



HARFORD COUNTY, MARYLAND  
DEPARTMENT OF PUBLIC WORKS  
DIVISION OF WATER AND SEWER  
(410) 638-3300

**APPLICATION FOR COMMERCIAL WATER/SEWER  
AND FIRE SERVICE CONNECTION TO  
COUNTY SYSTEM**

Address of Service: \_\_\_\_\_

Development Name/Business Name: \_\_\_\_\_

**FOR COUNTY USE ONLY**

Date Rec'd: \_\_\_\_\_

Application No.: \_\_\_\_\_

Developer Code: \_\_\_\_\_

Water Contract #: \_\_\_\_\_

Sewer Contract #: \_\_\_\_\_

- ❖ **Please contact the Water and Sewer Permitting staff to schedule the pre-application meeting at 410-638-3300.**
- ❖ **For Commercial Service Application processing questions, please call 410-638-3300, request to speak with the Water and Sewer Permitting staff.**
- ❖ **This application shall be submitted to the Division of Water and Sewer at 3334 Abingdon Road, Abingdon Maryland 21009. If any part of this application is incomplete, the County will return the entire package to the Applicant.**

**Please print all of the information required on this form.**

Checklist for information to be submitted with this Application:

- Copy of Site Plan letter approved by Harford County Department of Planning and Zoning if applicable to this project.
- One (1) set plumbing drawings with all interior and exterior fixtures, including any and all specialized water-using equipment, clearly shown with a fixture count legend. If this is a spec building, future use is known, and there are no plumbing plans at this time, please provide a letter stating this.
- Detailed drawings of fire service including pipes, valves, private hydrants, tanks, sprinklers with calculations to support information provided on fire flow information page and fire pump manufacturer pump curves or other fixtures (minimum scale of 1" = 20'), including maximum gpm. **Fire flow information to be signed and sealed by a professional engineer licensed in the State of Maryland.**
- One (1) set of on-site water and sewer drawings including meter room plan and section with the overall dimensions of the meter room and meter setting detail (if applicable) (minimum scale of 1" = 20').
- Completed Fixture Count form.
- Completed Pretreatment Division Industrial Discharge Survey Questionnaire form.
- Completed Inside Meter License Agreement Application and supporting documents. (if applicable) or easement documents for outside meter vault.

## **PROPERTY AND SERVICE INFORMATION**

Address of Property to be Served:

Tax Map: \_\_\_\_\_

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

Lot: \_\_\_\_\_

Type of Construction: (select one from below)

New

Retrofit/Addition

Hazardous Classification: \_\_\_\_\_

## **BUSINESS INFORMATION**

Name of Business to Reside at Site of this Application: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **PROPERTY OWNER INFORMATION**

Name of Property Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **ENGINEER/ARCHITECT INFORMATION**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **PLUMBER/CONTRACTOR INFORMATION (Complete this information if known)**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **DOMESTIC WATER SERVICE REQUESTED**

Is There an Existing Water Service?

Yes      Size of Existing Water Service Line: \_\_\_\_\_  
 No      Size of Proposed Domestic Service Line: \_\_\_\_\_

Estimated Average Day Flow Rate: \_\_\_\_\_ gpm

Estimated Peak Demand Flow Rate: \_\_\_\_\_ gpm

**Meter Setting Location (choose one)**

Applicant may indicate preference below, however County reserves the right to determine location of the meter setting.

Inside Meter (Inside Meter License Agreement is required)  
 Outside Meter in Vault (vaults for meters 1-1/2" and larger require a Utility Easement)

## **IRRIGATION SYSTEM (Please provide irrigation equipment specifications for review with this form)**

Estimated Normal Operating Flow Rate: \_\_\_\_\_ gpm

No. of Zones: \_\_\_\_\_ Max No. Heads per Zone: \_\_\_\_\_ Flow per Head: \_\_\_\_\_ gpm

No. of Zones that operate simultaneously: \_\_\_\_\_

**Irrigation Meter Setting Location (choose one)**

Applicant may indicate preference below, however County reserves the right to determine location of the meter setting.

Inside Meter (Inside Meter License Agreement is required)

Outside Meter in Vault (vaults for meters 1-1/2" and larger require a Utility Easement)

### TO BE COMPLETED BY COUNTY

**DOMESTIC:**

Size and Type of Domestic Meter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size and Type of Backflow Prevention (if required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IRRIGATION:**

Size and Type of Irrigation Meter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Onsite Utilities Under Plumbing Permit and Joint Inspection (check if required):   
\_\_\_\_\_  
\_\_\_\_\_

**FIRE SERVICE**

• Building: Height \_\_\_\_\_ No. of Floors \_\_\_\_\_ Sprinklered Area \_\_\_\_\_

Is there a Private Fire Pump? (choose one)  Yes  No

• Private Fire Pump: (if applicable) Size/Rated Capacity \_\_\_\_\_ gpm at \_\_\_\_\_ ft. TDH

Maximum Rate \_\_\_\_\_ gpm

• Fire Pump Testing Flow: 150% \_\_\_\_\_ gpm Duration: \_\_\_\_\_ Frequency: \_\_\_\_\_

Supplied By Fire Pump <sup>2</sup>		Not Supplied By Fire Pump <sup>2</sup>	
No. of	Demand	No. of	Demand
• Total Sprinkler System: (if applicable)	_____ gpm	_____	_____ gpm
• Private Fire Hydrants: (if applicable)	_____ gpm (ea.)	_____	_____ gpm (ea.)
• Hose Reels: (if applicable)	_____ gpm (ea.)	_____	_____ gpm (ea.)
• Stand Pipes: (if applicable)	_____ gpm (ea.)	_____	_____ gpm (ea.)

Maximum Fire Flow Requested (peak instantaneous demand): \_\_\_\_\_ gpm <sup>1</sup>

Notes:

1. Used for sizing of the fire metering equipment.
2. Fire Flow Hook-up Charges are based on Rules and Regulations Part 5, page 5-5.

I certify the above reported fire flow information to be accurate,

Name: \_\_\_\_\_

Title: \_\_\_\_\_

P.E. License #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Seal

Fire Meter/Backflow Preventer Location (choose one – if Separate Fire Meter is required)

Applicant may indicate preference below, however County reserves the right to determine location of the meter setting.

Inside Meter (Inside Meter License Agreement is required)

Outside Meter in Vault (vaults for meters 1-1/2" and larger require a Utility Easement)

to be located in it's own vault  to be located in same vault with domestic

TO BE COMPLETED BY COUNTY

Type of Fire Service:  Combined OR  Separate  Open OR  Closed

Size and Type of Fire Meter: \_\_\_\_\_

Size and Type of Backflow Prevention: \_\_\_\_\_

## SEWER SERVICE

Is There an Existing Sewer Service?

Yes      Size of Existing Sewer Service Line: \_\_\_\_\_

No      Size of Proposed Sewer Service Line: \_\_\_\_\_ (6" service size minimum)

Estimated Average Day Sewage Flow: \_\_\_\_\_ gpm

Estimated Peak Sewage Flow (if known): \_\_\_\_\_ gpm

### TO BE COMPLETED BY COUNTY

Industrial Discharge Sampling MH Required

County Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STATE HIGHWAY UTILITY PERMIT

Is a permit required for this work? \_\_\_\_\_

If yes, who will apply?

County (Maintenance)

Applicant's Engineer

## **CONDITIONS AND PROCEDURE FOR APPROVAL and ACCEPTANCE**

1. A pre-application meeting is required for all new connections or a redevelopment of a property with an existing connection. It is the County's intent to have the applicant (or representative) participate in a pre-application meeting with technical staff from the Division of Water and Sewer. Dependent upon the complexity of the project, it may be beneficial to bring a representative from the design team to this meeting. Please contact the Division of Water and Sewer Permitting staff to schedule this meeting by calling at 410-638-3300 or e-mail [wspermits@harfordcountymd.gov](mailto:wspermits@harfordcountymd.gov).
2. The Commercial Service Application (CSA) must be signed by both the Business and the Property Owner (Applicant).
3. The Public Utility Portion of the CSA is defined as the connections from the public water and sewer mains to the property line and any County owned facilities within a County easement within the property including the meter and backflow preventer assembly(s).
4. For the buried Public Utility Portion of the work to be performed under this CSA, the Applicant shall select utility contractors which are pre-approved with the Department of Public Works, Division of Water and Sewer. The Applicant may provide a name of a licensed and bonded utility contractor that is not on the County D-1 and D-2 Approved Utility Contractor list for consideration. For this alternative option, the County will determine if the licensed and bonded utility contractor listed on this CSA meets our minimum qualifications to perform the work under this CSA, approval by the County may not be unreasonably withheld.
5. The Applicant understands and agrees where certain specialty work for the Public Utility Portion as defined below is required under the CSA, a pre-approved sub-contractor will be required. Utility contractors and vendors named on the County's Water and Sewer "Approved Certification for Contractors/Vendors" in the General Rules and Regulations Part 16 shall be utilized to perform certain specialty work on existing or new facilities. Specialty work includes water pressure testing, service tapping, chlorination/de-chlorination, air testing of gravity mains, manhole vacuum testing, coring and sealing of existing manholes, bacteria testing of water mains, etc.
6. The County will review and comment on site drawings, meter room/meter vault details submitted with this CSA. One (1) mark-up will be returned to the Engineer as designated on this CSA. When the drawings are corrected, the Engineer must resubmit to the County four (4) copies of the corrected drawing along with the mark-up. An electronic PDF format is acceptable, in lieu of hard copies.
7. After approval of the CSA, the process for the Public Utility Portion will be as follows:
  - a. Approved Utility Contractor will:
    - Contact Division of Water and Sewer at 410-612-1612, a minimum of forty-eight (48) hours in advance to schedule a Pre-Construction Conference. The utility contractor(s) responsible for work under this CSA shall be in attendance with a copy of approved CSA, site plan and contract drawings.
    - Contact the Division of Water and Sewer at 410-612-1612, a minimum of twenty-four (24) hours prior to starting work to notify the County Inspector.
    - Contact State Highway Administration at 410-321-2840, a minimum of forty-eight (48) hours prior to start of construction for any work involved in a State Highway Right-of-Way.
    - Contact Miss Utility at 800-257-7777, a minimum of forty-eight (48) hours prior to start of construction.
    - Perform all work covered under the approved CSA according to Parts 13, 14, 15 and 16 of the General Rules and Regulations.
  - b. The work shall be accomplished under the inspection of the Division of Water and Sewer.
  - c. County Inspection costs will be billed at the charge in effect at the time the work is performed by each inspector assigned by the County, said costs to be billed to and paid by the Applicant on a monthly basis. By signing this CSA, Applicant agrees to pay for all such inspection charges.
  - d. **NO WORK SHALL COMMENCE PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.**

8. If a meter vault is required it must be installed in an easement dedicated to the County. An easement document must be submitted at the time of CSA. The County reserves the right to determine the location of the meter setting.
9. The Applicant will be required to sign the Certificate of Acceptance agreeing to the terms stated in the Applicant Agreement portion.
  - a. The Applicant will be responsible for a one (1) year maintenance term from the date the Certificate of Acceptance is fully executed. During the maintenance term the Applicant shall be responsible to correct any defective materials and workmanship and reimburse the County for any maintenance work required to the Public Utility Portion during this period.
  - b. The Applicant must grant ownership to the County for the Public Utility Portion constructed under this CSA.
  - c. The County may require a maintenance security in an amount equal to ten percent (10%) of the cost of the Public Utility Portion constructed under this CSA. The maintenance bond shall be for a term of one (1) year from the date the Certificate of Acceptance is fully executed.
10. The Applicant is required to have all fire service fixtures secured and used only in the event of a fire.
11. The Applicant must pay area connection charges, connection charges, surcharges, system development charges, recoupments, assessments, surtaxes, and all other fees, hereinafter referred to as "Hook-up Charges", for the water and sewer service in accordance with the Harford County Code, as amended, and any rules and regulations adopted thereto, at the rates that are in effect at the time the actual physical connection is made.
12. In accordance with County Code 256-12.B, Hook-up Charges must be paid at time of permit application for a shell, foundation, building, alteration, addition, tenant, plumbing, zoning certificate and any other types of permits that require the approval from the County.
13. The Applicant shall contact the Division of Water and Sewer at 410-612-1612 a minimum of seventy-two (72) hours prior to the request for a Certificate of Occupancy.
  - a. If additional plumbing fixtures have been installed since issuance of a building permit, the adjusted water and sewer Hook-up Charges must be paid prior to issuance of Certificate of Occupancy.
  - b. In the event that the actual Hook-up Charges owed are greater than the Hook-up Charges paid at application, the Applicant must pay the difference prior to the issuance of the Certification of Occupancy.
14. In accordance with County Code 256-20.E the Applicant shall provide staff of the Division of Water and Sewer the right to enter the premises of the Business/Property Owner(s) at any reasonable time for the purpose of making such inspections to verify the proper installation of water and sewer connection(s) and appurtenances, assure proper use of service fixtures, to verify actual fixture count values, and to make necessary repairs and maintenance of the County owned facilities.
15. The Applicant shall maintain a clear area around the County owned facilities as well as access to said facilities at all times. Upon advance written notice the County maintains the right to discontinue service for a violation for failing to provide clear access as required in accordance with County Code 256-20.E.
16. The Applicant agree(s) to obtain approval from the County for any modifications made at any time pertaining to the approved CSA and site plan.
17. County Code 256-59 strictly prohibits the discharge of infiltration (groundwater) or inflow (storm water) into the sewer system. The County Code provides the County the authority to issue civil fines for any person(s) who discharges or allows such prohibited discharges.
18. The Applicant agree(s) that the County shall not be considered, in any manner, an insurer of the serviced property or persons and shall hold harmless the County from any and all claims for damages for any alleged injury to property or person by reason of fire, water, failure to supply water or pressure or for any other related matter arising from the providing of the applied for services.

## **BILLING INFORMATION**

The charges for County staff time in the review and approval of this CSA including, but not limited to, inspections are to be borne by the responsible party at the billing address noted below. Signature of the responsible party at the billing address authorizes the County to bill these costs.

Please complete the following:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Title \_\_\_\_\_

(Print Name): \_\_\_\_\_

## **SIGNATURES (both signatures are required)**

By signing this CSA, I/We certify that the information provided is correct, and I/We accept the terms and conditions contained in this CSA.

Business Owner (Applicant): \_\_\_\_\_

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

Property Owner (Applicant): \_\_\_\_\_  
*(If different from Business Owner)*

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

**REVIEWED FOR APPROVAL**

**WATER AND SEWER MAINTENANCE**

By signing this CSA to the best of our knowledge, the Maintenance staff has reviewed the current plans and drawings, made a field inspection of existing W&S facilities and that this CSA is in compliance with the County W&S Rules and Regulations and further that the inspection and construction will adhere to the current Standard Specifications, Standard Details and Approved Materials List. The Maintenance staff has determined that the Utility Contractor listed on this CSA meets the minimum qualifications required to perform the work under this CSA (if applicable).

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ASSISTANT SUPERINTENDENT METERS & TECHNICAL SUPPORT

DATE

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CHIEF, W&S FACILITIES

DATE

**WATER AND WASTEWATER OPERATIONS (IF APPLICABLE)**

By signing this CSA to the best of my knowledge, the Industrial Pretreatment Inspector has reviewed and approved the completed Industrial Discharge Survey and CSA for an Industrial Wastewater Discharge Permit. The Industrial Wastewater Discharge Permit issued will contain any requirements to discharge non-domestic wastewater to the sanitary sewer.

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INDUSTRIAL PRE-TREATMENT

DATE

**WATER AND SEWER ENGINEERING**

By signing this CSA to the best of my knowledge, the Engineering staff has reviewed the CSA and design drawings for technical adequacy per Harford County Rules & Regulations.

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W&S ENGINEERING

DATE

**WATER AND SEWER ADMINISTRATION**

By signing this CSA to the best of our knowledge, the Administration staff has verified that all reviews and processes have been completed per Harford County Rules & Regulations and have received the original signed Inside Meter License Agreement from the property owner and tenant (if applicable). Approval of this CSA is not an approval of a building permit. Building permit approval may require the payment of Hook-up Charges in accordance with the County Code.

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W&S ADMINISTRATION REVIEW

DATE

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W&S PERMITS SUPERVISOR

DATE