

PLANNING AND DEVELOPMENT SECTION ENGINEERING DIVISION

Metropolitan Sewerage District
of Buncombe County, NC
Post Office Box 8969
Asheville, NC 28814

Telephone: (828) 254-9646

Fax: (828) 251-4788

**The Following Persons Can Be Reached by Dialing the Numbers Listed
Above:**

**Allocations Coordinator
Private Development Project Manager (Plan Review)
Private Development Project Manager (Right of Way)
Connections Coordinator**

PLANNING AND DEVELOPMENT SECTION

The District's Planning and Development Section processes over 1,000 sewer applications and over 250 allocation requests per year. We also process over 100 sewer extension applications per year as well. These application requests are currently processed by a staff of six (6) in the Planning and Development Section. We will also issue the Non-Discharge Permits from this office.

Every engineer, developer, and contractor should obtain the District's Sewer Extension Procedures Manual for guidance and reference. This manual outlines step-by-step the process for sewer line projects. These manuals can be obtained at the Mull Building located in the Riverside Business Park (formerly the Burlington Industry) at 2028 Riverside Drive, at the cost of \$25.00. The coordinator of the Planning and Development Section is **Mike Butler**. He will be the contact person for any questions concerning plan review or connections to the sewer system. Mike can be reached at the following numbers: Office: 254-9646 and Fax: 251-4788.

Starting the sewer approval process requires obtaining an Allocation Approval from **Tom Peters**. This approval verifies the system has been checked making sure the receiving line has the capacity to transport your proposed discharge. This allocation approval process is required for **ALL** connections to the system, except for single family dwellings. Tom can be reached at: Office: 254-9646 or Fax: 251-4788.

Projects involving sewer extensions proceed to the next step which is Plan Review. **Mike Stamey** will review the plans you are required to submit for developer constructed sewer systems and municipal annexation sewer systems. The plans will be reviewed to ensure District standards are met and conform to current state statutes. Please make sure the requested information on the check list is complete. Complete requested information will expedite the plan review process. Please be advised that plans received incomplete will be returned for revisions or submittal of additional information. **Mike Stamey's** numbers are: Office: 254-9646 or Fax: 251-4788.

Developer Constructed Sewer System easement concerns are addressed as part of the plan review process. The easement information requested on the check list must be included on your submitted plans. This information is reviewed to ensure sewer lines are not constructed on private property, and to confirm the new sewer line can be properly maintained after construction is complete. **Susan Presley** will review your easement information. You may contact **Susan** at: Office: 254-9646 or Fax: 251-4788.

Municipal Annexation Sewer System easement concerns are addressed as part of the plan review process. The easement information requested on the check list must be included on your submitted plans. This information is reviewed to ensure application of District standards, and to confirm the new sewer line can be properly maintained after construction is complete. **Angel Banks** will review your easement information. You may contact **Angel** at: Office: 254-9646 or Fax: 232-5537.

Once the plan review is completed and approved, a Non-Discharge permit will be issued. Mike Stamey and Dan Cook will conduct a pre-construction meeting. **Dan Cook** will be the inspector for the project. **Dan** can be reached at: Office: 254-9646. Final inspection of sewer improvements is to be coordinated with MSD and the date and time of this inspection is to be scheduled at least one (1) week in advance with Mike Stamey.

TIPS TO EXPEDITE YOUR REQUEST

- Complete your allocation request form early. This form can be completed when the project is under consideration. You will obtain information on sewer line locations which will be helpful in your planning process.
- When submitting plans for review, make sure that you include all requested information on the first submittal. Revisions and re-submittal will only delay the review process.
- The contact person for your project should be able to answer all questions concerning plan review and rights-of-way. Please include name, address, and telephone number(s) for the contact person.
- When submitting your plans to MSD for review, be sure to include your completed "Non-Discharge Permit" application.

Remember, construction cannot begin until the plans are approved by the District and the Non-Discharge Permit is issued. State statutes prohibit beginning construction on any sewer project without the Non-Discharge Permit. State statutes also prohibit discharging into a sewer system before that system has been approved by a North Carolina Licensed Professional Engineer.

If you need a sewer service connection to our sewer system or sewer approval for obtaining your building permit, please contact **Kay Farlow** or **Cecelia Cardascio** at: Office: 254-9646 or Fax: 251-4788. Most applications are field verified to confirm that there is a sewer line you can connect to, and to advise you of any concerns needing to be addressed such as: any properties your service line might have to cross, locating of any existing sewer lines on your subject property, and determining if a pump system might be required. This field verification process is usually completed within one (1) working day, unless extensive locating is required. Existing sewer taps on projects which we have plans for are approved when the sewer service application is submitted.

Sewer taps are not automatically installed when your fees are accepted. You will need to contact **Barry Cook** or **Wallace Foster** at MSD System Services to schedule the installation of your tap. This procedure assures that the sewer tap will be installed in the exact location that you require. Please call and schedule your installation at least five (5) working days before you actually need your tap. State statutes require a 48 hour notice for utility locating to occur prior to MSD's tap installation. **Barry Cook** and **Wallace Foster** can be reached at: Office: 255-0061 or Fax: 251-9040.

These procedures concerning plan review and sewer connections are in place to guarantee all customers in the District have a competent and safe sewer system, and to ensure the standards comply with state statutes.

PLANNING AND DEVELOPMENT TEAM

Mike Butler	Planning & Development Coordinator
Kay Farlow	Connections
Cecelia Cardascio	Connections
Tom Peters	Allocations
Susan Presley	Plan Review
Mike Stamey	Plan Review
Dan Cook	Inspector
Stan Boyd	Manager of Engineering Services

To contact a member of Planning and Development, please dial 254-9646. The person you request may be assisting another customer or doing field verification. If so, your call will be connected to their voice mail. Leaving your name, phone number and a brief message will ensure your call is returned as soon as possible. You also have the option to dial zero (0) at any time for additional assistance. There will be instances when the requested person will be away from the office. These persons can be reached by radio if immediate response is needed.

NON-DISCHARGE PERMIT

Non-discharge permits for sanitary sewer collection facilities will be required before construction may commence on any project.

Local Permit Program:

Effective **March 9, 2000**, the Metropolitan Sewerage District of Buncombe County, (MSD), has been granted approval to become a delegated authority to establish and administer a local permit program. This program will allow issuance of permits for public gravity sewer extensions within the District's boundaries. These permits will now be issued by MSD staff in lieu of the appropriate NC DENR/DWQ agency.

MSD delegation authority will apply to issuance of a permit for the construction and operation of new gravity sewer lines, and also to modifications to proposed or existing gravity sewer lines within the District's boundaries. MSD would also issue permits in the areas we are already providing sewer service.

This action was approved by the Environmental Management Commission on **March 9, 2000**.

Areas Where MSD Cannot Issue Permit:

The areas where MSD will *not* be allowed to issue permits:

- Pump Stations and Force Mains
- Low Pressure Sewer
- Treatment Plants Sewage
- Private Systems

Reporting:

The District will be responsible for reporting the following:

Raleigh DWQ DENR:

- Quarterly report listing permit number, project name and flow allocation for projects permitted sent to NC DWQ

Asheville DENR:

- Monthly report listing project name and permit number for projects permitted and sent to DENR.

PUBLIC OR PRIVATE?

1. WHAT IS A PRIVATE SEWER SYSTEM?

A private sewer system is a system which is not maintained by the District. Private sewer systems are usually maintained by individuals, firms, corporations, homeowners' associations or other such entities. The private system will be constructed on one property and serve that property only.

2. WHAT IS A PUBLIC SEWER SYSTEM?

A public sewer system is a system that is owned and operated by the District. The public system shall be constructed to MSD standards. The system shall be constructed within public rights-of-way or easements owned by the District. Any system that transverses more than one property or serves more than one property must be a public system.

3. EXCEPTIONS

MSD may require that a private system be constructed as a public system if the system can be extended to serve properties located upstream. This situation will only occur if construction of a private system has the potential to block a drainage area from having future sewer service available.

A sewer system could consist of a section of private sewer and public sewer. The part of the system that is off-site and crosses property or is in the road right-of-way will be public and the part that is on one property and serves that property only will be private.

MSD may require that the size of the system be increased to accommodate the anticipated flow from the drainage area above the project. MSD will pay the cost of the upgrade. A scale of payment is available at MSD Engineering.

A private system may be constructed that transverse properties if the property is served by sewer and the private sewer system serves one property only.

EXCEPTIONS will be determined during plan review.