City of Englewood's tap fee. Contact City of Englewood for information on their respective fee. Sewer tap fees must first be paid to Southgate and then to City of Englewood.

12.3 Calculation Methods for System Connection Charges

1. Southgate Water System Connection Charges

- a. The cost to connect to Southgate's Water Distribution System is based on domestic tap size:

$$\text{Cost to Connect} = \text{System Connect Charge per Tap Size} + \text{Admin Fee}$$

- b. The cost to connect to Southgate's Water Distribution System requires a System Connection Charge paid to Southgate Water District and a separate fee paid to Denver Water. Denver Water provides the water resource for Southgate. Contact Denver Water at 303.628.6100 for information regarding their fees.
- c. Current Southgate Rates, Fees, & Charges are found on Southgate's website www.southgatedistricts.org

2. Southgate Sewer System Connection Charges

- a. The cost to connect to Southgate's Sewer Collection System is based on estimated Average Daily Flow in gallons per day (GPD) defined in Single Family Equivalents (SFEs):

$$\text{Cost to Connect} = (\text{Number of SFEs} \times \text{System Connect Charge per SFE}) + \text{Admin Fee}$$

- b. Average Daily Flow is determined using current Southgate Sanitary Sewer System Specifications, Section 2 – Sanitary Sewer Design Criteria, Table 2.1 – Flow Development Criteria.
- c. 1 SFE = 255 GPD
- d. The cost to connect to Southgate's Sewer Collection System requires a System Connection Charge paid to Southgate Sanitation District and a separate fee paid to City of Englewood. Littleton/Englewood Wastewater Treatment Plant provides treatments services for Southgate. Contact City of Englewood at 303.762.2636 for information regarding their fees.
- e. Current Southgate Rates, Fees, & Charges are found on Southgate's website www.southgatedistricts.org

3. Alternative Methods for Calculating System Connection Charges

- a. Southgate Water System Connection Charges – Alternative methods are not acceptable

b. Southgate Sewer System Connection Charges

- i. Applicants may submit alternative calculations to Southgate's Flow Development Criteria for projected Average Daily Flow for review and consideration for use in Southgate's calculations of System Connection Charges
 1. Acceptable alternative methods include using actual fixtures installed or water consumption data from a comparable development to calculate projected Average Daily Flow.
 2. Applicant must submit to Engineering Department a formal request asking staff to consider an alternative method to Southgate's Flow Development Criteria for calculating projected Average Daily Flow for review and consideration for use in Southgate's calculations of System Connection Charges. Include the following in your submittal package:
 - a. Cover letter
 - b. Description of proposed calculation method
 - c. Calculations of projected Average Daily Flow with work shown
 - d. References for industry standards used
 - e. Assumptions identified
 - f. Floor Plan(s)
 - g. Plumbing Plan(s) if using fixture-count method
 - h. If water consumption data from a comparable development is used, provide water bills and comparison statistics with Applicant's development (e.g. area in square feet, number of seats, floor plans, etc. for the compared restaurants)
 - i. Any additional information that will benefit reviewing the request
 3. Southgate will review the Applicant's request and provide a response in a timely manner.
 4. If there is not sufficient information to review the Applicant's request and proposed calculations, the submittal will be rejected
 5. If Southgate agrees with the proposed method for calculating projected Average Daily Flow, Southgate will use proposed method when calculating System Connection Charges for that particular development.