

 <p style="text-align: center;">ADMINISTRATIVE PROCEDURE</p>	AP 4-5
	Category: Finance
TITLE: <i>Wastewater Quantity Adjustment</i>	Department: <i>Finance</i>
	Approved: September 4, 2019

A. Purpose

To provide for the application, review, approval, implementation and the administration of Wastewater Quantity Adjustment as provided for in Section 25-120 of the City Code.

B. Application Requirements

Any commercial customer requesting wastewater quantity adjustment will complete and submit the Wastewater Quantity Adjustment Application form, the application fee and, if necessary, the Miscellaneous Building Permit Application to the Finance Department, City of Peoria, 8401 W. Monroe Street, Peoria, AZ 85345.

If any portion of the Wastewater Quantity Adjustment Application form or Miscellaneous Building Permit Application is incomplete and/or accompanied by an incorrect fee, the application will be rejected. The City will provide the applicant with a written notice rejecting the application within 15 days receipt of the Wastewater Quantity Adjustment Application form.

C. Review Process

Depending on the complexity of the proposed metering process as described in the application, the Review Process may take up to 120 days unless otherwise extended. If the application is denied for failure to meet any of the requirements set forth below, the City will provide notice of denial to the applicant.

In reviewing a request pursuant to City Code Section 25-120, the City's consideration of the application will include, but is not limited to, the following required information provided by the applicant:

1. Acknowledgment of its authority to represent the property;
2. Metering process of measuring the quantity of wastewater that does flow into the City's wastewater system;
3. Ability to use the City's required water meters that are specified and configured to be read by the City's AMR system;
4. Acknowledgement and agreement that all modifications to plumbing associated with affixing the City's specified water meters for the purpose of

- measuring the quantity of wastewater that does flow into the City's wastewater system shall be performed by a licensed plumber;
5. Commitment to accommodate the City's required testing of the water meters twice each year by a third-party vendor, selected by the City;
 6. Acknowledgment that the applicant shall implement a bypass system that will allow the affixed meters to be removed from the equipment that divert water away from the City's wastewater system which shall be equipped with backup water meters, tested per the City's requirement which do not interrupt the metering process. Description and drawings of the bypass system shall be included;
 7. Data for thirty-six (36) months prior to submission of the application demonstrating measurability of the wastewater flows into City's wastewater system.
 8. Evidence that the annual estimated savings from the wastewater quantity adjustment, based on the 36-months of data provided exceeds the City's annual administration costs;
 9. Willingness to pay any and all costs associated with the testing requirements, administration fees and purchase of the specified meters involved in the wastewater quantity adjustment process;
 10. Detailed plans and reports prepared, certified and signed by a professional engineer, showing and verifying the mechanical reliability of the metering process.

D. Agreement

If all considerations and requirements evaluated during the Review Process are met to the satisfaction of the City, the City and the applicant may enter into a Wastewater Quantity Adjustment Agreement.

The applicant must execute the Wastewater Quantity Adjustment Agreement within 30 days of receipt unless an extension of time for good cause is granted by the City.

APPROVED:

/S/

Jeff Tyne, City Manager

APPROVED AS TO FORM:

/S/

Vanessa P. Hickman, City Attorney