

## **Appendix B**

### **Standard Forms and Information**



# JACKSON COUNTY UTILITY AUTHORITY

## Directors

Brad Bradford • Ocean Springs  
Wayne Adams • Jackson County  
Jackie Elly • Moss Point  
Bob Stephens • Gautier  
Jim Blevins • Pascagoula  
Doug Shore • Jackson County  
Randy Bosarge • Jackson County

To: Landowners  
From: JCUA  
Re: Water and Wastewater service to individual parcels  
Date: April 1, 2008

If a Landowner is planning to construct a structure(s) on an individual parcel, the Landowner must receive a certification from the Jackson County Utility Authority prior to construction. This certification is to verify the type of water and wastewater services that the Landowner plans to install for the structure is acceptable to the Authority. JCUA will notify the Landowner of possible future wastewater treatment and potable water distribution plans for the Authority, where applicable.

### Certification Process for Jackson County Utility Authority:

1. Landowner shall complete the attached application and submit to JCUA with required information and fee.  
**Note: If property located in Classification "A" below, item 7, on the application, shall be completed by service provider. Owner should request item 7 be completed by the service provider, when form is obtained, to save time.**
2. The Authority will review the application and comment based on the location of the proposed structure. Below are the possible classifications with further instructions:
  - a. Classification A - If the structure is located inside an existing municipality or a utility service provider's certificated area the Authority will approve the Landowner to connect to the existing public water and wastewater services (i.e. sanitary sewer system and domestic potable water system). You, the Landowner, shall receive verification from the utility provider that services are available at your structure and coordinate the connection of these utilities to your structure with municipality or utility district.
  - b. Classification B - If the structure is not located within the service limits of the proposed infrastructure improvements. Under this classification the Authority may approve you, the Landowner, to continue with installation of individual water and wastewater systems. Landowner shall be responsible for obtaining approval for installation of systems with MS Department of Health. Approval shall be submitted to the Authority prior to construction.
  - c. Classification C - If the structure is located within the service limits of the proposed infrastructure improvements of the Authority. In this situation, it will be recommended that the Landowner make provisions for connecting to these future utilities when they become available. The Authority will provide recommendations to reduce the modifications required when these utilities become available to you, the Landowner. It shall be mandatory to connect to these utilities when they become available. Thus, the Authority encourages you, the Landowner to install the recommended systems if you are in this category. Further instruction will be provided by the Authority once determination of location is established. Landowner shall coordinate with MS Department of Health for approved locations of wastewater treatment and potable water supply.
3. Once the Authority has certified the Landowner's plans for water and sewer service the certification is valid for one (1) year from the date of the approval. All required systems must be installed within this time frame.
4. A fee of \$25.00 must be paid to the Jackson County Utility Authority prior to the release of the Certification Letter.
5. Once you receive a certification letter, you have met the requirement of the Authority for construction. This letter must be provided to the local governing agency to receive a building permit.
6. If the Landowner receives correspondence, other than approval, please provide the requested additional information or contact Jackson County Utility Authority for questions.

Note: Approval/Certification from the Authority does not override any approvals or permits required from any other governing agency. All requirements must be met as required by MS Department of Health, Local Planning Department(s), MS Department of Environmental Quality, and other governing agencies. It is the Applicant's responsibility to coordinate approval and installation of the proposed water and wastewater services with the appropriate municipality or service provider.

1225 Jackson Avenue, Pascagoula, Mississippi 39567 • Phone (228) 762-0119 • Fax: (228) 762-3299 • [www.jacksoncountyutilityauthority.com](http://www.jacksoncountyutilityauthority.com)

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# APPLICATION FOR SEWER AND WATER CERTIFICATION

Single Parcel - Landowner

## JACKSON COUNTY UTILITY AUTHORITY

1. Name of Applicant: \_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Address or legal description of proposed structure(s) for which certification is requested:  
(Section, Township, Range, address and/or description with nearest cross roads)  
\_\_\_\_\_  
\_\_\_\_\_
6. Is the location of the proposed structure(s) within a municipality (a city) or a water and/or sewer district? Yes/No (circle one) (If your answer is "NO" go to 8; if your answer is "YES" go to 7.)
7. Do you propose to connect your structure(s) to a public water and/or sewer system?  
**Water:** Yes/No (circle one), **Sewer:** Yes/No (circle one)  
(If your answer is "NO" to either water or sewer, go to No. 8 and complete the required information for the system in which you answered "NO"; if your answer to No. 7 is "YES" to water and/or sewer, get verification from utility provider, then complete all other requirements with the application, sign the application as indicated below, and return the application to the Jackson County Utility Authority.)  
  
Potable Water Provider: \_\_\_\_\_  
Municipality or Utility District  
  
Verification Signature: \_\_\_\_\_  
  
Name and Title: \_\_\_\_\_  
(Please Print)  
  
Sewer Service Provider: \_\_\_\_\_  
Municipality or Utility District  
  
Verification Signature: \_\_\_\_\_  
  
Name and Title: \_\_\_\_\_  
(Please Print)
8. Describe the individual water and/or sewer system you propose to provide for the structure, if you do not intend to connect your structure to a public water and/or sewer system. (Attach to your application any plans, engineering drawings or specifications you have for your proposed individual water and/or sewer system on 8½"x11" or 8½"x14" paper.)
9. If you do not intend to connect your structure to a public water and/or sewer system, then you shall obtain approval from the MS Department of Health for an individual onsite water and/or sewer system, please provide all correspondence with the MS Department of Health.
10. Attach boundary description or plat of parcel and describe approximate location of structure(s) as to the relation to property lines and adjacent roads. (Submit on 8½"x11" or 8½"x14" paper.)

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**\*\* Note: If public utilities are available to the property, then connection will be required. \*\***

UPON COMPLETION OF THIS APPLICATION, SUBMIT THE APPLICATION AND ANY REQUIRED ATTACHMENTS TO THE "JACKSON COUNTY UTILITY AUTHORITY", 1225 JACKSON AVE., PASCAGOULA, MS 39567. A FEE OF \$25.00 MUST BE PAID PRIOR TO THE RELEASE OF THE "CERTIFICATION LETTER." IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION OR THE PROCEDURE, PLEASE CONTACT ALEXANDRIA DIXON, STAFF ENGINEER, AT THE JACKSON COUNTY UTILITY AUTHORITY, 228-762-0119.





# JACKSON COUNTY UTILITY AUTHORITY

## Directors

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Bob Stephens • Gautier  
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Doug Shore • Jackson County  
Randy Bosarge • Jackson County

To: Developers  
From: JCUA  
Re: Water and Wastewater service to Developments  
Date: March 1, 2008

If a Developer is planning to construct a development within Jackson County, the Developer shall receive approval from the Jackson County Utility Authority prior to construction. This approval process begins with completing and submitting the attached "Application for Sewer and Water." This Application is to provide the Authority with sufficient information to verify the location and utility demands of the development so that the Authority can determine the type of water and wastewater services the Developer shall install. The Developer shall provide the Authority with sufficient information to determine the demand the development will impose on the Authority's systems within this Application.

### Process for Approval from Jackson County Utility Authority:

1. Developer shall complete attached Application and return with required information.
2. Authority will determine location of development in respect to the municipalities, existing utility districts, and the Authority's Master Plan for water and sewer infrastructure and notify the Developer of what systems will be required for treatment of wastewater and distribution of potable water. It will be the responsibility of the Developer to obtain the standards for the governing agencies and "Rules and Regulations" for the Authority and meet these requirements.
3. The Authority will determine capacity of the Authority's existing water and wastewater systems in the area prior to providing Developer a "Letter of Intent to Serve" his/her development. This Letter will be conditional and shall not be considered as an approval for construction from the Authority. Developer will be required to pay all applicable fees to the Authority and meet the requirements of the governing agencies prior to approval being granted from the Authority. Letter of Intent to Serve will not guarantee capacity until all applicable fees are received by the Authority.

**Note:** If development located within a municipality or existing utility district, then Developer shall also obtain "Letter of Intent to Serve" from that governing body and submit to the Authority as proof that, the governing body is notified of the Developer's intentions. Otherwise the Authority will not provide a "Letter of Intent to Serve."

4. Developer shall submit plans for review to the governing body.
  - a. If the development is located within jurisdiction of existing municipality or utility district, the Developer shall submit his/her water and sewer plans to that entity for review. Written approval of review of the water and sewer plans shall be submitted to the Authority from the governing entity, MS Dept. of Environmental Quality, and MS Dept. of Health. Once all approvals have been submitted, JCUA will grant Approval on the basis of that entity's review.
  - b. If development is located within the certificated area of the Authority, the developer will submit the water and sewer plans for the development to the Authority for approval. The Authority will review these plans and comment. Developer shall also obtain review approval from MS Dept. of Environmental Quality and MS Dept. of Health and submit approval letters prior to receiving approval from the Authority.

**Note:** Approval from the Authority does not override any approvals or permits required from any other governing agency. All requirements must be met as required by MS Department of Health, Local Planning Department(s), MS Department of Environmental Quality, and other governing agencies. It is the Applicant's responsibility to coordinate approval and installation of the proposed water and wastewater services with the appropriate municipality or service provider.

# Information Regarding Proposed Developments

## Jackson County Utility Authority

1225 Jackson Ave., Pascagoula, MS 39567 · 228-762-0119 · Fax 228-762-3299

Applicant Name

(Municipality, Individual, Corporation, Developer, etc.)

Project Name

Contact Person

Title

Mailing Address

Street and Number

City

State

Zip Code

Email Address

Phone ( )

Engineer of Record

Firm

Contact Person

Mailing Address

Street and Number

City

State

Zip Code

Email Address

Phone ( )

Project Location <sup>1</sup>

Approximate Location (Include Section, Township and Range, Address)

Is project located within existing municipality or utility district? <sup>2</sup>

If "YES", within what municipality or utility district is the project located?

Project Description

(Commercial/Industrial (expected use), Residential (lot size), Mixed Use (expected uses), etc.)

Will development be constructed in phases?

If so how many?

Projected Phasing Schedule

Total # of acres to be Developed:

Current Phase

Future Phases

This Phase

Total All Future Phases

Single Family Residential

Lots

Multi Family Residential

Units

Commercial/Industrial Demands

Water

GPD

Sewer

GPD

Fire

GPM

Duration

Hours

Applicant's Signature

Date

<sup>1</sup> Attach Legal Description or Surveyed Plat (if Available)

<sup>2</sup> If "YES" provide correspondence from Utility Provider that water and sewer service will be supplied.





# JACKSON COUNTY UTILITY AUTHORITY

Wayne Adams • Jackson Court  
Jackie Elly • Moss Point  
Bob Stephens • Gautier  
Doug Shore • Jackson Court  
Randy Bosarge • Jackson Court  
Jim Blevins • Pascagoula

## Customer Account Application

Applicant Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
		First	MI	Last	
Applicant ID	- -				
		Social Security No	Driver License No	State	
Co-Applicant Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
		First	MI	Last	
Co-Applicant ID	- -				
		Social Security No	Driver License No	State	
Service Address					
		Street	City	State	Zip
Mailing Address					
		Street	City	State	Zip
Telephone/Email	- -	- -	- -		
		Home	Work	Fax	Email
Property Owner	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, Owner's Name:			
Type of Customer	<input type="checkbox"/> Residential <input type="checkbox"/> Developer	<input type="checkbox"/> Commercial <input type="checkbox"/> Government	<input type="checkbox"/> Retail <input type="checkbox"/> Other	<input type="checkbox"/> Existing <input type="checkbox"/> New Construction	
Previous Address					
		Street	City	State	Zip
Connection Request					
		Date	Time	Other	

### Terms and Conditions

- I agree to comply with all conditions stated in Jackson County Utility Authority (Authority) Rules and Regulations as a condition of service. (A copy of the Rules and Regulations is available for viewing at our office, libraries, and our website.)
- I agree to pay all charges for utility services provided and any fees assessed to initiate service, terminate service, or restore service from a delinquent account.
- I understand Authority is a "Governing Body" and may exercise all privileges afforded by the Mississippi Legislature to settle a delinquent account.
- I understand that any and all equipment installed by Authority on my property belongs to Authority and further understands that no tampering of any kind with said equipment is permitted. Tampering with any Authority equipment is punishable under penalty of State of Mississippi law.
- This agreement is valid for one residence only. No additional facilities may be connected to this service without approval from the Authority.
- Authority retains the right to inspect lines and equipment owned by the Authority and to make any repairs necessary to prevent leakage in to or out of the water or service system.
- New water/sewer services will be turned on only during normal business hours.
- Any disputed charges on a payment reminder must be presented to Authority prior to the payment due date or will otherwise be assumed correct.
- I agree to give access to my property to Authority for the express purpose of repair, inspection, and maintenance of the water/sewer system.
- Authority will attempt to notify me in advance of any required service or service disruption, except when I request a disconnection of service.
- I understand Authority will address service requests as soon as possible. Authority is not responsible for any damage or cleanup on my property from continued attempts to use a utility service not in operation for any reason.
- Applicant agrees to comply with all Mississippi Department of Health individual on site wastewater disposal system laws.

I read and agree to the terms and conditions of this contract. All information above is true and accurate.

Signature

Date

JCUA use



## JACKSON COUNTY UTILITY AUTHORITY

### Service Line Right of Entry Permit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address**

\_\_\_\_\_  
**Map Key Number**

I (We), the owner(s) of the property listed above understand(s) and agree(s) a water service line and/or a sewer collection system, including a pressure sewer service line and an interceptor tank with effluent pump system or low pressure grinder pump system, is to be installed on my property to connect the structure located at the above address to the sewer system of the Jackson County Utility Authority. Upon completion of construction, the water and/or sewer collection systems will be owned by the Jackson County Utility Authority or its assigns who will have the responsibility for the maintenance of the water and/or sewer collection systems. The owner(s) acknowledge(s) they will be responsible for the cost of electric service associated with the operation of the systems and the monthly water and/or sewer fee charged by the Jackson County Utility Authority, as required under the Rules and Regulations of the Authority, and any damage to the service lines.

The owner(s) hereby grant(s) a right of entry permit to the Jackson County Utility Authority for the installation of the water and/or sewer systems from the public right-of-way to connect to the water and/or sewer service to the structure located on this property. The permit shall extend from the public right-of-way to the "Point of Delivery" as described in the Authority's Rules and Regulations and will be limited to the exterior of any structure for which service is provided.

The owner(s) also hereby grant(s) a right of entry permit for the property to the Jackson County Utility Authority for the maintenance of water and/or sewer systems.

The owner(s) hereby agree(s) not to construct, plant or place anything within the service area, including but not limited to fences, trees, shrubs, vegetation, flowerbeds, outbuildings, driveways, sidewalks, animal pens, and vehicles. This entry permit shall be limited to and for the exclusive use of the Jackson County Utility Authority for its collection systems.

The undersigned hereby permits a right of entry to the Jackson County Utility Authority, with the right of entry and reentry from time to time during construction and for the life of the water and/or sewer systems, for the purpose of exercising the said rights, privileges and license permit, herein described. Right of Entry for maintenance purposes is granted only to the Jackson County Utility Authority or its assigns or agents who hereby agree they will be responsible for the restoration of any disturbance or damage to the lawn to restore it to its condition before service.

The owner(s) hereby agree to hold harmless the Jackson County Utility Authority, along with its project engineers, project administrators, and all other employees, agents, servants, successors and assigns of the Jackson County Utility Authority, for any and all claims, demands, suits and losses

of any nature whatsoever which may result from or be claimed to have resulted from the construction of the water and/or sewer systems, including but not limited to personal injury, death, damage to buildings, fixtures, and appurtenances, as well as hidden damage to property including trees, shrubs, sod, bushes or any vegetation, lost wages, attorney's fees, and any other loss of damage whatsoever. While Homeowner(s) specifically releases Jackson County Utility Authority and its engineers, Homeowner(s) specifically reserves any and all rights against any contractor or subcontractor for any damages that may arise out of (in whole or in part) or result from the construction of the water and/or sewer systems.

Owner(s):

\_\_\_\_\_  
\_\_\_\_\_  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Jackson County Utility Authority  
Dated: \_\_\_\_\_

Signed before me, a Notary Public, in the State of Mississippi. This, the \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Notary Public

Commission Expires:

\_\_\_\_\_



## COVENANT AND ADDENDUM TO WARRANTY DEED

The Owner warrants:

No part of the herein described property is within 300 feet of a public or private franchised water and/or wastewater system.

The Owner understands and agrees that when the Jackson County Utility Authority ("JCUA") deems centralized water and/or sewer service is available, the Owner, his successor, transferee, any subsequent purchaser or owner of the property shall be required to connect to the JCUA's water and/or sewer system and discontinue the use of any onsite water and/or sewer systems.

The Owner, his successor, or transferee shall include as an attachment to any warranty deed, and, shall provide notice to transferees or subsequent purchasers or owners of, the requirement that when the JCUA's water and/or sewer systems are available, the Owner or any subsequent owner of the property shall discontinue the use of the individual onsite water and sewer systems, and will be required to connect to the JCUA's central water and/or sewer system.

The Owner, his successor, transferee or any subsequent purchaser or owner of the property must meet all the requirements of any governmental agency, including but not limited to the State of Mississippi, the Mississippi State Department of Health, the Jackson County Planning Department, and the Mississippi Department of Environmental Quality.