



## **COMMERCIAL RECLAIMED WATER CONNECTION APPLICATION PACKAGE**

One commercial application is required for each metered connection. The following procedure is for reclaimed connections requiring a meter diameter of 2 inches, or smaller.

*Note: For meters larger than 2 inches (i.e. >175 gpm Peak Flow), Applicants must submit a meter design through Development Services Department.*

*(<https://www.hillsboroughcounty.org/en/government/departments/development>)*

### **INSTRUCTIONS**

- 1) The Service Agreement, and Authorization Letter must be **signed** by the owner or designated agent, and an electronic copy of irrigation and site plans to Paul Schaedler.
- 2) A Reclaimed Water Planner will review and approve the application package, and forward it to Customer Service. Next, Customer Service will await contact from the applicant to receive the Plumbing Permit and Meter Address obtained in Steps 3 & 4 (below).
- 3) The applicant should contact Hillsborough County 9-1-1 Administration, Streets and Addresses Department (813) 744-5862 to obtain an address for the proposed reclaimed meter. *Note: The address may be obtained while applying for the plumbing permit as outlined in Step 4 (below).*
- 4) The applicant shall apply for a plumbing permit from the Development Services Division Building Permit Office, as is required any time a connection is made to the reclaimed system. *Note: Only a licensed plumber, or irrigation contractor may apply for the meter permit.* Take the reclaimed water site/irrigation plan, and plat map to the Building Permit office to request a Plumbing Permit for the proposed reclaimed meter. If the meter address was not previously obtained in Step 3 (above), request the permitting clerk to obtain one from the 911 Streets and Addresses office, for the proposed meter site shown on the site/irrigation plan map. For additional information visit the Center for Development Services on the web at: <https://www.hillsboroughcounty.org/en/government/departments/development>. Permit Office Location:  
**601 Kennedy Blvd (19th floor), Tampa FL 33602 (813) 272-5600**
- 5) Following completion of steps 1 – 4 (above), Contact Customer Service to provide the newly obtained Plumbing Permit and Meter Site Address information: **WaterDept@HCFLGov.net, (813) 272-5977**. Service Availability team will finalize account setup, collect fees, and request meter installation by the Infrastructure Maintenance Division.

## APPLICATION SUBMITTAL CONTENTS

A complete application package must include the following items:

1. **Completed and signed reclaimed water Worksheets 1 & 2 (Pages 3 & 4).**
2. **Signed Reclaimed Water Service Agreement (Page 5) .**
3. **Signed Authorization Letter (on company stationery) empowering the applicant to act on behalf of the represented company to establish water/wastewater utility accounts for same (**Page 6**).**
4. **A PDF copy of the Service Connection Plan showing the following:**
  - a) Reclaimed water main and proposed point(s) of connection (clearly marked)
  - b) Adjacent streets and other location information

**Please submit the completed application package in pdf format to:**

[SchaedlerP@HillsboroughCounty.org](mailto:SchaedlerP@HillsboroughCounty.org)  
Reclaimed Water Infrastructure Planning  
Water Resources Department

For commercial application questions call:  
(813) 209-3096

# HILLSBOROUGH COUNTY WATER RESOURCE DEPARTMENT

## COMMERCIAL RECLAIMED WATER CONNECTION WORKSHEET (PAGE 1)

Return this Worksheet with a detailed site plan depicting the irrigation system, the potable water service, and all proposed modifications to the systems therein. See *Notes* on back of form.

Name of Project:	Section, Township, Range:
Project Location:	Folio Number:
Billing Account Name:	Type of Business or Facility:
Address:	
Contact Person:	Federal ID Number:
Phone:	
Street Address of Meter or Service ( <i>see notes</i> ):	Pressure Requirement: _____ psi
Total Area of Property: _____ Acres _____ SF	Water Requirement:
Net Irrigable Area: _____ Acres _____ SF ( <i>See note 1</i> )	Average Daily Use: _____ GPD Peak Use: _____ GPD _____ GPM
Anticipated Meter/Service Size: _____ Inch ( <i>See note 3 for Irrigation requirements</i> )	Hours per Day: _____ Hours
Current source of water for irrigation : _____	From _____ am/pm to _____ am/pm
Potable (drinking) water wells on site: _____ yes _____ no If yes, please indicate on attached irrigation plan.	Days per Week: _____
<i>Note: State regulations prohibit the use of reclaimed water within 75 feet of a potable water well.</i>	<i>GPD = Gallons per Day</i> <i>GPM = Gallons per Minute</i>
Comments:	

<p>_____ (Print – Authorized Representative/Title)</p> <p>_____ (Address)</p> <p>_____ (City / State / Zip)</p> <p>_____ (Phone)</p>	<p><u>Return completed forms to:</u></p> <p>Paul Schaedler Reclaim Water Planning Water Resource Services Department</p> <p>Tampa, Florida 33602 Phone: (813) 209-3096, Email PDF submittals to: <a href="mailto:SchaedlerP@HillsboroughCounty.org">SchaedlerP@HillsboroughCounty.org</a></p>
<b>Signature:</b>	<b>Date:</b>

## WORKSHEET (PAGE 2)

### Notes:

- (1) **Net Irrigable Area** determined by subtracting total impervious area (buildings, parking lots, streets, driveways, patios, tennis courts, etc.) from the total site acreage.
- (2) **Street Address of Meter or Service:** Use permitted established street address of site. However, if multiple meters are needed or the meter address is not evident, the Permit Clerk in the Development Services Division will obtain an address during the Process of obtaining a plumbing permit. (See Item 3 in cover letter.)
- (3) The table below illustrates the information needed to determine total flow in terms of rate and average daily flow and determine meter size.

### Example:

Zone	Area (SF)	Number of Sprinkler Heads	GPM per Sprinkler Head	Total GPM per Zone	Minutes per Zone per Day	Total GPD per Zone	Number of Days p/Week	Gallons per Week per Zone	Average Gallons per Day
A	4500	20	3.0	60	25	1,500	2	3,000	429
B	1800	30	0.5	15	20	300	3	900	129
C	8000	36	3.0	108	20	2,160	2	4,320	617
<b>Total</b>	<b>14,300</b>			<b>183</b>		<b>3,960</b>		<b>8,220</b>	<b>1,175</b>

**Determine Peak Gallons per Minute (GPM):** Zones A + B operating together =  $60 + 15 = 75$  GPM; Zone C operating separately = 108 GPM. Therefore meter is sized for Zone C at a peak rate of 108 GPM: Meter requirement: 2-inch meter.

**Complete the table list for each zone. Determine maximum rate (GPM) by identifying which zones are operating together. Please submit spreadsheet if more space is required.**

Zone	Area (SF)	Number of Sprinkler Heads	GPM per Sprinkler Head	Total GPM per Zone	Minutes per Zone per Day	Total GPD per Zone	Number of Days p/Week	Gallons per Week per Zone	Average Gallons per Day
<b>Total</b>									

**Peak GPM = Zones operating together totaling the maximum instantaneous flow rate (GPM) =**  
**Zone \_\_\_\_\_ + Zone \_\_\_\_\_ + Zone \_\_\_\_\_ = \_\_\_\_\_ GPM + \_\_\_\_\_ GPM + \_\_\_\_\_ GPM = \_\_\_\_\_ GPM peak**

**HILLSBOROUGH COUNTY WATER RESOURCE DEPARTMENT**  
**COMMERCIAL RECLAIMED SERVICE AGREEMENT**

\_\_\_\_\_  
(Corporation, Business or Organization)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_, (hereinafter the "Applicant"),

does apply for commercial reclaimed water service for \_\_\_\_\_ at  
(Site Name)

\_\_\_\_\_  
(Site Address)

("Site") and agrees to abide by any and all written policies, rules, guidelines, and directives issued by Hillsborough County ("County") pertaining to the proper use and distribution of reclaimed water within the County. The Applicant agrees to pay all connection and monthly charges assessed for providing service. The Applicant acknowledges the necessity for and authorizes the County to enter upon the identified premises for the purposes of inspecting, connecting, disconnecting, and/or interrupting the reclaimed water service.

It is understood that due to the chemical composition of the reclaimed water, the water may not be suitable for irrigation of certain susceptible vegetative species. Nevertheless, the Applicant agrees that the County will not be held liable for damages to vegetation or equipment resulting from the application of reclaimed water, or for damages that may occur as a result of service interruptions. With the exception of negligent acts on the part of the County, its agents and employees, the Applicant agrees to indemnify, defend and hold harmless the County and its agents and employees from and against all liabilities, claims, damages, losses and expenses including attorneys' fees connected with the use of reclaimed water at the above service address.

It is understood that the use of reclaimed water is strictly regulated and its proper application under this Service Agreement is limited to the specific uses and restrictions as stated in the current *Reclaimed Water Operating Guidelines*, attached herein and incorporated by reference.

The Applicant understands that the use of reclaimed water is limited solely to the identified site address herein referenced. Failure by the Applicant to abide by the terms of this Service Agreement or the written policies, rules, guidelines and/or operational directives issued by the County may result in the discontinuance of reclaimed water service or other appropriate enforcement actions.

\_\_\_\_\_  
(Printed Name and Title of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

# SAMPLE

## **Corporate Letterhead**

Sample Language for Principal/Agent Account Liability

PLEASE BE ADVISED that \_\_\_\_\_ (Agent's Name) \_\_\_\_\_ is an agent of  
\_\_\_\_\_ (Principal's Name) \_\_\_\_\_ an is authorized to set up utility accounts on behalf  
of \_\_\_\_\_ (Principal's Name) \_\_\_\_\_.

\_\_\_\_\_ (Principal's Name) \_\_\_\_\_ is responsible for payment of the accounts set up by  
\_\_\_\_\_ (Agent's Name) \_\_\_\_\_ and will be liable for all billings to this account.

\_\_\_\_\_  
Name (Print) Position

\_\_\_\_\_  
Signature

**\*Note: This letter must be on Company Letterhead and signed by an officer of the Corporation.**

# RECLAIMED WATER OPERATING GUIDELINES

## Hillsborough County Water Resource Department

The following outlines the approved uses, restrictions, and operating guidelines for reclaimed water to protect human health and the environment, as regulated by Federal, State, and/or County agencies.

1. **Approved uses for reclaimed water** identified in Florida Administrative Code (FAC) Chapter 62-610:
  - a) **Landscape irrigation** via an in-ground sprinkler system. Reclaimed water may also be applied using a hose bibb (connection) assembly that is located in a below-ground locked vault or service box and clearly labeled as being of non-potable quality (bearing the words in English and Spanish: “Do Not Drink -- No Beber” together with the equivalent standard international symbol). Hillsborough County requires that the hose bibb connection assembly, including the lock box and rubber hose, be as specified in the *Public Utilities Departments Technical Specifications*, Division 33, Section 339001.
  - b) **Cooling water, wash water, or process water** at industrial facilities per DEP Rule 62-610.650 FAC.
  - c) **Irrigation of edible crops.** Direct contact (application) is allowed on crops that will be peeled, skinned, cooked, or thermally processed before consumption is allowed, such as tobacco or citrus. An indirect application method, such as ridge and furrow irrigation, drip irrigation, or a subsurface distribution system that will preclude direct contact of the crops, is allowed for edible crops that are **not** peeled, skinned, cooked, or thermally processed before consumption.
  - d) **Aesthetic purposes.** Reclaimed water may be used in decorative pools, fountains, ponds, and other aesthetic features. An aesthetic feature that is a water of the state or will discharge to waters of the state is subject to compliance with Chapter 62-650 F.A.C.
  - e) **Toilet Flushing and Fire Protection** for commercial or industrial processes as per DEP Rule 62-610.476 FAC.
  - f) **Dust Control** at construction sites per DEP Rule 62-610.478 FAC.
  - g) **Other reuse applications** such as washing of vehicles, roads, sidewalks, and outdoor work areas and mixing of concrete as per DEP Rule 62-610.480 FAC. Reclaimed water shall **not** be used to fill swimming pools, hot tubs, or wading pools.
2. **Customer’s irrigation system.** Reuse customers shall install and maintain both a **cut-off valve** on the customer’s side of the service connection and an operable automatic rain sensing **shut-off device**, per County Ordinance 94-12. Customers shall maintain their irrigation systems in proper working condition and adjust sprinklers and timing schedule to preclude reclaimed water from pooling or draining onto adjacent properties, streets, storm sewers, or water bodies.
3. **Separation distance.** A separation distance of 75 feet is required between a potable water well and the reclaimed water spray area. Low trajectory nozzles are required for any areas irrigated by reclaimed water within 100 feet of public eating, drinking, or bathing facilities.
4. **Potable water protection.** To protect the public potable (drinking) water supply, the customer shall install and maintain a reduced pressure principle backflow prevention device at points of connection where the customer’s potable system is connected to the public potable water main.

# RECLAIMED WATER OPERATING GUIDELINES

(Continued)

5. **Cross connection protection.** The customer's reclaimed water system shall be completely isolated and may not be linked by valve or direct connection to any other water source including the public water supply, any groundwater well, or lake withdrawal system. Cross connections or dual connections with other potable or non-potable water sources are **not** allowed.

A Backflow prevention assembly is required on all potable water lines to prevent a potential cross-connection and contamination of the potable water system. The following lists the backflow requirement by customer type, installation requirements, and responsibility for costs.

<b>Single Family Residential</b> with individual reclaimed water service connection	Residential Dual Check (RDC)	Installed by the County as part of Connection Charge
<b>Multi-Family Residential</b> with <i>master-metered</i> potable water service and <i>master-metered</i> reclaimed water service	Reduced Pressure Zone (RPZ) installed upstream of master potable water meter	Installed and paid for by Customer
<b>Multi-Family Residential</b> with <i>individually metered</i> potable water services and <i>master-metered</i> reclaimed water service	RDC installed on each individual potable water service	Installed by County and paid for by Customer
<b>Commercial</b>	Reduced Pressure Zone (RPZ)	Installed and paid for by Customer

6. **Identification of pipes, valves, etc.** All reclaimed water pipes, valves, and outlets shall be color-coded purple or appropriately tagged or labeled in English and Spanish: "Do Not Drink --No Beber" together with the equivalent standard international symbol to differentiate reclaimed water from domestic or other water sources and to inform the public that the water is not intended for drinking.
7. **Signage.** The customer shall post County approved advisory signage notifying the public of the use of reclaimed water in accordance with DEP Rule 62-610.468(2) – (5), at their facility entrances and intermittently throughout the zone of application. The County will provide the appropriate signage to the customer.



# RECLAIMED WATER CONNECTION CHARGES -

A charge for each connection to the County's reclaimed water system shall be assessed in accordance with the following table.

10-01-2023

Connection Size <sup>(1)</sup>	New Connection <sup>(2)(3)</sup>	Pre-Tapped Connection <sup>(4)</sup>
5/8" x 3/4"	\$350.00	\$215.00
1"	450.00	\$275.00
1 1/2"	\$650.00	\$440.00
2"	\$1,000.00	\$540.00
3" & larger <sup>(5)</sup>	\$250.00	250.00
<p>(1) Meters, meter-reading devices, and service lines installed by the County shall remain the property of the County. Meters and service lines installed by the customer shall be dedicated to the County and shall remain the property of the County thereafter.</p> <p>(2) Charges for new single-family residential connections of <b>1 inch</b> or less in size represent the cost of processing the service application, tapping the reclaimed water line, installing the curb stop, setting the service box, and installing a dual check back-flow prevention device on the potable water service.</p> <p>(3) Charges for new single-family residential connections greater than <b>1 inch</b>, multi-family residential connections, and commercial connections represent the cost of processing the service application, tapping the reclaimed water line, and installing the curb stop, reclaimed water meter, and meter box.</p> <p>(4) Charges for pre-tapped (service line already in place) single-family residential connections of <b>1 inch</b> or smaller represent the cost of processing the service application, setting the service box, and installing a dual-check back-flow prevention device on the potable water service. Charges for pre-tapped connections greater than <b>1 inch</b> represent the cost of processing the service application, setting the service box, and installing a reclaimed water meter as well.</p> <p>(5) For service connections larger than <b>2 inches</b>, the customer shall furnish and install all associated appurtenances including the tapping saddle, corporation stop, service lines, curb stop, meter box, reclaimed water meter, meter reading device (if required), and any back-flow prevention assembly required for the potable water service. The connection charge represents the County's cost for review, inspection, and execution of the tap. For pre-tapped connections, the charge represents the County's cost for review and inspection only. The entire reclaimed water service with all related materials shall be dedicated to the County and shall remain the property of the County thereafter.</p>		

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## Commercial and Multi-Family Residential Accounts -

Monthly user charges for commercial and multi-family residential reclaimed water accounts shall be assessed in accordance with the following table.

<b>MONTHLY USER RATES—COMMERCIAL &amp; MULTI-FAMILY</b>					
<b>Type of Charge</b>		<b>Charges by Connection Subclass</b>			
		Unmetered		Metered	
		Initial <sup>(1)(2)</sup>	Committed <sup>(2)(3)</sup>	General Users <sup>(4)(6)</sup>	Major Users <sup>(5)(6)</sup>
Base Facility Charge		\$9.00	\$9.00	\$5.55	\$5.55
Usage Charge (per 1000 gallons)		None	None	Per usage blocks	\$0.13
Block 1	0 –15,000 gallons per ERC <sup>(7)</sup>	N/A	N/A	\$0.16	N/A
Block 2	15,001 –30,000 gallons per ERC <sup>(7)</sup>	N/A	N/A	\$0.27	N/A
Block 3	Above 30,000 gallons per ERC <sup>(7)</sup>	N/A	N/A	\$0.74	N/A
<p>(1) Commercial and multi-family residential properties in RWIUs created on or before <b>April 1, 1997</b> are eligible for Initial-Class reclaimed water connections. Initial-Class rates shall remain fixed through <b>March 31, 2007</b>. Beginning <b>April 1, 2007</b>, Initial-Class rates will be increased over a <b>3-year</b> phase-in period to the then-current rates for Committed-Class connections.</p> <p>(2) The rates in this subclass apply only to reclaimed water connections of 1 inch or smaller. Connections larger than <b>1 inch</b> are subject to Metered-Class rates.</p> <p>(3) Commercial and multi-family residential properties that had unmetered reclaimed water service prior to <b>May 1, 2002</b> are eligible for Committed-Class reclaimed water connections.</p> <p>(4) All metered commercial and multi-family residential reclaimed water accounts are classified within the General Users subclass unless eligible under the Major Users subclass.</p> <p>(5) The Major Users subclass includes each reclaimed water account established by the County pursuant to a written agreement or arrangement with the customer which provides for a maximum daily quantity of reclaimed water deliverable by the County, the interruption of reclaimed water delivery for the remainder of any day in which the daily maximum quantity has been delivered, and/or the on-site storage of reclaimed water during wet-weather periods.</p> <p>(6) Represents monthly user rates that are in effect as of October 1, 2023. The Board has adopted the implementation of a price index adjustment plus an additional 4.0% rate adjustment as provided in Sections 6.1 and 6.2 of Resolution No. R23-078.</p> <p>(7) An ERC for reclaimed water service is defined as an average annual daily flow of <b>500 gpd</b>. ERCs are determined initially based on projected usage and are subject to adjustment annually based on the actual average annual daily usage for the prior <b>12-month</b> period. For example, an average annual daily flow of <b>1000 gpd</b> is equivalent to <b>2 ERCs</b> (<math>1000/500 = 2</math>).</p> <p>In the alternative, each General User may elect to have the total ERCs for its account determined on the basis of the property's irrigated area. For each such election, <b>1 ERC</b> shall apply for each <b>5600 square feet</b> of irrigated area or portion thereof. An election may only be rescinded at the discretion of the Director of the County's Department following the Department's receipt of a written request for rescission from the General User stating the basis for the request. The assessment of monthly charges based on such an election shall commence with the first full billing cycle following the County Department's receipt of the General User's affidavit certifying the total irrigated area of the property and shall continue until the election is rescinded as provided herein or the account is closed. The determination of total ERCs based on such an election may be modified following the Department's receipt of a subsequent affidavit certifying a change in the total irrigated area of the property. The total irrigated area certified for any such property shall be subject to verification and adjustment by the County.</p>					

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