

Process & Procedures for Home Builders:

January 2024

Application and Payment for Water and Sewer Tap Fees

Application is available online at www.pbhmd.org >Builder Information >Water-Sewer Hook Up Application.

- 2024 Tap Fee Prices:
 - PBHMD: \$28,308.72
 - PBHMD Amount Includes:
 - Tap Fee Price: \$25,614.57
 - Meter Fee: \$550.00
 - Development Fee: \$2,144.15
 - *Woodmen Hills: \$3,991.50
 - 36% of in district sewer tap fee

Please email or contact Hannah Moore (hannah@pbhmd.com) with a completed Water and Sewer Hook-Up Application to set up a date and time to pay for Tap Fees. The payment can be mailed but if it is dropped off, please provide email notification of the drop off date.

*Amount due to Woodmen Hills Metropolitan District (WHMD) MUST be paid directly to WHMD and prior to PBHMD being paid. Proof of payment needs to be given to PBHMD. (i.e. Check number associated with that address).

Water and Sewer Line Inspections:

- All water and sewer line inspections must be scheduled via email to Hannah (hannah@pbhmd.com).
- Inspectors have 4 - 72 hours to complete an inspection that was requested (inspections are usually completed the day of request, weather and staffing permitting).
- It is the Builder's responsibility to go to the pbhmd.org website and read the [District's Rules & Regulations](#) (subject to change) to ensure all parameters meet the district's requirements.
- It is the Builder's responsibility to inform new Superintendents on the District's Rules & Regulations.

Meter Installation Inspection:

- Before scheduling a meter installation inspection, please review the [District's Rules & Regulations](#) (subject to change) for compliance.
- All meter installation inspections must be scheduled via email to Hannah (hannah@pbhmd.com) with the name of the requester, contact phone number, and property address (lot number will not be accepted) (Address needs to be in Subject line)
- Technicians have 5 business days to complete the inspection:
 - If the request is submitted prior to 12:00 pm, the first business day starts on the date of request.
 - If the request is submitted after 12:00 pm, the first business day starts the following business day.

- The District reserves the right to extend the inspection timeframe due to adverse weather conditions, adverse pit conditions, or other crew safety factors.
- If the property address passes all inspection criteria, a meter will be installed immediately
- The meter must be installed into the property no later than **5 business days prior** to property closing or house being occupied. If no meter has been installed and water is being used or the house is occupied a **\$1,000.00/day** fee will be charged to the builder and the water will be turned off.
- Builders are responsible to have **all water shut off inside the property** prior to scheduling meter installation. If this is not done, our technicians install the meter, and the house floods all damages are the Builder's responsibility.
- If meter inspection is rejected for any reason, the Builder is required to pay a \$150.00 re-inspection fee.
- Re-inspection fees must be paid before any new inspection is scheduled.
- The District is responsible for turning water on/off at the curb stop. If it is turned back on by any person other than PBHMD Staff, there will be an added **\$2,500.00** violation fine.
- When paying the re-inspection fee, the builder must make an appointment to come into the District office to pay (please email Hannah, (hannah@pbhmd.com)). When the fee is paid, the technicians will be notified, the property will be subject to 3 business days to complete.
- If for any reason the Builder wants to start irrigation prior to the closing date or house being occupied, a meter must be installed per the [District's Rules & Regulations](#) (failure of this can result in a **\$2,500.00**)

Closings for Builders and Buyers:

PBHMD works with your Title Company to transfer the water and sewer account from the builder's name into the buyer's name. The District must be notified of the Title Company name and contact information. (Please instruct your title company to email Hannah hannah@pbhmd.com with the Warranty Deed within 3 business days of closing). Upon receipt of the Warranty Deed, the District will also need a signed contract from the buyer along with a deposit of \$125.00, the district will then perform a final meter reading effective the date of closing. This will enable the final water statement to be generated for the Builder and a new water account to be established for the buyer.

Note: normally when a property changes hands, the District charges the buyer a transfer fee. This is to help pay for the time and labor to set up a new account, transfer all information and deal with the title company. With new homes (New Builds) we waive this fee in the hopes that your title company will create a smooth, quick, and consistent process. If the title company cannot do this, we will be forced to charge the seller/builder the transfer fee.



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Start of services:

Once the meter is installed, the billing will start and the District will inform WHMD for them to start the wastewater services.

FYI: Once the meter is installed, Woodmen Hills should at that time start billing wastewater fees. It is the responsibility of the builder to contact Woodmen Hills to set up an account. If they start billing prior to that date, the Builder has the responsibility/option to communicate with Woodmen Hills Metro District to correct the billing errors.

A handwritten signature in blue ink, appearing to read "Robert J Guevara".

Robert J Guevara
District Manager
Paint Brush Hills Metropolitan District