

# PEARLINGTON WATER & SEWER DISTRICT

## PROCEDURE PACKAGE

### Procedure:

#### **Preliminary actions required prior to authorizing installations for New Service (Where no previous service or easement existed)**

- ❖ **Step 1. Customer** comes into office to request services where no previous service existed. The following documentation shall be required from the customer.
  - Proof of ownership of the property (copy of deed on record)
  - Physical mailing address
  - Copy of current valid Driver's License or State Issued Photo I.D.
  - Survey description (site description showing permanent placement of home and requested location of Step Tank)
  - Visible marker should be placed on the property to indicate the exact desired location for the Step Tank)
  - Income Survey Form (only if applying for low income assistance) provided by Pearlington Water & Sewer District must be notarized and returned
  
- ❖ **Step 2. P.W.S.D. Technician** does initial survey to determine level of effort required to provide service and if contractor and/or engineer need to be engaged. Engineer should only be required in no infrastructure exists to provide service. Contractor will be required to install water meters and tap into main water lines, transport, install, and connect Step Tanks including electrical connection and connect to the main water sewer collection pipes.
  
- ❖ **Step 3. Contractor and/or Engineer**, if required, will develop and provide initial cost estimate to P.W.S.D. The survey description is provided by the contractor and/or engineer. Any deviation from the requested location of the services is to be coordinated with P.W.S.D. and denoted on the site description showing required easement and permanent placement of the Step Tank.
  
- ❖ **Step 4. P.W.S.D.** submits the following forms to the requestor for completion and return:
  - Water and Sewer Usage Agreement (denoting required fees and/or deposits)
  - Exclusive Utilities Easement, Right of Way, Rights and Privileges in favor of the Pearlington Water & Sewer District of Hancock County, MS (must be signed and notarized separately for all owners of the property)
  - Copy of Site Description if modified from what was originally submitted by the requestor.
  
- ❖ **Step 5. Customer** signs and returns documents to P.W.S.D.
  - Signed Water and Sewer User Agreement with requested fees and/or deposit.
  - Exclusive Utilities Easement, Right of Way, Rights and Privileges in favor of the Pearlington Water and Sewer District of Hancock County, MS (must be signed and notarized separately for all owners of the property)
  - Signed and notarized Income Survey form (only if applying for low income assistance)
  - Copy of Site Description if modified from what was originally submitted
  - Proof that electric service is available (see "note 1" at end of document)

- ❖ **Step 6. P.W.S.D.**
  - Provides customer with receipt for fees and/or deposit, copies of signed documents for the customer to use in applying for the building permit.
  - Delivers signed Exclusive Easement and associated documents to the P.W.S.D. attorney to be recorded
- ❖ **Step 7. Customer** provides P.W.S.D. with copy of approved building permit
- ❖ **Step 8. P.W.S.D.** schedules installation with the contractor. Customer is notified of scheduled installation date. P.W.S.D. will coordinate between the contractor and customer to keep the customer informed of any changes to the schedule.
- ❖ **Step 9. Contractor and P.W.S.D.** test to verify systems are installed properly before the Contractor submits invoice to P.W.S.D. for payment.

**The following procedure was adopted on 13, October, 2011**

**Note 1.** The S.T.E.P. system consists of the following components:

**One-** 1,000 gallon (bottom of tank to bottom of 4 inch inlet pipe), tested leak tight, baffled, concrete tank provided with two, 24 inch diameter riser pipes (one used for servicing of pump, one used to remove solids from bottom of tank).

**One-** Single Phase, 110 volt, 1 horsepower. Semi-positive displacement pump mounted inside the concrete tank within a screened basket.

**One-** Control panel with alarm light, horn, and stand-by generator plug. Control panel must be mounted in view of the tank (electric code).

**Owner** must furnish a dedicated, 110 volt circuit with 15 amp breaker for the pump control panel power supply and is responsible for the power usage.

Account Number \_\_\_\_\_  
Previous User \_\_\_\_\_  
Application Date \_\_\_\_\_

Pearlington Water and Sewer District  
5265 Highway 604  
P.O. Box 130  
Pearlington, MS 39572

## **Water and Sewer Users Agreement**

I, \_\_\_\_\_, Here by make application to Pearlington Water and Sewer District,  
(hereinafter called the Utility) for water and sewer services to me, I agree:

- 1. To install and maintain at my expense all necessary lines, electrical connections, plumbing, and fixtures to enable the property owned by me to be connected to the Utility's water and sewer services (Under the conditions of HUD Regulations which provided funding for water and sewer system, persons of low or moderate income that apply for services within 36 months of completion must be provided with installation free, if CDBG funds are available to install services). I will be responsible for the cost of electric service at no charge to the Utility to operate the sewer step tank system.
- 2. To pay all monthly charges beginning with the first complete billing cycle after service has been established at the Utility's water and sewer mains on my property. I understand that regardless of whether or not I have installed the necessary service line or have consumed any water; I will still be required to pay the necessary monthly minimum established by the Utility. I further understand that if I do not receive a statement of current monthly charges it is my responsibility to contact the Utility during the normal business hours to arrange payment and the fact I have not received a billing statement does not waive my responsibility to pay those charges or any late assessments or service charges that result for my failure to remit the proper payment when it is due.
- 3. To use the services in accordance with the rules and regulations established in the Utility's Regulations and Ordinances which includes prohibiting me from connecting or allowing the connection of other residential dwellings or businesses to my service.
- 4. To properly notify the Utility when I change mailing addresses, if I relinquish control of my property or for any other reason to request that service to my property be terminated.
- 5. To grant the Utility right of entry in, over, under, and around my property with the right to erect, construct, install, and lay, and thereafter use, operate, inspect, repair, maintain, replace, and remove water pipeline, sewer lines, step tank and appurtenant facilities together with the right to utilize adjoining lands belonging to me for the purpose to ingress to and egress from the Utility's easement. This also includes the right of the Utility to inspect your private well to insure that it is properly disconnected from the Utility's service.
- 6. Special requirements for sewer service. (SEE BROCHURE TITLED: USE OF THE PUBLIC SEWERS)

I have received a copy of the brochure. \_\_\_\_\_

(Initial)

### **Protections from Damage:**

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which is part of the fire hydrants, water and sewage works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct or malicious mischief. All commercial users shall be required to install a grease tape to be approved by the Utility.

### **The Utility Agrees:**

- 1. To make every effort to provide continuous service to me. I understand that at times due to equipment or power failures, water main breaks, weather related damage, and other unpreventable circumstances that the supply of water to my property may be interrupted. I understand that a guarantee of an uninterrupted supply of

water cannot be granted by any utility including Pearlington Water and Sewer District and that if my residence or business requires continuous supply, then it is my responsibility to install at my expense the necessary equipment to provide an alternate water supply. I further understand that I am required by law to notify the Utility of my intention to connect an alternate supply and that the Utility is required by law to inspect the supply to ensure that I have included the required backflow devices to prevent possible contamination to the Utility's water distribution system.

- 2. To charge me each month the established minimum charge plus applicable rates according to the actual flow usage registered on the Utility's water meter and recorded monthly by the Utility. I understand that at times inclement weather may prevent the reading of the water meter on my property and that the Utility may use an estimate charge based upon my historical consumption and that such estimations are provided by law but restricted by the fact that actual readings must be recorded the month preceding and the month following the estimation and that I must be notified that the charges are based upon usage estimates. I also understand that it is my responsibility to provide proof of reading error or payment error to the Utility in order for an adjustment to be considered.
- 3. To notify me of any changes in rates, policies, or amendments to the Ordinance of the Utility.

(Print or Type) Utility Copy of Users Agreement			
Office Use Only			
Amount Received:	\$	Property Owner:	
Retainable Charges:	\$	Renter:	
Other Charges Refundable Deposit:	\$	Mailing Address:	
Date Funds Deposited:	/ /	Service Address(E-911):	
Received By: <i>(Initial)</i>		City/State/Zip:	
Taxable or Tax Exempt:		Phone (Home)/(Work):	/
Applicable Rate Table:		Drivers License#/State:	/

**Reconnect Fee** (Non-Refundable Labor Costs for Unlocking Existing Meter Base to reestablish service) \$ 50.00

**Security Deposit** (Refundable deposit-only required when service reestablished due to non-payment of bill) \$100.00

## SEWER AND/OR WATER SERVICE LOW INCOME ELIGIBILITY APPLICATION

(Effective 03/01/2012)

This low income eligibility application form is completed and submitted by the undersigned property owner occupant to the Pearlington Water and Sewer District for the purpose of determining eligibility for receiving a sewer and/or water service line, or both if applicable, to my residence. I understand that the Pearlington Water and Sewer District will advise me if I am eligible for Community Development Block Grant funds to pay for this sewer and/or water connection.

How many people live in your house? \_\_\_\_\_

- 1. If there is only one (1) person living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$29,000.00?
- 2. If there are two (2) people living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$33,150.00?
- 3. If there are three (3) people living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$37,300.00?
- 4. If there are four (4) people living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$41,450.00?
- 5. If there are five (5) people living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$44,750.00?
- 6. If there are six (6) people living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$48,100.00?
- 7. If there are seven (7) people living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$51,400.00?
- 8. If there are eight (8) people living in your house, is the total annual household income above \_\_\_ or below \_\_\_ \$54,700.00?

Do you own \_\_\_ or Rent \_\_\_ the property? Does your house have a bathroom? Yes \_\_\_ No \_\_\_

Resident providing information: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Home Phone: \_\_\_\_\_, Alternate Phone: \_\_\_\_\_

The Undersigned property owner/s certifies that all information is given for the purpose of determining eligibility for a sewer and/or water service.

***The undersigned applicant/s having been duly sworn under oath, does swear and affirm that the above information regarding my income is true and correct and under penalty of perjury, affirm the contents of this application***

Date Form Completed \_\_\_\_\_, Signature \_\_\_\_\_

**STATE OF MISSISSIPPI  
COUNTY OF HANCOCK**

PERSONALLY CAME AND APPEARED before me, the undersigned authority in and for the aforesaid County and State, \_\_\_\_\_, who acknowledged that he signed and delivered the foregoing instrument of writing on the day and year therein mentioned.

GIVEN under my hand and seal of office, this the \_\_\_ day of \_\_\_\_\_, 20 \_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission expires: \_\_\_\_\_

(NOTARY SEAL REQUIRED)

PERSONALLY CAME AND APPEARED before me, the undersigned authority in and for the aforesaid County and State, \_\_\_\_\_, who acknowledged that he signed and delivered the foregoing instrument of writing on the day and year therein mentioned.

GIVEN under my hand and seal of office, this the \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission expires: \_\_\_\_\_

*(NOTARY SEAL RWQUIRED)*

### **GRANTEE/GRANTOR Address/Phone Information sheet**

**GRANTEE(S) Address & Phone Number**

**Grantor(s) Address & Phone Number**

Grantee's Name:

Pearlington Water & Sewer District of  
Hancock County Mississippi

\_\_\_\_\_

Physical Address

5265 Highway 604

\_\_\_\_\_

Mailing Address if different

P.O. Box 130  
Pearlington, MS 39572

\_\_\_\_\_

Phone (Home/work)

Phone  
Office: 228-533-0037

\_\_\_\_\_/\_\_\_\_\_

# Easement Donation Waiver

Date: \_\_\_\_\_

It is my understanding that I may elect to 1.) Have the required easement appraised and receive Fair Market Value, or 2.) Elect to donate the easement required to install a step tank and associated equipment, including connection of line from the step tank to the main collection line, for the purpose of providing sewer collection services to my property.

I elect to donate the easement required to install a step tank and associated equipment, including connection of line from the step tank to the main collection line, for the purpose of providing sewer collection services to my property.

Parcel Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Printed)*

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTARY:** \_\_\_\_\_