



EMERALD LAKE VILLAGE DISTRICT DORMANT CURB STOPS RULES AND REGULATIONS

If a property is found to have a dormant curb stop, the property owner has a choice on its billing status.

As related to this rule: A dormant curb stop shall mean that there is **no** physical connection to any type of water service connection line on the property (i.e., residence of any type or water spigot).

If a curb stop has any level of service connection hooked up, then the full water system user fee shall remain in place.

All rates and fees are at a fixed rate as established each year by the Emerald Lake Village District (ELVD) Board of Commissioners to cover budget expenses for the ELVD water system until the district is established on residential water metering.

A property with a dormant curb stop will have two options:

1. Keep the curb stop in place and be responsible for an annual rate of 50% of the current calendar year's water rate as established by the ELVD Board of Commissioners. This rate shall take effect as of the next water commitment billing cycle after an effective date is established by the ELVD Board of Commissioners. All other past due fees are still owed at the same values as previously established.
2. Request and be approved for a disconnection from the ELVD water system as outlined in the rules below.

If a property is identified and listed on a current water commitment list and is dormant, the current property owner may request via application to have their curb stop disconnected from the district's water supply system for an established fee. See Emerald Lake Village District's "**Water Fees, Rates, and Fines**" (section 11) for the cost of disconnection.


The following steps shall take place:

- The application shall be completed in advance of any district action being taken.
- The property owner must acknowledge and sign the application indicating they are requesting the curb stop be disconnected from the district's water system and that any future connections must go through the application process again from the start as if it were a new connection request. All fees and applicable rules would apply as if a new connection.

- The established disconnect fee, as stated in the “**Water Fees, Rates, and Fines Schedule**” (section 11), shall be paid in full in advance for the disconnection process to occur.
- The curb stop in question shall be verified as dormant prior to application approval.
- Any past due water system costs (fees/fines/interest charges) must be paid in full in advance for the process to begin.
 - Past due water user fees will be defined as any amount, plus interest, due prior to any new water commitment issuance to the district residents.
- If a request is made to disconnect and the request is approved, the current billing cycle value **only** will be credited back (abated) to the property owner once the disconnect is completed. Disconnection will only be done by ELVD’s water system operator.
- Once completed, the property listing will be removed from the Water Commitment listing.

This policy was approved on September 22, 2022 to go into effect on October 1, 2022.

Board of Commissioners:

Chairman:  DATE: 10/20/22

Commissioner: *Robbie Kardasinski* DATE: 10-20-22

Commissioner:  DATE: 10/20/22



Emerald Lake Village District (ELVD)
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Tel: 603-464-3128

EMERALD LAKE VILLAGE DISTRICT DORMANT CURB STOP REMOVAL APPLICATION

Date of Application: _____

Address of Property: _____

Tax Map No: _____ Lot No: _____

Name of Owner of Record at Date of Application: _____

Current Address of Owner of Record: _____

Telephone: _____ Email: _____

Designated Representative if Other than Property Owner: _____

Name: _____

Contact Address: _____ Telephone: _____

Note: If the applicant is not the owner of record, proof must be provided with the application proving authority was given to representative to make this request.

The following questions must be answered **yes or no** for any change in dormant curb stop status before being reviewed by the Board for possible change in status.

Circle the appropriate answer.

1. Is the applicant of this request the owner of record? Yes / No
 - 1a. If no, is the documentation authorizing another party to make this request attached to the application. Yes / No
2. Is this a request to physically remove a dormant curb stop from its status as active and physically hooked up to the ELVD water system? Yes / No
3. Is this curb stop physically hooked up to any type of service connection line that supports a residence or yard hydrant? Yes / No
4. Do you understand that if this request is granted, the curb stop will be physically removed from the district's water main distribution system? Yes / No
5. Do you understand that once the curb stop is physically disconnected and removed from the system, any future desire to add a water hookup to the property will require the property owner to apply for a "New Water Hook-up Permit" and to submit all applicable fees in place at the time of the permit submission? Yes / No
6. Do you understand if the curb stop were to remain in place and hooked up to the water system, if determined to be a dormant curb stop, it would be eligible to be charged a dormant curb stop fee and not a full hookup fee until its status were to change to active? Yes / No
7. Do you understand any future water hook-up applications are **not** guaranteed to be granted during the calendar year the request is made? Yes / No
8. There is a removal fee specified in the "**Water Fees, Rates, and Fines Schedule**" (section 11) required to be paid in advance as part of this application to cover the removal costs of this curb stop (excavation and labor). Has this been submitted with the application? Yes / No
9. Do you understand that, if approved, this request will only remove the water bill user fee amount that was due to ELVD from the most recent billing period prior to the date of this application approval date? Yes / No
10. Do you understand that all late fees from prior billing periods and fines/interest/and penalties that are due must be paid in full in advance before this request can be approved. Yes / No
11. Is this request being made of you own choosing. Yes / No

The ELVD Board of Commissioners has the authority to accept or reject this application based on the answers provided above that do not conform to the definition of "Dormant Curb Stop" or if any removal costs, fees, and penalties are not accepted as the responsibility of the property owner/applicant as outlined in the application.

Date application received: _____

Date application reviewed by Board: _____

Is application approved: Yes / No

If no, reason for rejection: _____

Complete with date of disconnect from system once completed: _____

Date property removed from water system listing as active hook up: _____

Applicant:

Signature of applicant: _____ DATE: _____

Board of Commissioners:

Chairman: _____ DATE: _____

Commissioner: _____ DATE: _____

Commissioner: _____ DATE: _____