



**COMMERCIAL RECLAIMED WATER APPLICATION PACKAGE  
INSTRUCTIONS**

Thank you for your interest in connecting to the County's reclaimed water system. An application, submitted to the Public Utilities Department, is required for connection to a County-owned reclaimed water main. The procedure is as follows:

- 1) The applicant shall submit a **completed** Reclaimed Water Worksheet, **signed** Service Agreement; an Authorization Letter, and an electronic copy of the connection plans to Paul Schaedler:

[SchaedlerP@HillsboroughCounty.org](mailto:SchaedlerP@HillsboroughCounty.org)  
Reclaimed Water Planning Team  
Public Utilities Department

- 2) The Utility will review and approve the application package and notify the applicant of the connection charges.
- 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
- 4) The applicant shall apply for a plumbing permit from the Development Services Division. The plumbing permit submittal should include a site plan, folio number, 9-1-1 address assigned for the property, and payment of the \$77.00 fee. For additional information and office locations, visit the Center for Development Services on the web at: <http://www.hcflgov.net/en/government/departments/development> or by phone (813) 272-5600.
- 5) Following completion of steps 1 – 4 (above), the applicant may initiate the connection process by contacting the Reclaimed Water Service Program Coordinator: [WaterDept@HCFLGov.net](mailto:WaterDept@HCFLGov.net)
- 6) Utility staff will schedule all field activities required to connect to Reclaimed Water System. For connection and meter requests larger than 2 inches, the applicant shall furnish and install the meter and associated appurtenances to specification and must comply with any on-site requirements in accordance with County Code of Ordinances, Cross-Connection Control and specifications.

*Additional information provided:*

- *Reclaimed Water Operating Guidelines*
- *Reclaimed Water Connection Charges, Monthly Reclaimed Water User Charges and Deposit Schedule, and Specifications for meters larger than 2 inches.*

If you have any questions contact Paul Schaedler, Reclaimed Water Planning Team, at (813) 272-5977, extension 43366.

## **APPLICATION PACKAGE SUBMITTAL**

To expedite your request the items below should be completed and submitted with your application:

**1. A Reclaimed Water Worksheet.**

**2. A signed Reclaimed Water Service Agreement.**

**3. An Authorization Letter (on company stationery)** empowering the applicant to act on behalf of the represented company in setting up water/wastewater utility accounts for same.

**4. An electronic PDF copy of a Service Connection Plan (to scale) delineating the following:**

- a) Site plan of the project
- b) Reclaimed water main and proposed point(s) of connection
- c) Adjacent streets and other location information
- d) On-site buildings, driveways, parking lots, water bodies, etc.
- e) Potable water lines, meter, and RPZ back-flow preventer locations
- f) On-site irrigation zones and valve locations
- g) Any alternate water supply sources (wells, etc.)
- h) Anticipated modifications to existing irrigation system(s)

Submit application package to:

Paul Schaedler – [SchaedlerP@HillsboroughCounty.org](mailto:SchaedlerP@HillsboroughCounty.org)  
Reclaimed Water Planning Team  
Hillsborough County Public Utilities Department

If you have questions please call Paul, Reclaimed Water Planning Team at 272-5977, extension 43366 or by email at [SchaedlerP@HillsboroughCounty.org](mailto:SchaedlerP@HillsboroughCounty.org).

# HILLSBOROUGH COUNTY PUBLIC UTILITIES DEPARTMENT

## COMMERCIAL RECLAIMED WATER CONNECTION

### WORKSHEET

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.

|   |   |
|---|---|
| <input type="checkbox"/> Multi-family <input type="checkbox"/> >2" Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Common Area <input type="checkbox"/> Industrial |   |
| 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:<br>Average Daily Use: _____ GPD Peak Use:<br>_____ GPD _____ GPM |
| Net Irrigable Area: _____ Acres _____ SF<br>( <i>See note 1</i> )   |   |
| Anticipated Meter/Service Size: _____ Inch<br>( <i>See note 3 for Irrigation requirements</i> )   |   |
| Current source of water for irrigation : _____  | Hours per Day: _____ Hours<br>From _____ am/pm to _____ am/pm                       |
| Potable (drinking) water wells on site: _____ yes _____ no<br>If yes, please indicate on attached irrigation plan.  | Days per Week: _____; Weeks per Year: _____   |
| <i>Note: State regulations prohibit the use of reclaimed water within 75 feet of a potable water well.</i>  | GPD = Gallons per Day<br>GPM = Gallons per Minute                                   |
| Comments:   |   |

|   |  |
|---|--|
| <p style="text-align: center;">_____<br/>(Print – Authorized Representative/Title)</p> <p style="text-align: center;">_____<br/>(Address)</p> <p style="text-align: center;">_____<br/>(City / State / Zip)</p> <p style="text-align: right;">_____<br/>(Phone)</p> | <p><u>Return completed forms to:</u><br/>         Paul Schaedler<br/>         Reclaimed Water Planning Team<br/>         Public Utilities Department<br/>         925 E. Twiggs St.<br/>         Tampa, Florida 33602<br/>         Phone: (813) 272-5977 Ext. 43366<br/>         Or email scanned copies to:<br/> <a href="mailto:SchaedlerP@HillsboroughCounty.org">SchaedlerP@HillsboroughCounty.org</a></p> |
| Signature:  | Date:  |

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 table listing each zone, the number of sprinkler heads per zone, the flow rate (GPM) of each sprinkler head, total GPM for each zone, etc. Determine maximum rate (GPM) by identifying which zones are operating together.**

| 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 PUBLIC UTILITIES 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.

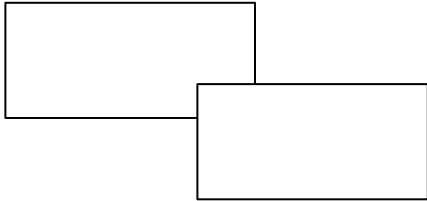
The Applicant understands that the use of reclaimed water is limited solely to the identified site address herein referenced. Failure by the Applicant to abide by the terms of this Service Agreement or the written policies, rules, guidelines and/or operational directives issued by the County may result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

## Hillsborough County Public Utilities Department

(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.
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.

### COMMERCIAL RECLAIMED WATER CONNECTION CHARGES

| Connection Size (1) | New Connection (2) (3) | Pre-Tapped Connection (4) | Dual Check Credit (5) | Meter (6) | Meter-Reading Device (7) |
|---------------------|------------------------|---------------------------|-----------------------|-----------|--------------------------|
| 5/8" x 3/4"         | \$200                  | \$60                      | \$40                  | \$25      | \$120                    |
| 1"                  | \$300                  | \$150                     | \$40                  | \$30      | \$120                    |
| 1-1/2"              | \$500                  | \$250                     | N/A                   | N/A       | \$120                    |
| 2"                  | \$750                  | \$350                     | N/A                   | N/A       | \$120                    |
| 3" and Larger (8)   | \$250                  | \$100                     | N/A                   | N/A       | N/A                      |

- (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.
- (2) **Charges for new connections of 1 inch 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.
- (3) **Charges for connections greater than 1 inch** represent the cost of processing the service application, tapping the reclaimed water line, and installing the curb stop, reclaimed water meter, and meter box.
- (4) **Charges for pre-tapped (service line already in place)** 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 **1 inch** represent the cost of processing the service application, setting the service box, and installing a reclaimed water meter as well.
- (5) **The reclaimed water connection charge** shall be reduced by the amount specified if the property will not be connected to the County's potable water system or if an alternate back-flow prevention device must be installed for that property by the customer.
- (6) **The charge for installing a meter** when required pursuant to reclaimed water user charges.



(7) **In addition to the meter installation costs shown**, automated meter reading devices, including a transmitter and an encoder, may be required, as determined by the Department Director.

(8) **For service connections larger than 2 inches**, the customer shall furnish and install all associated appurtenances including the tapping saddle, corporation stop, service lines, curb stop, meter box, reclaimed water meter, an automated 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.

### **COMMERCIAL RECLAIMED WATER DEPOSIT SCHEDULE**

| Meter Size   | Deposit | Meter Size | Deposit | Meter Size | Deposit |
|--------------|---------|------------|---------|------------|---------|
| 5/8" to 3/4" | \$150   | 2"         | \$225   | 6"         | \$485   |
| 1" to 1-1/4" | \$165   | 3"         | \$350   | 8"         | \$550   |
| 1 1/2"       | \$175   | 4"         | \$400   | 10"        | \$650   |

A Deposit is due at the time of payment of Connection Charge and is based on the meter size. The deposit will be refunded with accrued interest when accounts are final billed.

### **BACKFLOW PREVENTION REQUIREMENTS**

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.

| Customer Type   | Backflow Prevention Assembly Requirement                                     | Installation and 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                   |

### **RECLAIMED WATER USER CHARGES –**

Commercial and Multi-Family Residential Accounts –Monthly user charges for commercial and multi-family residential reclaimed water accounts shall be assessed and billed in accordance with the following table.

**MONTHLY USER RATES—  
COMMERCIAL & MULTI-FAMILY**

| <i>Type of Charge</i>           |  | <i>Charges by Connection Subclass</i> |                            |
|---------------------------------|--|---------------------------------------|----------------------------|
|                                 |  | Metered                               |                            |
|                                 |  | General Users <sup>(4)</sup>          | Major Users <sup>(5)</sup> |
| Base Facility Charge            |  | \$4.06                                | \$4.06                     |
| Usage Charge (per 1000 gallons) |  | Per usage blocks                      | \$0.08                     |
| Block 1                         | 0 – 15,000 gallons per ERC <sup>(6)</sup>      | \$0.11                                | N/A                        |
| Block 2                         | 15,001 – 30,000 gallons per ERC <sup>(6)</sup> | \$0.21                                | N/A                        |
| Block 3                         | Above 30,000 gallons per ERC <sup>(6)</sup>    | \$0.52                                | N/A                        |

(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.

(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.

(6) An ERC for reclaimed water service is defined as an average annual daily flow of **500 gpd**. 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 **12-month** period. For example, an average annual daily flow of **1000 gpd** is equivalent to **2 ERCs** (1000/500 = 2).

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, **1 ERC** shall apply for each **5600 square feet** 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.

# HILLSBOROUGH COUNTY PUBLIC UTILITIES DEPARTMENT

## PROCESS TO OBTAIN A METER/SERVICE ADDRESS WHEN APPLYING FOR A RECLAIMED WATER CONNECTION

- ◆ Take the reclaimed water site plan, plat map, and map to a Building Permit office and request a plumbing permit to connect your irrigation system to the proposed reclaimed water meter/service, and request the permitting clerk to obtain (from Streets and Addresses) an address for meter/service located on the map.
- ◆ Email a copy of the permit application with the meter/service address to [WaterDept@HCFLGov.net](mailto:WaterDept@HCFLGov.net)

### Building Permit Office locations and telephone numbers

**Main office:** 601 Kennedy Blvd (19<sup>th</sup> floor), Tampa Fl 33602      **(813) 272-5600**  
**South County office:** 410 30<sup>th</sup> St SE, Ruskin, Fl 33570      **(813) 671-7657**

### Public Utility Service Availability (Customer Service) office locations and telephone numbers

**South Central office:** Brandon Support Operations Complex 332 N. Falkenburg Road Tampa, FL 33619

**Ph**      **(813) 272-5977**

**Northwest office:** 15610 Premiere, Tampa FL 33624

**Ph**      **(813) 272-5977**