



# TOWN OF EXETER, NEW HAMPSHIRE

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[www.exeternh.gov](http://www.exeternh.gov)

DATE: January 1, 2024  
TO: Applicants  
FROM: Planning & Building Department  
RE: Preliminary Application to Connect and/or Discharge to Town of Exeter Sewer, Water and/or Storm Drainage System(s)

Attached is the “Preliminary Application to Connect and/or Discharge to Town of Exeter Sewer, Water or Storm Water Drainage System(s)”. This Application form must be completed by the applicant or the applicant’s authorized agent for projects that are subject to Planning Board approval or for a change of use. It is a prerequisite for submission of the “Applications for Sewer Service, Water Service and Storm Drainage Work.” All of the application forms referenced above must be completed and approved prior to the issuance of a building permit. This application is intended to address a number of different scenarios and therefore, all sections may not be applicable to your particular situation. Please read the application carefully and fill out as completely as possible. If there are any questions, please feel free to contact the Planning and Building Department Offices. All forms must be submitted to the Planning and Building Department Office for review and distribution.

**Please Note: Any approval(s) granted in conjunction with this application will be valid for a period of one (1) year from the date of such approvals(s).**



**TOWN OF EXETER - DEPARTMENT OF PUBLIC WORKS**

**PRELIMINARY APPLICATION TO CONNECT AND/OR DISCHARGE TO TOWN OF EXETER  
SEWER, WATER, AND/OR STORMWATER DRAINAGE SYSTEM(S)**

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Applicant/Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

Project Engineer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

Type of Discharge/Connection     Sewer     Water     Stormwater

Application completed by

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and verified by Planning & Building Department \_\_\_\_\_

**DESIGN FLOWS**

The water and sewer design flow shall be based upon the New Hampshire Code of Administrative Rules, Env-Wq 1000 Subdivisions; Individual Sewage Disposal Systems, Table 1008-1 Unit Design Flow Figures (current version) or other methodology which may be deemed acceptable by the Town of Exeter. The minimum fee for a single-family residential unit is based on the design flow for two (2) bedrooms. Existing water and sewer flows may be based on meter readings for the current use.

If the proposed discharge is non-residential or is residential but exceeds 5,000 gallons per day (gpd), Section C must be completed. Certain water and sewer discharges must be approved by the State of New Hampshire Department of Environmental Services by way of permit and plan submittals. It is the responsibility of the applicant to ensure submittals are made to the state through the town is necessary. Final town approval cannot be made without the state’s approval if required.

Stormwater design flows are based on the drainage analysis prepared by the applicant using the most current published precipitation data available.

**APPROVALS ARE VALID FOR PERIOD OF ONE (1) YEAR FROM DATE OF APPROVAL**

**SECTION A: PROPOSED NEW CONNECTIONS OR MODIFICATION OF EXISTING CONNECTIONS**

**SANITARY SEWER**

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Description of work \_\_\_\_\_

Title of plan \_\_\_\_\_

Total design flow (gpd) \_\_\_\_\_

*\*For any non-residential discharge or residential discharge exceeding 5,000 GPS, or for a change of use, complete Section C of this form.*

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Water & Sewer Managing Engineer

**WATER**

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Description of work \_\_\_\_\_

Title of plan \_\_\_\_\_

Total design flow (gpd) \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Water & Sewer Managing Engineer

**STORMWATER**

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Description of work \_\_\_\_\_

Title of plan \_\_\_\_\_

Total design flow  
(10-year storm, CFS) \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Highway Superintendent

**APPROVALS ARE VALID FOR PERIOD OF ONE (1) YEAR FROM DATE OF APPROVAL**

**SECTION B: IMPACT FEES**

Provide the following information to determine if a water and/or sewer impact fee will be required for a new development or a change or increase in use.

**Current/prior Use(s)**

Describe current use(s) \_\_\_\_\_

<u>Use</u>	<u>Unit Flow (gpd)</u>	<u>Total Existing Flow</u>
_____	_____	_____
_____	_____	_____
Total existing flow		_____

**Proposed Use(s)**

Describe proposed use(s) \_\_\_\_\_

<u>Use</u>	<u>Unit Design Flow (gpd)</u>	<u>Total Design Flow</u>
_____	_____	_____
_____	_____	_____
Total proposed flow		_____

**Impact Fees** (80% of the design flow)

Change in flow rate (gpd) \_\_\_\_\_ x 0.8 = Impact Fee flow rate (gpd) \_\_\_\_\_

*If there is a decrease in flow rates, no water or sewer impact fee will be charged. If there is an increase in flow rates, a water and/or sewer impact fee will be charged using the following formula:*

Sewer Impact Fee: Flow increase (gpd) \_\_\_\_\_ x \$1.81= \_\_\_\_\_

Water Impact Fee: Flow increase (gpd) \_\_\_\_\_ X \$3.74 = \_\_\_\_\_

**Approved by Town of Exeter**

Town Planner \_\_\_\_\_ Date \_\_\_\_\_  
Water & Sewer Managing Engineer \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS ARE VALID FOR PERIOD OF ONE (1) YEAR FROM DATE OF APPROVAL**

**SECTION C: SANITARY SEWER CLASSIFICATION AND BASELINE MONITORING**

(NON-RESIDENTIAL DISCHARGES OR RESIDENTIAL DISCHARGE OVER 5,000 GPD)

In accordance with Title 40 of the Code of Federal Regulations, Part 403 Section 403.14, information provided herein shall be available to the public without restriction except as specified in 40 CFR Part 2. A discharge permit will be issued on the basis of the information provided in this section.

In accordance with all terms and conditions of the Town of Exeter, New Hampshire Ordinances Chapter 15, all persons discharging wastewater into the town’s facilities shall comply with all applicable federal, state, and local Industrial Pre-treatment rules.

**PART I - USER INFORMATION**

Property Owner Name \_\_\_\_\_

Owner’s Representative \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

**PART II - PRODUCT OR SERVICE INFORMATION**

Products Manufactured \_\_\_\_\_

Services Provided \_\_\_\_\_

SIC Code(s) \_\_\_\_\_ Building Area (SF) \_\_\_\_\_

Number of Employees \_\_\_\_\_ Days/week of operation \_\_\_\_\_ Shifts per day \_\_\_\_\_

**PART III - CATEGORY OF SEWER DISCHARGE**

Type of Discharge       Septic       Proposed       Existing       Change of Use

Water Use (gpd) \_\_\_\_\_ (from Section A)

**Check all that apply:**

- Domestic waste only (toilets & sinks)
- Domestic waste plus some process wastewater
- Federal pre-treatment standards (40 CFR) applies

**PART IV - CLASSIFICATION DETERMINATION**

*(to be completed by Town staff)*

CLASS 1 - SIGNIFICANT OR CATEGORICAL INDUSTRIAL USER \_\_\_\_\_

CLASS 2 - MINOR INDUSTRIAL OR COMMERCIAL USER \_\_\_\_\_

CLASS 3 - INSIGNIFICANT INDUSTRIAL OR COMMERCIAL USER \_\_\_\_\_

CLASS 4 - NON-SYSTEM USER, OR DISCONTINUED SERVICE \_\_\_\_\_

*See attached sheet for the basis of the determination.*

Determined by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Water & Sewer Managing Engineer

**PART V - CERTIFICATION**

I have personally examined and am familiar with the information submitted in this section for the above name use. The information provided is true, accurate and complete. I am aware that there are significant penalties from federal, state and/or town regulatory agencies for submitting false information, including the possibility of fine and/or imprisonment.

I acknowledge and agree to pay all charges incurred for monitoring, testing and subsequent analysis performed on the Town of Exeter sewer, water and/or stormwater drainage system(s), in the course of determining the town's ability to serve the project. Further, I acknowledge and agree that failure to accurately declare said flow requirements shall be sufficient cause to deny access to the Town of Exeter sewer, water and/or stormwater drainage system(s).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

**APPROVALS ARE VALID FOR PERIOD OF ONE (1) YEAR FROM DATE OF APPROVAL**

## **USER CLASSIFICATION SYSTEM FOR INDUSTRIAL DISCHARGE**

### **CLASS 1: SIGNIFICANT INDUSTRIAL USER**

Any industry and/or commercial establishment that:

- Is subject to National Pre-treatment standards as outlined in 40 CFR (Code of Federal Regulations) 403.5 (a) (b).
- Discharges a non-domestic waste stream of 5,000 GPD, or more.
- Contributes a non-domestic waste stream totaling 5% or more of the average dry weather hydraulic or organic (BOD<TSS< etc.) capacity of the Town of Exeter Sewer Treatment Facility.
- Has the reasonable potential, in the opinion of the POT Supervisor, to adversely affect the treatment plant, its workers, or the collection system by reason of inhibition, pass-through pollutants, or sludge contamination.

### **CLASS 2: MINOR INDUSTRIAL USERS**

Small industries and commercial establishments (e.g. restaurants, auto repair shops, cleaners, etc.) whose individual discharges do not significantly impact the Town of Exeter Sewer Treatment Facility or systems, degrade receiving water quality or contaminate the sludge. Industries that have the potential to discharge a non-domestic or process waste stream, but at the present time discharge only sanitary waste, may also be included in this class. However, this class shall not include any categorical industries. Industries and commercial establishments in this classification will require a permit and be subject to all inspection, compliance monitoring, enforcement, and reporting requirements of the pretreatment program.

### **CLASS 3: INSIGNIFICANT INDUSTRIAL USERS**

Users which will be eliminated from participation in Exeter's Pretreatment Program. These include industries and/or commercial establishments that discharge only domestic waste (toilets and sinks only) into the municipal sewer system or do not have any reasonable chance of discharging a non-domestic waste stream to the POTW. Class 3 users will be required to notify the Exeter Sewer Division of any change in discharge quantity or character.

### **CLASS 4: NON-SYSTEM USER**

Any industry, business or commercial establishment identified in the Master List of Industrial Users that are not connected to the Exeter Sewer system or which has ceased to discharge to the system.

Industries and/or commercial establishments classified as Class 1 or Class 2 users will be regulated individually and have specific effluent limitations (including conventional pollutants, where necessary) in the discharge permit. All Class 1 and Class 2 users will require a State Discharge Permit, and be subject to all inspection, compliance monitoring, and enforcement and reporting requirements of the pretreatment program.