



Water and Sewer Extension Plan

City of Neosho

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Water and Sewer Extension Plan

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BACKGROUND:

The Neosho City Council asked city staff to develop a written policy for the extension of water and wastewater services. This policy will be used when evaluating requests by customers. These customers may be developers, residents or neighbors. A comprehensive policy will clearly communicate policy and procedures for water and wastewater extensions.

The City of Neosho receives 75 percent of the potable water supply from Shoal Creek and 25 percent from deep wells. The City also has an obligation to supply neighbors with safe potable water as a result of the TCE contamination resulting from federal government actions at Fort Crowder. Staff has identified five distinct categories of customers which require different treatment.

The first customer base is existing structures which need city water service due to TCE or water table issues. The second base is all the residents of the City of Neosho. The third is those customers outside of the city limits but inside of the Neosho planning area. The fourth is any property outside the planning area, and the fifth and final group is any customer located within a TIF District.

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REGULATIONS FOR WATER TABLE ISSUE OR POOLS PRAIRIE AREAS:

In order for a customer to obtain water and sewer from the City, the customer must fill out an application and return to City staff for approval. The customer must also meet some stringent guidelines as defined below:

- May be required to connect to both water and sewer
- Must annex when contiguous with the Neosho City Limits
- The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits
- New developments must meet City building design standards
- The cost of extending/connecting to water and sewer will be paid by the customer

May be required to connect to both water and sewer

- A. Existing Structures –
 1. Water – Existing structures may obtain water without sewer.
 2. Sewer – Existing structures may connect to sewer.
- B. Subdivisions – All land that is subdivided into three or more lots will be required to provide water and sewer to all lots.
- C. New Construction – All new construction will be required to have central water and sewer services unless:
 1. On lot of five acres or more.
 2. A request for an alternative system is approved by an administrative review panel.
- D. All new construction not connected to the central sewer system will be required to install an Advanced Wastewater Treatment System as described in Appendix A or
 1. Submit a written request for alternative system to the building department for review by an administrative panel consisting of members from City Managers, Building, and Planning Departments.
 2. If new construction is on more than five acres, a standard septic system may be installed if a deed restriction is put on the property stating that it cannot be divided into a lot less than five acres in size.

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Must annex when contiguous with Neosho City Limits

Any customer wishing to benefit from City water and sewer will be required to annex at the time water and sewer services are received if in a contiguous position with the City. If not contiguous, the customer must sign a consent to annex form. The form will state that if the customer is not contiguous with the City at the time of service, then the customer agrees to annex when the City sees fit. There will also be a restriction put on the deed of said property until the time of annexation. The deed restriction will be put in place to ensure annexation in the event the property changes ownership before annexed

The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits

The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits in lieu of taxes that the City would receive if the property were in City limits.

New developments must meet City building design standards

If customers are receiving City water and/or sewer and are agreeing to be annexed whenever contiguous, then customers should be required to meet City building design standards. All new development shall be required to meet the City's building and design standards listed below:

- New subdivisions in the planning area will be required to follow all subdivision design standards as stated in Chapter 410 of the Neosho's Municipal Codes
- New individual development in the planning area will be required to obtain a building permit, comply with building codes, and make sure the necessary inspections are performed as stated in Chapters 500-550 of Neosho's Municipal Codes (for further clarification, contact the Building Inspector)
- Water and sewer line extensions will be required to follow all guidelines as stated in Chapter 710 of Neosho's Municipal Codes

The cost of extending/connecting to water and sewer will be paid by the customer

All costs associated with extending water and sewer mains will be paid by the customer. These costs include but are not limited to:

- Engineering Design
- Cost of Materials
- Cost of Installation
- Cost of Connecting to the main

All costs associated with connecting to existing water and sewer mains shall also be paid by the customer.

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REGULATIONS FOR NEOSHO RESIDENTS:

In order for a customer to obtain water and sewer from the City, the customer must fill out an application and return to City staff for approval. The customer must also meet some stringent guidelines as defined below:

- May be required to connect to both water and sewer
- New developments to be connected to City water and sewer must meet City building design standards
- The cost of extending/connecting to water and sewer will be paid by the customer

May be required to connect to both water and sewer

A. Existing Structures –

1. Water – Existing structures may obtain water without sewer, but not sewer with out water because there would be no way to monitor the sewer usage.
2. Sewer – Existing structures already connected to water may connect to sewer. If not already connected to water, then water connection would be required at the time of sewer connection.

B. Subdivisions – All land that is subdivided into three or more lots will be required to provide water and sewer to all subdivided lots.

C. New Construction – All new construction will be required to have central water and sewer services unless:

1. On lot of five acres or more.
2. A request for an alternative system is approved by an administrative review panel.

D. All new construction not connected to the central sewer system will be required to install an Advanced Wastewater Treatment System as described in Appendix A or

1. Submit a written request for alternative system to the building department for review by an administrative panel consisting of members from City Managers, Building, and Planning Departments.
2. If new construction is on more than five acres, a standard septic system may be installed if a deed restriction is put on the property stating that it cannot be divided into a lot less than five acres in size.

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New developments to be connected to City water and sewer must meet City building design standards

All new development will be required to meet the City's building and design standards listed below:

- New subdivisions in the City limits will be required to follow all subdivision design standards as stated in Chapter 410 of the Neosho's Municipal Codes
- New individual development in the City limits will be required to obtain a building permit, comply with building codes, and make sure the necessary inspections are performed as stated in Chapters 500-550 of Neosho's Municipal Codes (for further clarification, contact the Building Inspector)
- Water and sewer line extensions will be required to follow all guidelines as stated in Chapter 710 of Neosho's Municipal Codes

It is not feasible to force a customer with an existing structure(s) wanting to connect to water and sewer to comply with Neosho's building guidelines, but compliance with the building codes will be encouraged.

The cost of extending/connecting to water and sewer will be paid by the customer

All costs associated with extending water and sewer mains will be paid by the customer. These costs include but are not limited to:

- Engineering Design
- Cost of Materials
- Cost of Installation
- Cost of Connecting to the main

All costs associated with connecting to existing water and sewer mains shall also be paid by the customer.

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REGULATIONS FOR THE PLANNING AREA:

In order for a customer to obtain water and sewer from the City, the customer must fill out an application and return to City staff for approval. The customer must also meet some stringent guidelines as defined below:

- Must connect to both water and sewer
- Must annex when contiguous with the Neosho City Limits
- The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits
- New developments to be connected to City water and sewer must meet City building design standards
- The cost of extending/connecting to water and sewer will be paid by the customer

Must connect to both water and sewer

All customers wishing to obtain City water must also obtain sewer service and vice versa. This policy is very important to the future development of Neosho. The City of Neosho would like to eventually phase out all septic tanks in the City limits, and this is where the City has to start. By denying water service to a customer unless the customer connects to sewer, the City is assuring that all future developments will be compliant with City codes and that all new developments will have sanitary waste disposal systems.

Must annex when contiguous with Neosho City Limits

Any customer wishing to benefit from City water and sewer will be required to annex at the time water and sewer services are received if in a contiguous position with the City. If not contiguous, the customer must sign a consent to annex form. The form will state that if the customer is not contiguous with the City at the time of service, then the customer agrees to annex when the City sees fit. There will also be a restriction put on the deed of said property until the time of annexation. The deed restriction will be put in place to ensure annexation in the event the property changes ownership before annexed

The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits

The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits in lieu of taxes that the City would receive if the property were in City limits.

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New developments to be connected to City water and sewer must meet City building design standards

If customers are receiving City water and sewer and are agreeing to be annexed whenever contiguous, then customers should be required to meet City building design standards. All new development shall be required to meet the City's building and design standards listed below:

- New subdivisions in the planning area will be required to follow all subdivision design standards as stated in Chapter 410 of the Neosho's Municipal Codes
- New individual development in the planning area will be required to obtain a building permit, comply with building codes, and make sure the necessary inspections are performed as stated in Chapters 500-550 of Neosho's Municipal Codes (for further clarification, contact the Building Inspector)
- Water and sewer line extensions will be required to follow all guidelines as stated in Chapter 710 of Neosho's Municipal Codes

It is not feasible to force a customer with an existing structure(s) wanting to connect to water and sewer to comply with Neosho's building guidelines, but compliance with the building codes will be encouraged.

The cost of extending/connecting to water and sewer will be paid by the customer

All costs associated with extending water and sewer mains will be paid by the customer. These costs include but are not limited to:

- Engineering Design
- Cost of Materials
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All costs associated with connecting to existing water and sewer mains shall also be paid by the customer.

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REGULATIONS FOR OUTSIDE THE PLANNING AREA:

All customers outside the planning area who want to connect to city water and sewer will need to complete the application for water and sewer and return to City Staff. The application will need to go before the Neosho City Council for approval. The customer must also meet some stringent guidelines as defined below:

- Must connect to both water and sewer
- A Consent to Annex form must be signed
- The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits
- New developments to be connected to City water and sewer must meet City building design standards
- The cost of extending/connecting to water and sewer will be paid by the customer

Must connect to both water and sewer

All customers wishing to obtain City water must also obtain sewer service and vice versa. This policy is very important to the future development of Neosho. The City of Neosho would like to eventually phase out all septic tanks in the City limits, and this where the City has to start. By denying water service to a customer unless the customer connects to sewer, the City is assuring that all future developments will be compliant with City codes and that all new developments will have sanitary waste disposal systems.

A Consent to Annex form must be signed

Any customer wishing to benefit from City water and sewer will be required to sign a consent to annex form. The form will state that if the customer is not contiguous with the City at the time of service, then the customer agrees to annex when the City sees fit. There will also be a restriction put on the deed of said property until the time of annexation. The deed restriction will be put in place to ensure annexation in the event the property changes ownership before annexed.

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The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits in lieu of taxes that the City would receive if the property were in City limits.

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New developments to be connected to City water and sewer must meet City building design standards

If customers are receiving City water and sewer and are agreeing to be annexed whenever contiguous, it makes sense that customers should be required to meet City building design standards. All new development shall be required to meet the City's building and design standards listed below:

- New subdivisions in the outlying district will be required to follow all subdivision design standards as stated in Chapter 410 of the Neosho's Municipal Codes.
- New individual development in the outlying district will be required to obtain a building permit, comply with the building codes, and make sure the necessary inspections are performed as stated in Chapters 500-550 of Neosho's Municipal Codes (for further clarification, contact the Building Inspector)
- Water and sewer line extensions will be required to follow all guidelines as stated in Chapter 710 of Neosho's Municipal Codes

It is not feasible to force a customer with an existing structure(s) wanting to connect to water and sewer to comply with Neosho's building guidelines, but compliance with the building codes will be encouraged.

Costs of extending/connecting water and sewer will be paid by customer

All costs associated with extending water and sewer mains will be paid by the customer. These costs include but are not limited to:

- Engineering Design
- Cost of Materials
- Cost of Installation
- Cost of Connecting to the main

All costs associated with connecting to existing water and sewer mains shall also be paid by the customer.

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REGULATIONS FOR THE TIF DISTRICTS:

All customers in the TIF district who want to be connected to City Water and Sewer need to complete the application for water and sewer and return to City staff for approval. As you will read below, the regulations for the TIF District are different for residents and for sales tax generating businesses. The purpose of the TIF District is to provide necessary utilities to make the designated area more attractive to potential clients for economic growth in Neosho. In the TIF area, the City may be in a position to provide some financial assistance providing the customer meets some stringent guidelines as defined below:

- All customers who want to be connected to City water must also connect to sewer
- A Consent to Annex form must be signed
- The rate of water and sewer shall be 1-1/2 times the normal rate until the property becomes annexed into the City limits
- New developments to be connected to City water and sewer must meet City building design standards
- Some of the cost of extending/connecting to water and sewer may have to be paid by the customer

All customers who want to be connected to City water must also connect to sewer

This policy is very important to the future development of Neosho. The City of Neosho would like to eventually phase out all septic tanks in the City limits, and this where the City has to start. By denying water service to a customer unless the customer connects to sewer, the City is assuring that all future developments will be compliant with City codes and that all new developments will have sanitary waste disposal systems.

A Consent to Annex form must be signed

Any customer wishing to benefit from City water and sewer will be required to sign a consent to annex form. The form will state that the customer must annex when they receive City water and sewer services if in a contiguous position with the City. If not contiguous, the customer must sign a consent to annex form. The form will state that if the customer is not contiguous with the City at the time of service, then the customer agrees to annex when the City sees fit. There will also be a restriction put on the deed of said property until the time of annexation. The deed restriction will be put in place to ensure annexation in the event the property changes ownership before annexed.

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New developments to be connected to City water and sewer must meet City building design standards

If customers are receiving City water and sewer and are agreeing to be annexed whenever contiguous, it makes sense that customers should be required to meet City building design standards. All new development shall be required to meet the City's building and design standards listed below:

- New subdivisions in the TIF district will be required to follow all subdivision design standards as stated in Chapter 410 of the Neosho's Municipal Codes.
- New individual development in the TIF district will be required to obtain a building permit, comply with the building codes, and make sure the necessary inspections are performed as stated in Chapters 500-550 of Neosho's Municipal Codes (for further clarification, contact the Building Inspector)
- Water and sewer line extensions will be required to follow all guidelines as stated in Chapter 710 of Neosho's Municipal Codes

It is not feasible to force a customer with an existing structure(s) wanting to connect to water and sewer to comply with Neosho's building guidelines, but compliance with the building codes will be encouraged.

Some costs of extending/connecting to water and sewer may have to be paid by the customer

As mentioned earlier, the purpose of the TIF district is to increase Neosho's Economic Development. In order to do this, Neosho must have TIF funds available to help with public work costs involved in recruiting and helping new sales tax generating businesses start operations in Neosho.

Therefore, this regulation is different for residential and commercial purposes.

A. Residential

1. Extending Water and Sewer Interceptor Mains - Any new or existing residential unit(s) in the TIF designated area wanting to extend water and/or sewer interceptor mains in order to service their property are responsible for the cost of installation of and connection to the interceptor main. While the City will be responsible for the engineering design

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of the interceptor main location and the purchase of the needed supplies i.e. pipes.

2. Connecting to Existing Water and Sewer Mains – All costs associated with connecting to existing water and sewer mains shall be paid by the customer

B. Commercial

1. Extending Water and Sewer Mains - Any new or existing sales tax generating business in the TIF designated area wanting to extend water and/or sewer mains in order to service their property will meet with City staff to work out payment arrangements. The City may be willing to contribute more TIF monies if the sales tax generated by the business will be sufficient to replenish the TIF monies contributed by the City.
2. Connecting to Existing Water and Sewer Mains – All costs associated with connecting to existing water and sewer mains are negotiable. The developer will need to meet with City staff, because the City may be willing to contribute more TIF monies if the sales tax generated by the business will be sufficient to replenish the TIF monies contributed by the City.

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HOW TO APPEAL AN ADMINISTRATIVE DECISION:

If the customer disagrees with the decision made, then the customer can submit an appeal and appear before the Board of Adjustments.

To submit an appeal, the customer must submit their request in writing within thirty (30) days of the decision being appealed to the Neosho City Clerk. The request must include at a minimum:

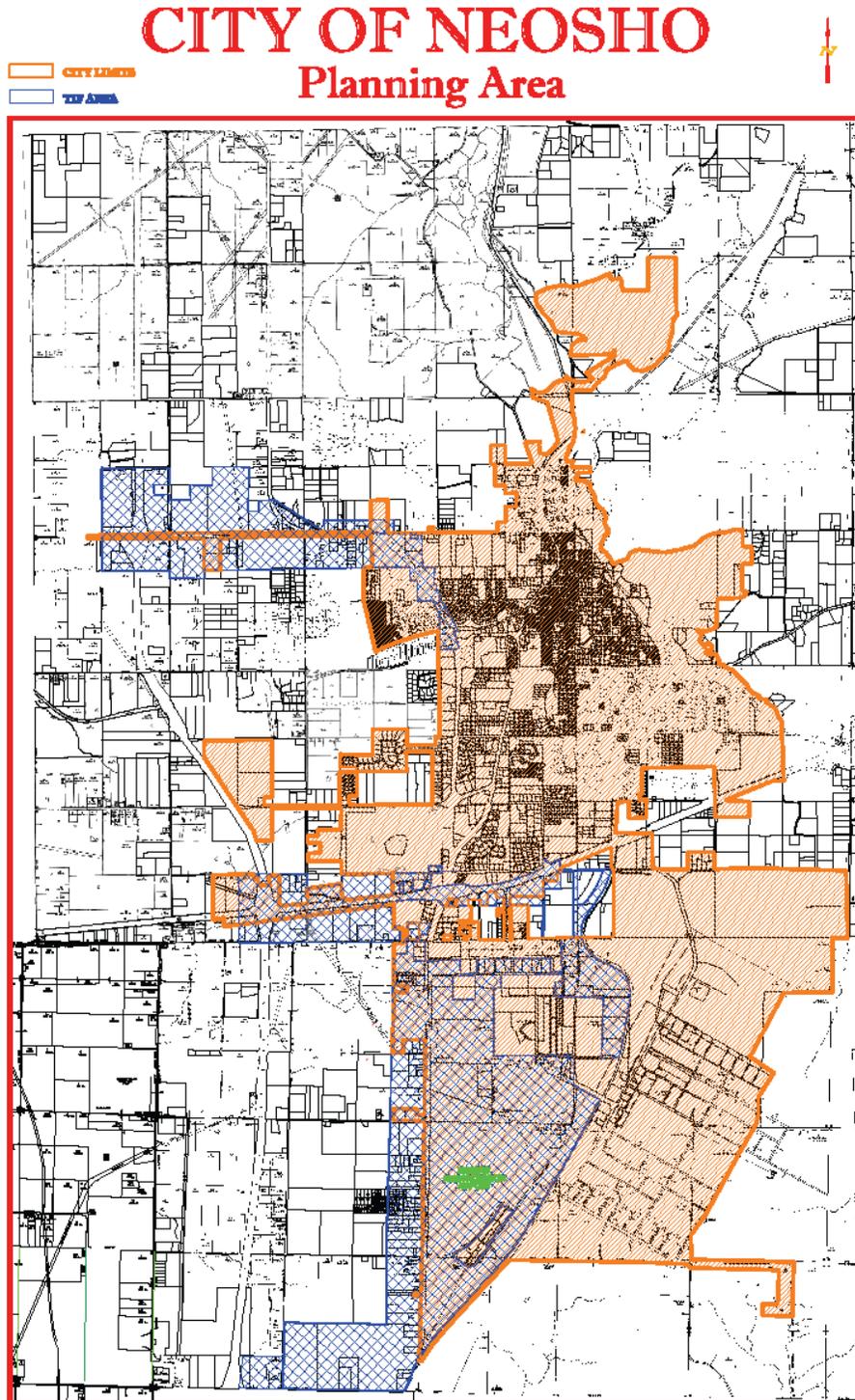
- The name of the official who made the decision you are appealing
- The date of decision that is being appealed
- Legal Description of the land involved in the appeal
- Address of the property involved in the appeal
- An explanation of why you feel there was an error
- Any evidence you may have to support the case
- Contact information of the applicant – Name, address, phone number(s), fax number(s), & email address
- Signature of the applicant

The customer is responsible for producing evidence establishing the grounds of appeal. The Office, Department, and/or Board in question will be responsible for producing any papers constituting the records upon which the decision was made (i.e. minutes, staff reports, agendas, etc...).

A complete description of the Board of Adjustments, their guidelines, and how to apply for an appeal is available online at <http://www.neoshomo.org/codes/405.htm#405270> or a printed copy may be obtained by calling City Hall at 417-451-8050

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WATER AND SEWER PLANNING AREA MAP:



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APPENDIX A: ADVANCED ONSITE WASTEWATER TREATMENT SYSTEM SPECIFICATIONS

The City of Neosho's goal is to protect public health and the environment by only allowing central sewer or advanced onsite wastewater treatment systems to be used in and around the City. Any advanced onsite wastewater treatment system may be used as long as it the physical/chemical make-up of effluent discharged meets the following specifications:

- Phosphorus discharge is less than 7.8 mgP/l
- Nitrogen discharge is less than 28.9 mgN/l
- Suspend solids discharge is less than 40 mg/l
- BOD5 discharge is less than 40 mg/l

Phosphorus and nitrogen are the chemical nutrients that cause algae to grow in streams and rivers.

Suspended solids are the bits of unprocessed waste that remain in the effluent after leaving the septic tank. These solids eventually clog up the lateral lines in your yard.

BOD is Biological Oxygen Demand which measures how much biological activity is still taking place in the effluent. Effluent with high BOD which makes it to streams robs oxygen from fish causing them to either leave the area or die.

There are many different kinds of advanced onsite wastewater treatment systems. Some advanced systems to be used in conjunction with a septic system are:

- Peat moss bio-filters
- Re-circulating sand filters
- Foam cube filters
- Textile filters
- Any other system and/or filter that meets the discharge requirements listed above