

SHERWOOD FOREST WATER COMPANY

POLICIES AND PROCEDURES FOR THE REVIEW OF LANDSCAPING, CONSTRUCTION, SEPTIC SYSTEMS, AND OTHER COMPONENTS

June, 2007

Dear Members:

In the past several years it has become increasingly time consuming for the Water Co. to review construction details. It is essential for the Water Company to be involved in the review and approval of any construction, landscaping, irrigation system, septic work, underground or above ground components within the Forest to assure the integrity of the water system.

In order to better serve all members of Sherwood Forest, the Water Company Board has established policies and procedures for an individual's improvements as they pertain to the water system.

The following is a summary of the Water Company services and fees related to the review and approval process.

A. Landscaping

This includes irrigation systems, bulkheads, plants, gazebos, seating arrangements, ponds, rock structures, gravel or pavers for driveways, walkways, or the placement of non-porous paving such as concrete or macadam.

The homeowner or their representative is required to call the Water Company prior to the development of a plan or drawing. The Water Company will mark the water lines, if necessary, within 48 hours to assure there are no conflicts between the landscaping and the water lines.

The Water Company should subsequently receive a plan or drawing from the resident notifying the Water Company of the work to be accomplished. The plan should describe the type of work, the area of the work and the materials to be used.

There is no charge for this initial marking of lines and review. A fee of \$35 will be charged for each revision submitted.

Irrigation systems plan should include the location of an outside shut off valve (in case of emergencies) and the description of the back-flow prevention device to be installed.

We suggest no large trees or shrubs be planted on the water lines. Landscaping cannot block access to our valves.

The Water Company always tries to respect the homeowner's property, but cannot be responsible for damage to landscaping or structures that need to be removed to repair a water line.

B. Replacement or Installation of Underground Components

The homeowner or their representative is required to call the Water Company, giving 48 hours notice, to mark the water lines before the engineer begins his drawings. This is to make sure there are no conflicts between the anticipated plan and the water lines. There will be no charge for this preliminary marking.

The Water Company will review the plan, inspect the surveyor's staked-out sites, meet with the engineer and monitor installation of components. The plan should describe each underground component (i.e., septic tank, pump pit, drywell, backup drywell, propane tank, gas lines, geothermal wells, etc.). These items should be staked for review.

The charge for this service is \$50 per component. If the original plan is revised, there will be an additional \$75 charge for each revised plan.

If the surveyor's stakes have been removed, the location must be re-staked prior to digging. This will allow the Water Company to verify the area with the approved plans.

In the event that a water line must be relocated to achieve a lawful distance between the component and water lines, the homeowner will be responsible for the costs associated with relocating the water line.

C. Replacement or Installation of Above ground Components

Above ground components include, but are not limited to, propane tanks, generators or HVAC units.

The homeowner or their representative is required to call the Water Company prior to the development of a plan or drawing. The Water Company will mark the water lines within 48 hours to assure there are no conflicts between the plan and the water lines.

The Water Company should subsequently receive a plan or drawing from the resident notifying the Water Company of the work to be accomplished. The plan should describe the type of work, the area of the work and the materials to be used. These components should be staked for review.

There is no charge for the initial marking of lines and review. A fee of \$35 will be charged for each revision submitted.

We recommend that these items not be placed on the water lines, for maintenance purposes. No unit will be allowed to be placed on our Main Lines.

D. Service Lines and Valve Boxes

The Water Company's responsibility ends at our service valve for the property. If the Water Company is requested and agrees to make repairs or replace your service line after our valve, reimbursement of costs will be required.

We ask that the valve boxes and/or concrete markers, which are the property of the Water Company, not be covered, blocked, painted, or hidden (with gravel or plants). If an emergency arises, the Water Company needs immediate access to these valves. Any damage to the property of the Water Company caused by the homeowner or their representative must be reimbursed by the homeowner.

Work without Prior Notification

The homeowner will be assessed \$100, and any of the other applicable fees described above, in the event work commences without prior notification to the Water Company. This is to assure a lawful distance from water lines and protect the health and safety of the water supply to the whole community.

**REMEMBER
CALL BEFORE
YOU DIG**

Sherwood Forest Water Co.
410-841-6300

Miss Utility
1-800-257-7777

Water Company Fees for Services:

A. Landscaping

No initial charge
\$35 for each plan revision

B. Replacement or Installation of Underground Components

\$50 per component.
\$75 for each plan revision

C. Replacement or Installation of Above ground Components

No initial charge
\$35 for each plan revision

D. Repairs or New Services Lines

Cost responsibility of homeowner