



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

- ☐ WATER ONLY
☐ SEWER ONLY
☐ WATER AND SEWER
☐ ON-SITE COUNTY SYSTEM
(See Appendix)

FOR COUNTY USE ONLY

Application No.: _____

Master Plan Category: _____

**APPLICATION FOR RESIDENTIAL WATER/SEWER
SERVICE CONNECTION TO COUNTY SYSTEM**

❖ [For Residential Service Application processing questions, please call 410-638-3300, request to speak with Water and Sewer Permitting staff or e-mail wspermits@harfordcountymd.gov.](mailto:wspermits@harfordcountymd.gov)

PROPERTY TO BE SERVED INFORMATION

Address: _____

Tax Map No. _____ Parcel No. _____ Lot No. _____ Tax ID No. _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

CONTACT PERSON FOR PROPERTY OWNER

Name: _____

(Please Print)

Phone Number: _____ Email: _____

UTILITY CONTRACTOR INFORMATION

Company Name: _____

Mailing Address: _____

Contact Person: _____

(Please Print)

Phone Number: _____ Email: _____

PLUMBER INFORMATION

Company Name: _____

Mailing Address: _____

Contact Person: _____

(Please Print)

Phone Number: _____ Email: _____

ELECTRICIAN INFORMATION FOR INSTALLATION OF PUMP CONTROL PANEL (IF APPLICABLE)

Company Name: _____

Mailing Address: _____

Contact Person: _____
(Please Print)

Phone Number: _____ Email: _____

SERVICE INFORMATION

1. Is There an Existing Water Service?

☐ Yes Size of Existing Water Service Line: _____

☐ No Size of Proposed Water Service Line: _____

☐ Increase Size of Proposed Water Service Line: _____

2. Does the house require or have a fire sprinkler system? ☐ Yes ☐ No

3. Proposed Size of Water Meter: _____

4. Is There an Existing Sewer Service?

☐ Yes Size of Existing Sewer Service Line: _____

☐ No Size of Proposed Sewer Service Line: _____ (6" service size minimum)

5. Does this residence have a basement? ☐ Yes ☐ No

6. The grades for the sewer connection to be constructed under this Application have been verified, and the proposed sewer connection is correct for this property. Verified By: _____

(Signature of Plumber)

TO BE COMPLETED BY COUNTY

Does This Property Require a COHSS? ☐ Yes ☐ No

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. This Residential Service Application (RSA) must be signed by the Property Owner (Applicant).
2. A copy of the applicable construction drawing(s) indicating the desired location of the proposed water and sewer connection(s) must be submitted with this RSA.
3. Your private plumber must confirm that the grades for the sewer connection have been verified, and that the sewer connection constructed under this RSA is technically correct for this property and its use. This verification is made by way of the plumber's signature on the Service Information section of this RSA.
4. The Public Utility Portion of the RSA 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).
5. For the buried Public Utility Portion of the work to be performed under this RSA, the Applicant has an option to hire a licensed and bonded utility contractor or the County to install the water and sewer Public Utility Portion. Select this option under the Utility Contractor Information section of this RSA.
 - At the request of the Applicant the County will prepare an Engineer's Estimate for the cost of the service(s) installation. If the County is selected to install the service(s) the Applicant must agree to pay for the estimated costs of construction, Hook-up Charges and meter fees (if applicable) prior to the County installing the service(s). However, the County will not install Innovative and Alternative Sewer Systems (Low Pressure, Step Systems, Grinder Pumps, Effluent Pumps, etc.) a.k.a. County Owned Home Sewer Systems (COHSS) or perform work in the State Right of Way.
 - The Applicant shall select a utility contractor which is pre-approved with the Department of Public Works, Division of Water and Sewer. However, 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 the RSA meets our minimum qualifications to perform the work under this RSA, approval by the County may not be unreasonably withheld.
6. The Applicant understands and agrees where certain specialty work for the Public Utility Portion as defined below is required under the RSA, 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.
7. The County will review and approve the application, when all information provided for the connection(s) is found to be acceptable.
8. After approval of the RSA, the process for the Public Utility Portion will be as follows:
 - If an Approved Utility Contractor is constructing the Public Utility Portion:
 - **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 RSA shall be in attendance with a copy of approved RSA 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 RSA according to Parts 13, 14, 15 and 16 of the General Rules and Regulations.
 - The work must be accomplished under the inspection of the Division of Water and Sewer.
 - County inspection costs will be billed at the charge in effect at the time of work 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 RSA, Applicant agrees to pay for all such inspection charges.
 - **NO WORK SHALL COMMENCE PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.**
- If the County is constructing the Public Utility Portion:
 - An Engineer's Estimate will be provided to the Applicant prior to performing the work.
 - The total amount of the Engineering Estimate must be paid in full. The County will provide the Applicant with a cost breakdown of the actual cost. In the event that the actual cost of the work exceeds the amount of the paid Engineering Estimate, the Applicant must pay the difference prior to the issuance of a plumbing connection/service connection permit and agrees by signing this Application. If the actual cost of the work is less than the amount of the paid Engineering Estimate, the County will reimburse the difference in the amount paid by the Applicant within forty-five (45) days of the date of installation.
 - All other Hook-Up Charges must be paid according to sections 10 and 11 below.
9. The Applicant will be required to sign the Certificate of Acceptance agreeing to the terms stated in the Applicant Agreement portion.
- 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.
 - The Applicant must grant ownership to the County for the Public Utility Portion constructed under this RSA.
 - 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 RSA. 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 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.
11. In accordance with County Code 256-12.B, Hookup Charges must be paid in full prior to the Division of Water and Sewer approving permits for a building, alteration, addition, plumbing and any other types of permits that require the approval from the County.
12. 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 Certification of Occupancy Permit (if applicable). This notification will prompt the post connection inspections by the Division of Water and Sewer. This inspection includes but is not limited to the inspection of the Public Utility Portion after the plumber has completed their work under a plumbing connection/service connection permit.
- In the event that the actual connection charge owed is greater than the fee paid at application, Applicant must pay the difference prior to the issuance of the Certification of Occupancy.

13. Please be aware that whenever water pressure from the public main is insufficient to provide flow pressures at fixture outlets as required by the plumbing code, a booster pump and pressure tank or other approved means shall be installed on the building water supply system. If a booster pump and pressure tank is required, this equipment will be the Applicants responsibility to install and maintain, please consult with your homebuilder and plumber.
14. 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.
15. 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 RSA 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: _____

Address: _____

Phone Number: _____ Email: _____

Signature of Responsible Party

(Print Name): _____

SIGNATURES

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

OWNER (Applicant)

DATE

OWNER (Applicant)

DATE

REVIEWED FOR APPROVAL

WATER AND SEWER MAINTENANCE

By signing this RSA 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 RSA 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 RSA meets the minimum qualifications required to perform the work under this RSA (if applicable)

ASSISTANT SUPERINTENDENT METERS & TECHNICAL SUPPORT

DATE

CHIEF, W&S FACILITIES

DATE

WATER AND WASTEWATER OPERATIONS (COHSS)

By signing this RSA to the best of our knowledge, the Operations staff has reviewed design drawings and verified that all processes have been completed for the technical review of the County Owned Home Sewer System (COHSS).

ASSISTANT SUPERINTENDENT – PUMP STATIONS

DATE

CHIEF, W&S OPERATIONS

DATE

WATER AND SEWER ENGINEERING

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

W&S ENGINEERING

DATE

ENGINEERING: IS AN EASEMENT REQUIRED? ☐ YES ☐ NO

WATER AND SEWER ADMINISTRATION

By signing this RSA to the best of our knowledge, the Administration staff has verified that all reviews and processes have been completed per Harford County Rules & Regulations. Approval of this RSA 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.

W&S ADMINISTRATION REVIEW

DATE

W&S PERMITS SUPERVISOR

DATE

CHIEF, W&S ADMINISTRATION AND ENGINEERING

DATE