



**City of Phoenix
Water Services Department**

**Policy and Procedures for Wastewater Collection System
Planned Capacity Allocation for New Developments**

Purpose

To provide the City of Phoenix Water Services Department (WSD) policy and procedures for Planned Capacity Allocation in the wastewater collection system for new developments. "Planned Capacity Allocation" is defined in this policy as the planning, allocating and tracking wastewater capacity for new developments in its wastewater collection system model during the earlier planning stages of the developments.

The goal is for the WSD to be able to plan and track capacity in the system so that 1) developers who construct master planned infrastructure in the beginning phases of a planned community development project have a reasonable assurance that sewer capacity will still be available in the infrastructure they construct in the later phases of the project and 2) projects that receive preliminary site plan approval have a reasonable assurance that sewer capacity will still be available at the time of construction.

Planned Capacity Allocation is not a legal commitment nor a guarantee that wastewater capacity will be available at any time. Planned Capacity Allocation indicates that the City is aware of a proposed project and has included the project in the City's estimate of Planned Capacity Allocation. However, there are factors outside the control of WSD which could change the Planned Capacity Allocation, including but not limited to system failures and new environmental requirements.

Background

Capacity in the City's downstream wastewater collection system for a new development must be verified before the wastewater collection system for the development can be permitted for construction. The wastewater collection system consists of gravity sewers, sewage lift stations, and force mains. Some developments will connect their on-site collections systems directly into the existing City wastewater collection system and others will be required to construct small diameter off-site sewers or City Master Planned Wastewater Infrastructure to connect to the existing City wastewater collection system. "City Master Planned Wastewater Infrastructure" is defined in this policy as sewage lift stations and gravity sewer mains greater than 18-inches in diameter that are included in the current City of Phoenix wastewater master plan.

A formal procedure is needed to allocate and track existing wastewater flows and projected flows from proposed developments into its wastewater collection system capacity planning model. Without such a procedure, there is an increasing chance the City may over allocate flows to the wastewater collection system, which could lead to sanitary sewer overflows.

Policy and Procedures

The WSD will provide developers an estimate of the current Planned Capacity Allocation for a new development under the following conditions and procedures:

- A. Planned Community Development (PCD) Master Plan Developments with City Master Planned Wastewater Infrastructure:

1. If a PCD Master Plan development has City Master Planned Wastewater Infrastructure requirements, then the wastewater capacity will be planned into the wastewater collection system capacity planning model according to the following process:
 - a. If capacity is projected to be currently available, the projected wastewater flow from the PCD will be planned into the wastewater model when the PCD Wastewater Master Plan is approved. WSD will provide the developer an estimate of Planned Capacity Allocation. The Planned Capacity Allocation is limited to the City Master Planned Wastewater Infrastructure constructed by the developer.
 - b. Within one year of the date of approval of the PCD Wastewater Master Plan, the developer will be required to submit acceptable City Master Planned Wastewater Infrastructure construction plans for review. If plans are not submitted within this period, the Planned Capacity Allocation from the PCD will be removed from the wastewater collection system capacity planning model and the developer will have to reapply for a Planned Capacity Allocation at another date.
 - c. Within three years of the date of approval of the Wastewater Master Plan (the date the master plan is signed by the Planning Director), a preliminary site plan approval for one or more phases of the PCD must be obtained by the developer. If no preliminary site plan is approved, the projected wastewater flows from the PCD will be removed from the Planned Capacity Allocation and the developer will have to reapply for a Planned Capacity Allocation at another date.
 - d. The DSD will consult with the WSD regarding available sewer system capacity before approving a new extension, variance, or other changes to any preliminary site plan approval. If a preliminary site plan approval expires, and no other related valid site plans within the master plan exist, the Planned Capacity Allocation will be removed from the capacity planning model. In effect, a PCD shall always have an active preliminary site plan working or a final site plan that demonstrates continual progress.

B. All Other Developments:

1. A developer's registered professional engineer shall submit a design report showing the projected wastewater flows generated from the proposed site plan development. The projected flows shall be calculated using the WSD design standards.
2. If capacity is projected to be currently available, the projected wastewater flows will be planned into the wastewater collection system capacity planning model when the proposed site planned development receives preliminary site plan approval.
3. The DSD will consult with the WSD before granting a permitted extension, variance or other related changes. If the site plan's preliminary site plan approval

expires, the Planned Capacity Allocation for the site plan development will be removed from the wastewater collection system capacity planning. The developer will have to reapply for a planned capacity allocation at another date.

C. Granting and Expiration of Planned Capacity Allocation:

1. Estimates of Planned Capacity Allocation or "will serve" letters for sewer service will only be provided under the provisions of this policy.
2. Planned Capacity Allocations will be issued on a first come first serve basis and will be granted in the order of submittal, for PCD master plans and preliminary site plans, based on log-in date and time.
3. Once a Planned Capacity Allocation has expired, the project must proceed through the full review process and will be treated as a new request for an estimated Planned Capacity Allocation
4. The developer is responsible for knowing the expiration date of the preliminary site plan. As a courtesy, DSD will notify the developer of the approaching expiration date of preliminary site plan by letter which includes the expiration date of the planned wastewater capacity. A copy of the notification letter will be forwarded to WSD. Failure to provide a courtesy notification does not relieve the developer of their responsibility to meet their expiration date.
5. The developer is responsible for knowing the expiration date of the Wastewater Master Plan milestones described in paragraph A.1.b and A.1.c. As a courtesy, WSD will notify the developer of the approaching expiration date of the PCD Wastewater Master Plan milestones described in paragraph A.1.b and A.1.c by letter, which includes the expiration date of the Planned Capacity Allocation. The Developer may submit a request for extension for WSD to review. The request shall provide ample justification for the extension of time.



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