

APPLICATION FOR RESIDENTIAL WASTEWATER RETAINAGE CREDIT

SECTION A – GENERAL INFORMATION

Name: _____

Account Number: _____

Address/Contact Information:

Street: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Cell Phone:** _____

Email: _____

Mailing/Billing Address (if different than above):

Street: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip Code:** _____

Is customer in good standing and in current compliance with water and sewer billing?

☐ Yes

☐ No

Application Category for Credit Request:

☐ Private Residential Pool (Refer to Section B)

☐ Hand Watering of a Private Garden (Refer to Section C)

Note: Georgia Environmental Protection Division drought policies will supersede any DeKalb County Ordinance. Please visit [Water Conservation | Environmental Protection Division](#) for the most up to date drought information and restrictions.

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SECTION B – PRIVATE RESIDENTIAL POOLS

(See Exhibit C for example calculation of credit)

1. Estimated Pool Volume (Gallons):

Length (feet) X Width (feet) X Average Depth (feet) X 7.48 = Estimated Gallons

2. Does any part of the private, residential pool discharge to DeKalb County's sanitary sewer system?

☐ Yes

☐ No

3. Is there a DeKalb County fire hydrant located within one-thousand (1000) feet of the property line in any direction?

**If Yes, customer is not eligible for the program and must follow DWM procedure for rental of a Fire Hydrant Meter (See Exhibit B for Hydrant Meter Rental Application Form)*

☐ Yes

☐ No

4. Does the property currently have an installed irrigation water meter on the line that feeds the pool?

☐ Yes

☐ No

5. Is any form of admission charged to use the private residential pool?

☐ Yes

☐ No

6. Has this credit been applied successfully in the previous 12-month period?

☐ Yes Date : _____

☐ No

Volume (Gallons): _____

7. Does this application include a request for a credit in 2016? This one-time adjustment is available for those who filled a private residential pool in 2016 and were charged both the water and sewer commodity charges.

☐ Yes Date : _____

☐ No

Volume (Gallons): _____

Note: If response is "Yes" for any response to questions 2 through 6, the customer is not eligible for the program.

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SECTION C – HAND WATERING OF A PRIVATE GARDEN

(See Exhibit C for example calculation of credit)

1. Does the property currently have an installed irrigation water meter or use a sprinkler or irrigation system for watering application(s)?

☐ Yes

☐ No

2. Does the resident sell any produce grown in the private garden?

☐ Yes

☐ No

3. Has this credit been applied for in the last 12-month period?

**If customer has applied for credit successfully three times in the last 12 months, customer is not eligible for program. Each individual occurrence must not exceed 100 gallons.*

☐ Yes Date(s) & Volume(s) ☐ No

4. Has credit already been applied for each of these occurrences?

☐ Yes ☐ No

a. Which occurrences? _____

All information provided in this application is accurate and complete to the best of my knowledge. My signature below authorizes the verification of the information provided on this form. I acknowledge that I have read and understand the attached excerpt from “**Exhibit A – Wastewater Retainage Credit Policy**”.

Applicant Signature: _____ **Date:** _____

Please submit questions and/or completed applications to:

Wastewater Retainage Credit Program, DeKalb County Department of Watershed Management - Planning & Development, 4572 Memorial Dr., Decatur, GA, 30032 or via email to wastewaterretainage@dekalbcountyga.gov.

Phone contact number is 404-687-4010 or 404-371-2667

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Exhibit A - Wastewater Retainage Credit Policy

I. Background and Eligibility

Pursuant to the current rates for water and wastewater services, the volume of water provided to a user is metered and the volume of wastewater returned to DeKalb County's wastewater system by such user is estimated based on typical use patterns. As certain users consume some portion of the water provided and/or do not return the typical amount of wastewater to DeKalb County's wastewater system, this policy will allow for the adjustment of the sewer commodity charge to be paid by users who meet the criteria set out herein. Users admitted to the Wastewater Retainage Credit Program (Program) will pay the applicable standard water rate and sewer commodity charge for the water provided as recorded by their master meter, but will pay the applicable irrigation rate only (with no sewer commodity charges applied) for the volume of water directed to consumptive use and/or not discharged to the sanitary sewer system.

II. Application

The Department of Watershed Management (DWM) shall develop an application for admission to the Program by residential or commercial/industrial users. Interested users should contact the DeKalb County Department of Watershed, Deputy Director of Operations (or designee) to discuss the basic requirements of the program, its applicability to situations, typical metering arrangements, reporting, and other pertinent information. DWM personnel (or designee) shall be available to visit a prospective applicant's property and advise on the placement of sub-meters, wastewater meters, and/or the other requirements of the Program.

III. Industrial and Commercial Users (Not Applicable for Residential Applications)

IV. Residential Users

Any active current residential user of the DeKalb County Water and Sewer System that is in good standing and compliance with water and sewer billing is eligible for a limited adjustment on wastewater service charges for metered water that is not discharged to the sanitary sewer system when such metered water was used to fill a private, residential pool or for hand watering of a private garden and otherwise meets the requirements of this policy as it applies to Residential users. This guidance and fee structure is not applicable to the water and sewer access fees required by DeKalb County. Admission to the program for residential users will require verification

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of the consumptive use and the volume of water applied to such use, allowing the Department of Watershed Management to accurately record the volume of water directed to such consumptive use. Under no circumstances shall residential users be eligible for an adjustment for water used to fill a pool to which any form of admission is charged, to irrigate a garden that produces items the resident sells, or for any other commercial purpose.

a. Filling a Private, Residential Pool

Residents requesting access to water to fill a private, residential pool that does not discharge to the County's sanitary sewer system will not be required to apply to and shall not be eligible for admission to the Program if there is a functioning DeKalb County fire hydrant located within one-thousand (1000) feet of their property line in any direction. Those residential users who do have a functioning DeKalb County fire hydrant located within one-thousand (1000) feet of their property line in any direction shall be required to follow the Department of Watershed Management's procedure for rental of a Fire Hydrant Meter. The Department of Watershed Management will provide diffusers and/or similar device to requirements to reduce the pressure and/or velocity of the water to allow for filling of the swimming pool in accordance with manufacturer's requirements. Forms related to this procedure are attached hereto as Exhibit B. Residential users have the additional option to install an irrigation meter on the line serving their private, residential pool. If an irrigation meter is installed in accordance with DeKalb County requirements, the residential user will be charged the irrigation rate on all water flowing through such irrigation meter without application of the sewer commodity charge while being charged the standard water rates and the applicable sewer commodity charge for the remaining volume of water supplied to that residential user.

For those residential users requesting access to water to fill a private, residential pool and who do not have a functioning DeKalb County fire hydrant within one-thousand (1000) feet of their property line in any direction, do not have a dedicated irrigation meter installed, or whose pool manufacturer recommends against the use of a fire hydrant to fill such pool, such residential users may be eligible for an adjustment to their bill no more than once in any twelve (12) month period for water used for such purposes. Such an adjustment will be based on the documented volume of water required to fill the private, residential pool. The residential user will be charged the irrigation rate for the volume of water used to fill the private, residential pool without the application of the sewer commodity charge, and the standard water rates and the applicable sewer commodity charge for the remaining volume of water provided to that residential user. Acceptable documentation of the volume used to fill a private, residential pool shall be determined in the sole discretion of the Department of Watershed Management, Director of Operations. Such residential users control the rate of flow into the pool and the County shall not

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be liable in any way for damage to any pool filled in this fashion. Any and all such damage to the residential user's property shall be their personal responsibility. A one-time adjustment will also be available to those residential users who filled private, residential pools in 2016 and were charged both the water and sewer commodity charges for water used for such purpose.

b. Hand Watering of a Private Garden

Residents requesting access to water a private garden through use of an installed sprinkler or irrigation system will not be required to apply to or be admitted to this program. Such residential users have the option to install an irrigation meter on the line serving their installed sprinkler or irrigation system. If an irrigation meter is installed in accordance with DeKalb County requirements, the residential user will be charged the irrigation rate on all water flowing through such irrigation meter without application of the sewer commodity charge while being charged the standard water rates and the applicable sewer commodity charge for the remaining volume of water supplied to that residential user.

For those residential users who hand water a private garden and do not have an irrigation meter installed, such residential users may be eligible for an adjustment to their bill no more than three (3) times in any twelve (12) month period for water used for such purposes provided that the water line serving their property is equipped with a smart meter that is integrated into DWM's AMI system. Such an adjustment will be based on the documented volume of water required to hand water the private garden and shall be capped at no more than one-hundred (100) gallons per adjustment. The residential user will be charged the irrigation rate for the volume of water used to hand water the private garden, without the application of the sewer commodity charge, and the standard water rates and the applicable sewer commodity charge for the remaining volume of water provided to that residential user. Acceptable documentation of the volume used for hand watering shall be determined in the sole discretion of the Department of Watershed Management, Director of Operations (or designee).

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DeKalbCountyga.gov
wastewaterretainage@dekalbcountyga.gov

Watershed Management
Planning and Development
178 Sams Street
Decatur, GA 30030

Exhibit B – Fire Hydrant Meter Rental Application Agreement (Attached)

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DEKALB COUNTY DEPARTMENT OF WATERSHED MANAGEMENT

FIRE HYDRANT METER RENTAL APPLICATION AGREEMENT

On this the _____ day of _____, 20__, this agreement between DeKalb County Department of Watershed (DWM) and _____ (Renter) is entered into for the following fire hydrant meter:

Meter Serial Number _____:

Whereas, Renter desires that the referenced fire hydrant meter be made available for the sole purpose of obtaining water service from available DeKalb County Department of Watershed fire hydrants.

In consideration of the mutual agreement and promises contained herein, Renter agrees as follows:

Initial each line item below.

1. ____ Renters shall under no circumstances transport water out of the County limits for any reason.
2. ____ The Renter shall be responsible for said meter and damages thereto, considering normal use. Upon completion of the work, or as otherwise provided in this Agreement, the Renter shall promptly notify and return the hydrant meter to the County in good condition, ordinary wear and tear excepted.
3. ☐ The Renter shall be responsible for payment of all fees accumulated, including but not limited to the monthly rental fee, until the meter is returned to the DWM offices and rental agreement terminated.
4. ____ If the meter is lost, stolen, or otherwise not returned, the Renter shall be responsible for the cost of the lost/stolen equipment plus the monthly surcharge.
5. ____ Short-Term Fire Hydrant Meter Renters are defined as three days or less, and must return the meter within seven days for auditing measures.
6. ____ Long-Term Fire Hydrant Meter Renters must return the meter within 365 calendar days from the date it is rented for calibration and auditing measures.
7. ____ The Renter agrees that the rates and fees in effect at the time of meter return shall be used to calculate amount due from water consumption.
8. ☐ A deposit of \$600.00 is required at the time of rental. Long-Term Rentals security deposit will be processed the day of rental. Short-Term Rentals will be held if returned within three (3) business days.
9. ____ Renters shall be charged a usage fee of \$8.08 per 1,000 gallons of water.
10. ____ Renters will be charged a monthly surcharge of \$28.00.
11. ____ A charge of \$40.00 will be deducted for un-returned or lost keys.
12. ____ For long-term rentals, the initial security deposit will be held until the meter is returned. Upon return, all applicable rates and fees will be calculated and deducted from the deposit.



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13. ☐ For short-term rentals (3 days or less), the deposit check will be held by the Utility Customer Operations Division. If the meter has not been returned within 3 days, the check will be deposited and applied to the account on the fourth day.
14. ☐ The fire hydrant meter rental fees and instructions are available on the DWM website at [Special Programs | DeKalb County, GA](#)
15. ☐ A licensed Renter shall provide the License # and Expiration Date: .
16. ☐ A licensed Renter will be permitted to pick-up the meter at 1580 Roadhaven Drive after completing the application online or at 4572 Memorial Drive.
17. ☐ A non-licensed Renter will not be permitted to pick-up the meter at 1580 Roadhaven Drive but representatives at 4572 Memorial Drive
18. will schedule delivery and installation within 1-3 business days.
19. ☐ Department of Watershed staff will install and uninstall the fire hydrant meter for all short-term and long-term rentals.
20. ☐ Meters may be rented only for the duration of the work. If the project for which the meter was rented takes more than a year, the Renter shall return the meter to the County at the end of each year. If the Renter has complied with all the requirements of this agreement, a new meter may be rented upon payment of all applicable fees.
21. ☐ The Renter is required to turn the meter readings in no later than the 7th of the month as billing is completed. The Renter can email or submit form in-person (including picture) with meter reading form. Violation of this agreement will result in Department of Watershed removing the meter and charging the renter for consumption.
22. ☐ Improper operation of fire hydrants can cause severe damage to the County's water system and surrounding property. By renting and using a hydrant meter, the Renter agrees to fully compensate the County and any other party for all damages arising from or related to the Renter's use of the hydrant meter.
23. ☐ Renters shall operate the Fire Hydrants and hydrant meters properly, including but not limited to the following:
 - a. Fire Hydrants must be opened and closed slowly to prevent water system damage.
 - b. Fire Hydrants may be operated only with a properly sized specialty hydrant wrench.
 - c. The Renter shall use an air gap or certified back-flow prevention device at all time.
24. ☐ Renters shall not install, remove the meter from the hydrant on which it was originally installed. Only County personnel may install, remove or relocate hydrant meters unless the Renter is a licensed Contractor.
25. ☐ If the location address does not have a fire hydrant at the location address, the Renter will need to have a hose long enough to receive the water
26. ☐ The County may discontinue use of the County water and recall hydrant meters at any time if water supplies are low.



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27. ☐ If there is a problem attaching your hose or fitting to the meter please return to or call our office for assistance. DO NOT under any circumstance take water from a hydrant without the use of this meter. This is illegal and the customer will be charged for all water and sewer fees that apply as well as possible prosecution (County Water Ordinance Sec 25-50.8). Customers on a master meter must have prior permission from Watershed Management to remove Sanitary Sewer charges from their account and shall pay all sewer charges if a hydrant meter is not used.



DEKALB COUNTY DEPARTMENT OF WATERSHED MANAGEMENT

FIRE HYDRANT METER RENTAL USE APPLICATION

Renter Information			
Name:		Company Name:	
Email:	License #:	Phone:	
Company/Billing address:			
City:	State:	ZIP Code:	
Long Term Rental ☐	Short Term Rental ☐	Duration of Rental:	
Location address:			
City:	State:	ZIP Code:	
Phone:	Alternate Contact Phone Number:		
Email:	Deposit Payment Type: Check ☐ Credit/Debit ☐		
Meter Information			
Date of Rental:			
Date of Return:			
Meter Number:		Key/Adapter ☐	Description)
Meter Reading Out:	Meter Reading Return:		
Renter Account Information			
Customer Account Number:			
Account Creation Date:			
Location Number:			
Signature			
I authorize the verification of the information provided on this form. I have received a copy of this application.			
Signature of applicant:			Date:
Signature of co-applicant:			Date:

SEND

Exhibit C - Example Calculation of Credits

PRIVATE RESIDENTIAL POOLS

Example: Swimming pool requires 30,000 gallons to fill. 1,000 gallons = 1 unit.

Cost with no credits:

30,000 gallons / 1,000 gallons per unit = 30 units

Current rate for Sewer (\$11.34*) + Water (\$3.08*) = \$14.42* per unit

30 units X \$14.42* per unit = \$432.60

Cost with credits:

30,000 gallons / 1,000 gallons per unit = 30 units

Current rate for Irrigation (\$8.08*) per 1000 gallons

30 units X \$8.08* per unit = \$242.40

Savings: \$432.60 – \$242.40 = \$190.20

HAND WATER PRIVATE GARDEN

Example: Hand water private garden, up to 300 gallons per year. 1,000 gallons = 1 unit.

Cost with no credits:

300 gallons / 1000 gallons per unit = 0.3 units

0.3 units X \$14.42* (see above – cost of sewer plus water rate for one unit) = \$4.33

Cost with credits:

300 gallons / 1000 per unit = 0.3 units

0.3 X \$8.08* (see above –irrigation rate for one unit) = \$2.43

Savings: \$4.33 - \$2.43 = \$1.90

* Rates are current as of April 2017, however they are subject to change. Please visit <https://www.dekalbcountyga.gov/watershed-management/rates-and-fees> for the most up to date rates.

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