

MEMORANDUM TO THE INDUSTRY

TO: All Builders, Developers, Engineers, Site Contractors, and Distributors Engaging in the Installation of Loudoun Water's Systems

FROM: Huy Tran, P.E., LEED AP_(BD+C), Program Manager, Developer Relations

DATE: October 7, 2024

SUBJECT: Loudoun Water 2025-2027 Rates, Charges, and other Fees update, 2024 EDM Implementation

2025, 2026, 2027 Rates, Availability Charges and other Fees

Loudoun Water's Board will determine the rates, charges, and fees for the upcoming 3-year cycle of 2025, 2026, and 2027. Information will be available through BoardDocs and a public hearing will be held in advance of the effective date. The following are proposed to be revised:

- User Rates for Water, Sanitary Sewer, and Reclaimed Water
- Availability Charges
- Plan Review (base and per linear foot) fees
- Inspection (minimum replaced with a base charge plus linear feet) fees
- Closed Circuit TV (base and per linear feet) fees
- Record Drawing (base and per linear feet) fees
- Updated percentages applied for plan review and inspections for non-linear projects
- Update Connection Charge to become a Meter Charge
- Numerous other miscellaneous fees and charges

Loudoun Water's Board is anticipated to follow this schedule for implementation:

- October 10, 2024 - Adopt a resolution of intent to revise rates, charges, fees
- November 14, 2024 – Public hearing for proposed rates
- December 12, 2024 – Adopt final Rate Resolution
- January 1, 2025 – New rates become effective



Engineering Design Manual (EDM) 2024 Implementation

The EDM was last updated in 2013 and 2016. The 2024 edition updates many Loudoun Water processes already in place, as well as the standard details with a goal of providing greater clarity. Loudoun Water has been in the process of updating the EDM since January 2023. Loudoun Water collaborated with NVBIA/NAOIP through multiple sub-committee group meetings earlier this year throughout January and February and has responded to comments and requested clarifications. The EDM was submitted to the Virginia Department of Health (VDH) for their review and approval. VDH has approved the proposed edits and the EDM was presented to the Loudoun Water's CIP Committee on September 26th.

The Loudoun Water Engineering Design Manual (EDM) October 2024 version will go into effect on **October 28, 2024** and will be available online on Loudoun Water's website beginning October 7th at: <https://www.loudounwater.org/engineering-design-manual>.

According to Loudoun Water's policies, all projects that have not passed Beneficial Use Inspection must meet current requirements and standards. To best transition and implement the updated version of the EDM, projects will classify into the following situations:

1. Projects that have already passed its Beneficial Use Inspection before October 28, 2024 – no updates or action is necessary.
2. Projects under construction but have not passed its Beneficial Use Inspection prior to October 28, 2024 - construction plans will not be required to be re-submitted (exclusively for the updated EDM). If a plan RAP (Revision After Permit) is submitted, the plan may need to update the Loudoun Water's standard details in addition to the proposed construction modification. Loudoun Water will evaluate each project on a case-by-case basis to determine where the project(s) is in construction and what the best course of action for implementation of updated standards, if any.
3. Projects that have not been issued a Loudoun Water construction permit prior to October 28, 2024 - construction plans will be required to be updated.

If there are any questions, please reach out to your assigned LD review engineer to discuss your specific project.

Land Development Process Updates

Effective October 1, 2024 the following Land Development processes went into effect:

- The UER submission form has been updated to provide a more efficient process for submitting plans. All files will be uploaded into the Sharefile link as opposed to uploading through the webform. The applicant will need to email a request for the link per instructions on the website and form.
- The Construction Permit Package Submission Form has been updated to provide a more efficient process for submitting construction permit files. All files will be uploaded into the Sharefile link as opposed to uploading through the webform. The applicant will need to email a request for the link per the instructions on the website and form.

- The Engineering Inquiry/Pre-Design website and forms have been updated to streamline the request topics/information. In addition, Loudoun Water now requires the applicant to submit all LUP-IPPs (Land-Use Permits) requests through the Engineering Inquiry Form and provide the completed LUP-IPP form with the request. See website for details.
- Predevelopment agreement - Loudoun Water's requirement is to have all projects have their onsite easements recorded prior to construction permit issuance. All projects that do not have its onsite easements recorded at the time of construction permit request will need to request a deferral of the onsite easements. If the deferral of the onsite easements is granted, a pre-development agreement will be sent and is required to be executed prior to the construction permit being issued. Once the onsite easements are recorded, the pre-development agreement will be superseded and voided.
- Large meter inspection process
 - Loudoun Water's Field Services team will be performing an additional inspection of all meter vaults, indoor meter applications, wastewater and reclaimed water meter applications prior to meter delivery. This inspection will focus on vault components and meter piping/configurations ensuring the specific meter applications meet approved plan submittals along with Loudoun Water Engineering Design Manual, and Approved Materials requirements. These inspections are to be coordinated through the assigned Loudoun Water Inspector.
 - All outdoor meter vaults (water, wastewater, reclaimed) shall be approved by Loudoun Water prior to beneficial use being approved.
 - Indoor meter applications will not hold up beneficial use approval, however final completion will be held until the internal meter configuration is approved and ready for a meter.
 - Failing to complete the inspection and/or the identified problems will result in a delay of meter release.
- Reminder about end of year process updates – Review timelines UER submission review timelines that fall the last week of the year and the first week of the new year will be extended by two weeks to accommodate end of year system updates.

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