



Charlotte County
Utilities
Policies and Procedures

Number: 5.001
Date Issued: January 2, 2008
Revision Date: April 10, 2013

No. of
Pages:
4

Subject: **Water Meter and Water/Sewer Lines Policy**

Approval by: Terri Couture, Utilities Director

Signature: *Terri Couture*

General Description

This policy defines the number and type of water meter(s) required for various dwelling unit types and/or land uses as outlined in the Code of Laws and Ordinances, Charlotte County, Part III Land Development and Growth Management, Section 3-9-2 and also defines the location(s) of these water and sewer services.

Meter Definitions

Master: When multiple units of a mobile home park, apartment complex, townhouse, multifamily building or commercial building are served and billed by a compound meter in order to share the cost of the bill among the tenants.

Sub-meter: Private meters used to separately track and bill usage of each unit within a mobile home park, apartment complex, townhouse cluster, multifamily building or commercial building being served by a master meter.

Dwelling Unit, Types:

Single-Family Residence: Each single-family residence shall have its own water meter. Master water meters shall not be allowed for neighborhoods or clusters of single-family residences. Water and/or sewer service line(s) shall not encroach upon adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) shall be the decision of CCU².

Duplex: Each dwelling unit shall have its own water meter. Master water meters shall not be allowed for neighborhoods or clusters of duplexes. Water and/or sewer service line(s) shall not encroach upon adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) shall be the decision of CCU².

Townhouse:¹ Each single-family living unit shall have its own water meter or be served through a master water meter complying with the requirements outlined in footnote one (detailed at end of this Policy). Master water meter installations to serve the multiple units of multi-family (multi-townhouse) building(s) may also include a combination of master water meter(s) and individual water sub-meter(s). The final water meter configuration to be implemented is subject to the approval of CCU. Water and/or sewer service line(s) shall not encroach upon adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) shall be the decision of CCU².

Special Note: CCU encourages the installation of a separate water meter (sub-meter) for each dwelling unit in a multi-family (multi-townhouse) building(s), if at all possible, to avoid additional costs in the future for re-plumbing in the event individual water meter(s) are desired or required due to ownership changes, etc. Studies show that owners/tenants in individually sub-metered units use 5 to 15% less water than owners/tenants with just a master meter.

For additional detached structures which will utilize potable water or reclaimed water and will be connected to the waste disposal system plumbing, a separate meter and water service connection shall be required. This includes detached garages, workshops, guest houses, etc. No two buildings shall share a meter. An exception is made for detached structures that are located on the same recorded platted lot. A separate meter is not required for this arrangement.

Mobile Homes¹: Each mobile home shall have its own water meter or be served through a master water meter complying with the requirements outlined in footnote one (detailed at the end of this Policy). Master water meter installations to serve multiple mobile home dwelling units may also include a combination of master water meter(s) and individual water sub-meter(s). The final water meter configuration to be implemented is subject to the approval of CCU. Water and/or sewer service line(s) shall not encroach upon adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) shall be the decision of CCU².

Special Note: CCU encourages the installation of a separate water meter (sub-meter) for each mobile home dwelling unit, if at all possible, to avoid additional costs in the future for re-plumbing in the event individual water meter(s) are desired or required due to ownership changes, etc. Studies have shown that owners/tenants in individually metered (sub-metered) units use 5 to 15% less water.

For additional detached structures which will utilize potable water or reclaimed water and will be connected to the waste disposal system plumbing, a separate meter and water service connection shall be required. This includes detached garages, workshops, guest houses, etc. No two buildings shall share a meter. An exception is made for detached structures that are located on the same recorded platted lot. A separate meter is not required for this arrangement.

Multiple-Family Building¹: Multiple-family building(s) shall have their own master water meter complying with the requirements outlined in footnote one (detailed at the end of this Policy). Individual water sub-meter(s) for each dwelling unit in a multi-family building are also allowed. Master water meter installations to serve the multiple units of multi-family building(s) may also include a combination of master water meter(s) and individual water sub-meter(s). The final water meter configuration to be implemented is subject to the approval of CCU. Water and/or sewer service line(s) shall not encroach upon adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) shall be the decision of CCU².

Special Note: CCU encourages the installation of a separate water meter (sub-meter) for each dwelling unit in a multiple-family building, if at all possible, to avoid additional costs in the future for re-plumbing in the event individual water meter(s) are desired or required due to ownership changes, etc. Studies have shown that owners/tenants in individually metered (sub-metered) units use 5 to 15% less water than owners/tenants with just a master meter.

For additional detached structures which will utilize potable water or reclaimed water and will be connected to the waste disposal system plumbing, a separate meter and water service connection shall be required. This includes detached garages, workshops, guest houses, etc. No two buildings shall share a meter. An exception is made for detached structures that are located on the same recorded platted lot. A separate meter is not required for this arrangement.

Commercial (all remaining land use types not specifically mentioned above):

Single Story Building¹: Each individually leased/owned space in a single story building shall have its own water meter or be served through a master water meter complying with the requirements outlined in footnote one (detailed at the end of this Policy). This requirement shall be true for single story building(s) intended to continue under single ownership, those to be sold individually and those to be sold as condominium commercial/office spaces. Master water meter installations to serve the individually lease/owned spaces in single story commercial building(s) may also include a combination of master water meter(s) and individual water sub-meter(s). The final water meter configuration to be implemented is subject to the approval of CCU. Any changes in use from the originally approved engineering plans, separation of individual leased/owned space into two or more additional spaces, conversion from lease to condominium and any similar event shall be cause for CCU to review the existing agreement(s) and/or water meter configurations and

determine what fee adjustments and/or water meter adjustments are required. Water and/or sewer service line(s) shall not encroach upon adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) shall be the decision of CCU².

Special Note: CCU encourages the installation of a separate water meter (sub-meter) for each individual leased/owned space in a single story building, if at all possible, to avoid additional costs in the future for re-plumbing in the event individual water meter(s) are desired or required due to ownership changes, etc. Studies have shown that owners/tenants in individually metered (sub-metered) units use 5 to 15% less water than owners/tenants with just a master meter.

For additional detached structures which will utilize potable water or reclaimed water and will be connected to the waste disposal system plumbing, a separate meter and water service connection shall be required. This includes detached garages, workshops, guest houses, etc. No two buildings shall share a meter. An exception is made for detached structures that are located on the same recorded platted lot. A separate meter is not required for this arrangement.

Multiple Story Building¹ Multiple story building(s) shall have their own master water meter complying with the requirements outlined in footnote one (detailed at the end of this Policy). Individual water meters for each individually leased/owned space are also allowed. Master water meter installations to serve the individually lease/owned spaces in multiple story commercial building(s) may also include a combination of master water meter(s) and individual water sub-meter(s). The final water meter configuration to be implemented is subject to the approval of CCU. Water and/or sewer service line(s) shall not encroach upon adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) shall be the decision of CCU². This requirement shall be true for multiple story building(s) intended to continue under single ownership, those to be sold individually and those to be sold as condominium commercial/office spaces. Any changes in use from the originally approved engineering plans, separation of individual leased/owned space into two or more additional spaces, conversion from lease to condominium and any similar event shall be cause for CCU to review the existing agreement(s) and/or water meter configurations and determine what fee adjustments and /or water meter adjustments are required.

Special Note: CCU encourages the installation of a separate water meter (sub-meter) for each individual leased/owned space in a multiple story building, if at all possible, to avoid additional costs in the future for re-plumbing in the event individual water meter(s) are desired or required due to ownership changes, etc. Studies have shown that owners/tenants in individually metered (sub-metered) units use 5 to 15% less water than owners/tenants with just a master meter.

Commercial Other:

Guard houses, swimming pools, cabanas, and other similar facilities requiring utilities shall be considered as a separate space and shall require individual water meter(s). If a "Commercial Other" is not included with a commercial development, the rules for Commercial Developments to establish service(s) apply. Water and/or sewer service line(s) shall not cross or encroach on adjacent privately owned parcels/lots regardless of ownership. The final location of the water and/or sewer service line(s) is the decision of CCU².

1. Footnote One (1)

Approval of a master water meter from Charlotte County Utilities is contingent upon:

- Any changes in use from the originally approved engineering plans, separation of individual leased/owned space into two or more additional spaces, conversion from lease to condominium and any similar event shall be cause for CCU to review the existing agreement(s) and/or water meter configurations and determine what fee adjustments and/or water meter adjustments are required
- The system must meet CCU specifications
- A copy of the organizations' bylaws must be submitted which details the water meter program to be used, how individual properties will be allocated water usage, who is doing

- the billing, how individual properties will be billed, who is responsible for payment, etc. and these bylaws must meet with CCU's approval
- Any additional expense to convert the original water meter system to another water meter system, including bringing the system up to CCU's specifications shall be borne totally (100%) by the Owner/Association
 - Signed and sealed Engineering plans must be submitted for original master water meter systems and for any conversions from master water meter systems to individual water sub-meter systems in the future
 - Where master/individual water meter combinations are proposed and thereafter installed, CCU will only be responsible for the infrastructure and assets from the CCU water main to the master water meter located within CCU property and/or CCU easements. Maintenance, meter reading, any and all other associated costs, etc. specific to the additional individual water meters and infrastructure installed from the master water meter to the actual units/spaces served will be the responsibility of the owner or home owner's association

2. Footnote Two (2)

CCU is only responsible for the infrastructure and assets from the CCU water main to the master meter or individual water meter associated with billing data. CCU is not responsible for sub-meters installed by private developers.

Vacant Lots

A meter may be installed at a vacant lot without also requiring sewer service, if sewer service is for the purposes of irrigation or for washing boat or other equipment provided that the wastewater produced does not require treatment in accordance with Florida State Environmental Health guidelines