

## STEPS TO HOOK UP TO PUBLIC WATER

1. Obtain the proper Water and Sewerage Plan Classification for the water service connection (§III.A). Note: Town of New Market and the property owner will initiate changes to the classification to W-4 or lower. In order to be considered with the next group of reclassifications you must file a request with the Town (form enclosed). There are three due dates each year to submit your re-classification request to the town for approval. They are: March 1, July 1, and November 1. Questions may be addressed to the Town office at (301) 865.5544. Their office hours are 8am — 3:30pm (Monday to Thursday) and 9:30 am — 3:30pm (Friday).

Note: If your property is documented by the Health Department to be required to connect to public water due to health concerns, the Town staff will initiate the application on behalf of the property owner. *[If you have been notified by the Health Department that you are required to hook up to public water, please contact town office at 301.865.5544]* Connection to the system, however, may occur prior to formal approval of the reclassification request.

2. A formal allocation of a water tap from the Town of New Market. The Town Council votes to approve the water reclassification and the allocation of a water tap. The Town Council will vote on your application during the respective March, July, or November meeting. This meeting is held the 2<sup>nd</sup> Thursday of the month at 7:00 p.m. at Town Hall, 39 W. Main Street. You are welcome to attend, however, this is not required. After approval by the Town Council, your request will be forwarded to the Frederick County Department of Planning. They will then submit your application to the Board of County Commissioners (BoCC).
3. Approval of a water tap by the Board of County Commissioners. A hearing will be scheduled about 2-4 months after your application is received. Once the BoCC gives their approval, they will forward your approved reclassification to the Maryland Department of the Environment (MDE). When you receive notification from the MDE (approximately 1-2 months) you can then proceed with the water connection. Connection to the public system cannot take place until the BoCC & MDE have approved the reclassification and water tap. The entire process takes about 6-7 months.
4. Payment of capacity fee must be made before issuance of a building or plumbing permit (§XI.1IB). The capacity fees are paid at *Utilities and Solid Waste Management Division of Frederick County, 4520 Metropolitan Court, Frederick, Maryland.* Make check(s) payable to the *Treasurer of Frederick County.* Residential water capacity fees are currently \$5,160 per dwelling unit for residential, \$516 per fixture unit for commercial properties, plus the cost of the water meter (\$255). **[NOTE: These fees are subject to change. Please contact Brenda Teach at [bteach@fredco-md.net](mailto:bteach@fredco-md.net) or 301.600.1130 to confirm the current capacity fees. Sewer fees (if required) are \$7,202 for residential, and \$720.20 per fixture unit for commercial. Any type of loan for capacity fees must be discussed with the county.**
5. Property owners will pay the prevailing residential meter and drop in fee (currently \$240 for 3/4", \$255 for 1") to the County as part of the permit process when the property is connected to the water system. For non-residential properties, meter size will be determined by water demand per AWWA M22.

6. Application for the appropriate permit is made at Permits and Inspection, 30 North Market Street, Frederick. Business hours are Monday – Friday from 8:00 a.m. to 4:00 p.m. Please note that permit application must be made prior to 3:30 p.m. When you pay your capacity fees to DUSWM they will give you a permit number. You will need to give this number to your plumber before he applies for the utility permit at Permits & Inspections (P&I).
- a. **How to Apply:** Applications for plumbing permits are taken at P&I (301.600.2313). The applicant for a plumbing permit must be a licensed plumber. Only licensed master plumbers may install water or sewer lines from the main line to the structure.
  - b. Permits & Inspections will review the permit application and plans for compliance with the Frederick County Plumbing Code.
  - c. **Processing Time:** Plumbing permits are usually issued within a time frame of one to two days from the day the application is made and the fee is paid. Applications are required to be in P&I before the plumbing work is started.
  - d. **Permit Fees:** \$170.00 starting July 1, 2009 (This fee is subject to change.)
  - e. **If applicable** – Obtain “Public Right-of-Way Restoration Permit” from the Town of New Market. You may access the permit application at the following link:  
<http://townofnewmarket.org/government/forms>.
7. Per paragraph 7 of the WSAA — *“No buildings shall connect to the public water system until all existing private wells have been disconnected from the building plumbing. There will be no exceptions to this requirement.”* Please contact the Health Department at 301.600.1726 regarding the procedures and requirements for the disconnection and abandonment of the private well.

*NOTE: According to the Health Department, wells can be abandoned and sealed by either a licensed well driller or by the property owner under the supervision of the local Health Department. Licensed well drillers have the equipment and the training to abandon water wells. They are also required to submit an abandonment report to the Health Department after the well has been abandoned.*

*The property owner and or his agent (contractor, plumber) can abandon and seal water wells under the supervision of the local Health Department. A minimum of 24 hours of advanced notice is required by the Health Department to schedule the appointment.*

*You may also have the option of keeping your well for yard purposes and hooking it up to a hose bib. For that option you will need to write a letter to David Gatrell at the Health Department for a special exception. For more information on this option, please contact the Health Department at 301.600.1726.*