



WATER AND SEWER POLICY

Town of Princeton, North Carolina

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101 PURPOSE

The Town of Princeton Board of Commissioners find and declare that continued installation, at a rapidly and constantly accelerating rate, of septic tank systems and other types of wastewater systems in a faulty or improper manner and in areas where unsuitable soil and population density adversely affect the efficiency and functioning of these systems, has a detrimental effect on the public health and environment through contamination of land, groundwater and surface waters. Recognizing, however, that wastewater can be rendered ecologically safe and the public health protected if methods of wastewater collection, treatment and disposal are properly regulated and recognizing that wastewater collection, treatment and disposal will continue to be necessary to meet the needs of an expanding population, the Town of Princeton Board of Commissioners intends to ensure the regulation of wastewater collection, treatment and disposal systems so that these systems may continue to be used, where appropriate, without jeopardizing the public health.

102 BACKGROUND

Water and sewer services are intended and necessary for urban development. These services range from public safety to parks and recreation and library facilities. To provide and extend these services, the Town of Princeton needs to be able to expand its tax base. This process must occur in a routine fashion to allow for proper planning and implementation. And, extensions of public utilities should be provided in a rational manner to ensure efficient and effective delivery of the Town's services. It is the Town's primary intent to extend water and sewer services only to those areas that can be immediately annexed.

103 DEFINITIONS

For the purpose of this policy certain words or terms used herein shall be defined as follows:

Administrative Fee. A one-time charge assessed at the time a person requests water and/or sewer service.

Applicant. Any person(s), firm, association, partnership, corporation, or other entity requesting water and or/sewer service from the system whose request requires an extension of said system in accordance with this policy; all authorized agents of the Applicant, including but not limited to persons or entities that the Applicant may engage to assist in the design, construction, and/or installation of an extension.

Capacity Charge. A one-time fee due with the tap fee intended to recover a portion of the capital of providing water and sewer system capacity and installing water and sewer mains. Anticipated average usage shall be the criterion for determining capacity charges.

Commodity Charge. A fixed rate for a 1,000-gallon volume of water provided and/or wastewater received. The volume is based on water meter readings.

Town of Princeton (In Town) Customer. The person(s) that resides within the Town of Princeton cooperate town limits and legally or equitably are responsible for the payment of charges for water, sewer & trash services received. Town of Princeton customers **MUST** reside on property that is within the Town of Princeton cooperate town limits in order to receive town services. Anyone who lives outside the Town of Princeton cooperate limits but, wishes to have town

services **MUST** annex into the Town of Princeton cooperate limits. There are no exemptions and/or hardship cases allowed.

Deposit. A one-time payment made at the time a utility service account is set up.

Fee, or Fee Schedule. The list of all rates and fees adopted each year by the Town's Board of Commissioners with the Town's annual budget. Unlike the tax levy, these fees may be amended at any formal meeting of the Town's Board of Commissioners throughout the fiscal year. Stormwater Fees require a public hearing.

Late Fee. A fixed amount assessed in the event service is scheduled for disconnection due to non-payment.

Main. The water or sewer pipe usually laid in or adjacent to a street running parallel to the property line within a public right of way or utility easement which distributes water or collects sewage.

Meter Tampering Fee. A fixed charge assessed in the event that someone other than a Town of Princeton turns on a water meter representative when there has been no service established or when service has been interrupted due to non-payment.

Ordinance. A legislative enactment of the Town of Princeton.

Reconnection Fee. A fixed amount assessed in the event service is scheduled for disconnection due to non-payment.

Tap. That part of a water or sewer service line which extends from the main to the property line, including all appurtenances, to make the service complete and ready to use.

Tap Fee. A one-time charge assessed for the installation of water or sewer service line and appurtenances.

Town. The Town of Princeton, North Carolina. A political subdivision located in Johnston County within the State of North Carolina

Transfer Fee. A fixed charge assessed when utility service is transferred from one location served by the Town of Princeton to another location served by the Town of Princeton.

Split Water Tap. A water tap split into two separate $\frac{3}{4}$ " inch meter bases to allow for the use of water for irrigation, billed at the irrigation rate, without a sewer charge; or splitting a 1" (minimum) tap and adding a separate $\frac{3}{4}$ " meter for multifamily home purposes. Typical sewer charges would apply. Customers shall make known the size of taps needed.

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SECTION II: WATER SERVICE

201 WATER TAP FEE

This fee is intended to recover the cost of labor and materials for making a tap into the utility system of the Town of Princeton as well as to offset a portion of system administrative costs. The tap fee shall apply to both water and sewer taps separately and must be paid in advance. Additional charges for extraordinary work necessary to make a tap, such as boring, jacking, installation of casing or special shoring requirements may be required in excess of the tap fee.

Table 201.A

WATER TAP	
Meter Size	(These fees include the meter(s) and installation)
¾"	\$2,500.00
1" or Greater	\$2,500.00 -OR- Actual Cost(s) plus 10%, whichever is greater
Split Tap	\$2,500.00 -OR- Actual Cost(s) plus 10%, whichever is greater

Special rate consideration for developer-installed taps: A flat fee of \$75 on all water taps shall apply to the development of two or more lots, or two or more primary residential, commercial or industrial units, where the developer or owner extends the town water and/or sewer mains and completes all tap installation work. The installation of water meters shall be done by the town and shall incur additional fees per meter (See water meter table (Table 201.B) below). The flat fee discount is not applicable in cases when the town mains are not extended, and typical tap fees shall be assessed. Developer-installed taps must have the approval of Princeton’s Public Works Superintendent, or designee, before work is covered.

Table 201.B

WATER METER COSTS		
Meter Fee	Residential	Commercial
¾"	\$400.00	\$400.00
1"	\$500.00	\$500.00
1 ½"	\$1,000.00	\$1,000.00
2"	\$1,400.00	\$1,400.00

Inspection Fee: Any new water service and tap being added to the Town’s mains shall be assessed a \$150 inspection fee. This includes a property owner switching from any other water system to the Town’s water system. Permits should be sought at the Town Hall. This does not apply to developer-installed taps as referenced above.

202 CAPACITY CHARGE

The capacity charge is applicable to each new connection to a water main, regardless of who may have paid for the installation of the water main to which the connection is to be made. Charges shall be paid at the time of connection, in advance, and are calculated as follows in Table 202.A. See the Fee Schedule for Water Capacity Rate.

Table 202.A

WATER CAPACITY TABLE		
WATER CAPACITY	GALLONS PER DAY (GPD)	AMOUNT
Residential:		
Single Family	250	250 x Water Capacity Rate per GPD

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Two-family -OR- Multi-Family	75 per bedroom	75 x # of bedrooms x Water Capacity Rate per GPD
Commercial:		
	Minimum allowable design daily flow as found in the 15A NCAC 02T .0114(c)	(Must use table from 15A NCAC 02T .0114(c)) (or Estimate) x Water Capacity Rate per GPD
Industrial:		
	Estimated average daily use as determined by Town Personnel	Must use table from 15A NCAC 02T .0114(c)) (or Estimate) x Water Capacity

203 MINIMUM MONTHLY CHARGE

A minimum monthly charge as set forth by the current Water and Sewer Rate Schedule will be billed for each meter to all customers who have access to water service provided by the Town of Princeton. The minimum charge will be billed for prolong absences unless service is disconnected through the Town.

204 COMMODITY CHARGE

In addition to the minimum monthly water charge, the Town of Princeton will bill each Customer based on the total number of gallons consumed as determined by monthly water meter readings as set forth by the current Water & Sewer Rate Schedule.

SECTION III: SEWER SERVICE

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SECTION III: SEWER SERVICE

301 SEWER TAP FEE

This fee is intended to recover the cost of labor and materials for making a tap into the utility system of the Town of Princeton as well as to offset a portion of system administrative costs. The tap fee shall apply to both water and sewer taps separately and must be paid in advance. Additional charges for extraordinary work necessary to make a tap, such as boring, jacking, installation of casing or special shoring requirements may be required in excess of the tap fee. **See Table 301.A**

Table 301.A

SEWER TAP	
Tap Size/Depth	
4" (Less than 4' deep & service on same side of road, less than 20' run, and does not require cutting of the streets)	\$2,500 Deposit Fee (Final amount determined by actual costs)
All Other Sewer Taps	Requestor of sewer services should seek an approved plumbing business with the Town of Princeton to install sewer services at the requestor's expense.

Special rate consideration for developer-installed taps: A flat fee of \$75 on all sewer taps shall apply to the development of two or more lots, or two or more primary residential, commercial or industrial units, where the developer or owner extends the town water and/or sewer mains and completes all tap installation work. The flat fee discount is not applicable in cases when the town mains are not extended, and typical tap fees shall be assessed. Developer-installed taps must have the approval of Princeton's Public Works Superintendent, or designee, before work is covered.

Inspection Fee: Any new sewer service and tap being added to the Town's mains shall be assessed a \$150 inspection fee. Permits should be sought at the Town Hall. This includes a property owner switching from a septic system to the Town's sewer system, and includes the replacement of a property owner's sewer line and then being added to the Town's sewer system. This does not apply to developer-installed taps as referenced above.

302 CAPACITY CHARGE

The capacity charge is applicable to each new connection to a sewer main, regardless of who may have paid for the installation of the sewer main to which the connection is to be made. Charges shall be paid at the time of connection, in advance, and are calculated as follows in Table 302.A. See the Fee Schedule for Water Capacity Rate.

Table 302.A

SEWER CAPACITY TABLE		
SEWER CAPACITY	Gallons Per Day (GPD)	AMOUNT
Residential:		
Single Family	250	250 x Water Capacity Rate per GPD
Two-family -OR- Multi-Family	75 per bedroom	75 x # of bedrooms x Water Capacity Rate per GPD
Commercial		
	Minimum allowable design daily flow as found in the 15A NCAC 02T .0114(c)	(Must use table from 15A NCAC 02T .0114(c)) (or Estimate) x Water Capacity Rate per GPD

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Industrial		
	Estimated average daily use as determined by Town Personnel	(Must use table from 15A NCAC 02T .0114(c)) (or Estimate) x Water Capacity Rate per GPD

303 MINIMUM MONTHLY CHARGE

A minimum monthly charge as set forth by the current Water and Sewer Rate Schedule will be billed to all customers who have access to sewer service provided by the Town of Princeton and will be billed even if no water is consumed, and ONLY if a meter is installed.

304 COMMODITY CHARGE

In addition to the minimum monthly sewer charge, the Town of Princeton will bill each customer based on the total number of gallons consumed as determined by monthly water meter readings as set forth by the current Water & Sewer Rate schedule. All charges for sewer service are based on water consumption.

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401 DEPOSIT

401.1 Residential Property Owners

A residential property owner may post a deposit as determined by the Town of Princeton Fee Schedule. Persons requesting utility services will be required to complete an application in person at the Town Hall between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. No service will be connected until all proper application procedures have been completed and payment has been made in full. Payment for new services must be made by cash, certified check, money orders or debit/credit cards. No personal checks will be accepted for new deposits.

401.2 Commercial Property Owners

A commercial property owner may post a deposit as determined by the Town of Princeton Fee Schedule. Persons establishing accounts for commercial utility services shall be required to complete an application, provide a lease or proof of ownership of the property, as well as a contact person who will be responsible for payment of the account. The contact person will be required to provide one form of ID as listed above and a home address. Commercial customers requesting utility services will be required to complete an application in person at the Town Hall between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. No service will be connected until all proper application procedures have been completed and payment has been made in full. Payment for new services must be made by cash, certified check, money orders or debit/credit cards. No personal checks will be accepted for new deposit.

401.3 Other Residential Customers

Customers, lessees, and/or renters who are not the owners of their residential property will be required to post a deposit base on the Town of Princeton Fee Schedule after it has been determined if they are considered a high or low risk. A customer is determined to be high risk if they cannot provide a letter of credit from another utility showing no more than one late payment in the previous twelve months. Customers must provide a copy of their lease agreement and will be limited to one service location at any given time. The renter utility account will be established in the name specified in the lease agreement. In the event that any renter named in the lease has an outstanding bill with the Town, that bill must be paid in full before service is provided for any new services. Persons requesting utility services will be required to complete an application in person at the Town Hall between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. No service will be connected until all proper application procedures have been completed and payment has been made in full. Payment for new services must be made by cash, certified check, money orders or debit/credit cards. No personal checks will be accepted for new deposits.

401.4 Other Commercial Customers

Customers, lessees, and/or renters who are not the owners of their commercial property will be required to post a deposit base on the Town of Princeton Fee Schedule after it has been determined if they are considered a high or low risk. A customer is determined to be high risk

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if they cannot provide a letter of credit from another utility showing no more than one late payment in the previous twelve months. Persons establishing accounts for commercial utility services shall be required to complete an application, provide a lease or proof of ownership of the property, as well as a contact person who will be responsible for payment of the account. The contact person will be required to provide one form of ID as listed above and a home address. Commercial customers requesting utility services will be required to complete an application in person at the Town Hall between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. No service will be connected until all proper application procedures have been completed and payment has been made in full. Payment for new services must be made by cash, certified check, money orders or debit/credit cards. No personal checks will be accepted for new deposits.

401.5 Notarized Guarantee of Customer Utility Bill

An established customer of the Town of Princeton may execute a Notarized Guarantee of Customer Utility Bill in lieu of a cash deposit required for new service. The guarantor must have been a property owner and customer of the Town of Princeton for at least two years and have been late no more than two times in the previous twenty-four months.

401.6 Refunding Deposits

Upon account closing, the deposit will be applied toward the customer's utility account. Remaining funds will be used against any amounts on any accounts the customer may have with the Town. A refund check for any remaining balance will be mailed to the customer's forwarding address, if provided when disconnection is requested. The Town bills for utility consumption used prior to the actual billing date, so customers disconnecting service will usually have at least one bill for a full month's services and a final bill for a partial month's service.

401.7 Updating Deposits

Any customer without the minimum deposit on file, whose service has been involuntarily terminated, either for nonpayment, returned check, meter tampering, or any other such reason shall be required to pay the full deposit or update the existing deposit to the minimum requirement as specified above prior to reconnecting services. Deposits will not be refunded after termination of services until all final bills are paid.

402 ADMINISTRATIVE FEE

At the time a customer establishes service by paying a deposit, an administrative fee will be assessed as set forth in the Town of Princeton Fee Schedule.

403 BILLING PERIOD

The Town of Princeton utility billing period runs from the 20th of the month through the 20th of the following month. Water meters will be read as close to the 20th as possible with the intent of keeping

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the number of days in the billing period between 28 and 35. Utility bills will be dated for the 1st of the month and mailed on or before the last working day of the month.

404 DUE DATE

All utility bill payments are due upon receipt.

405 LATE FEE

If a utility bill payment is not received by 5:00 p.m. on the 15th day of the month, the account is considered delinquent and will be subject to a late fee as set forth on the Town of Princeton Fee Schedule. If the 15th falls on a weekend or holiday, the next business day will be the last day to pay by 5:00 p.m. without incurring a late fee.

406 METER TAMPERING FEE

No one other than a representative of the Town of Princeton is authorized to turn on a water meter when new service is established or when service has been disconnected due to nonpayment. If an unauthorized person turns on a water meter, the customer account will be charged a meter-tampering fee as set forth on the Town of Princeton Fee Schedule.

407 DELINQUENT ACCOUNTS

Utility accounts that remain delinquent after 5:00 pm on the last day of the month are subject to an additional late fee, as set forth on the Town of Princeton Fee Schedule, and disconnection. If the last day of the month falls on a weekend or holiday, the next business day at 5:00 p.m. will be the deadline to pay to avoid an additional late fee and disconnections. If the scheduled disconnection date falls on a Friday, weekend or holiday, reconnections will be scheduled for the next business day. Once disconnections are scheduled, the entire amount delinquent, including the late fees, must be paid before service can be resumed. This applies even if service has not been physically disconnected at the time of payment.

If service has not been restored within 30 days following disconnection, the account will be permanently closed and all deposits on file will be applied to the account. In order to have services restored, a new application must be completed, along with a new lease, all balances paid, and a deposit paid before connecting services.

407.1 After Hours Reconnection 5:00PM – 9:00PM

Utility accounts that have been disconnected for non-payment are assessed the reconnection fee as described in section 4.7. However, reconnections requested between 5:00 PM and 9:00 PM will incur an additional 'after hours' reconnection fee on top of the standard reconnection fee mentioned in section 4.7. Please refer to the fee schedule for details. No utilities shall be reconnected between the hours of 9:00 PM and 7:00 AM unless approved by the town administrator.

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408 RETURNED CHECKS/DRAFTS

If a check or draft utility payment is returned for non-sufficient funds, the Town Hall will notify the customer named on the utility account and give them until the next business day to pay the check or draft with cash or money order as well as the Returned Check/Draft Fee as set forth on the Town of Princeton Fee Schedule. If payment is not received by the next business day, service will be disconnected and a reconnect fee will be due along with the amount listed above before service will be restored. If a utility account has a minimum of 3 return checks written for payment of the utility account, within a year from the date of the first returned check, then the utility account will go to a cash basis only account. When the utility account has been paid in a timely manner and has not had a late payment within a year, we will accept checks again upon the customer's request.

409 TRANSFER FEE

When an established customer moves from one location served by the Town of Princeton to another location served by the Town of Princeton, a transfer fee will be assessed as set forth in the Town of Princeton Fee Schedule and will be included on the customer's next utility bill.

410 WATER LEAKS

If a water leak does not go into the sewer system, the customer's sewer charge will be based on the previous three-month's average usage at the current rate per 1,000 gallons of usage and the water charge will be computed as follows:

- Water = Minimum Charge + (Previous 3-month average) (**CURRENT RATE** /1,000 gallons) + (Actual Usage-Previous 3-month average) (**CURRENT COUNTY BULK RATE** /1,000 gallons)

If a water leak does go into the sewer system, the customer's water and sewer charge will be computed as follows:

- Water = Minimum Charge + (Previous 3-month average) (**CURRENT RATE** /1,000 gallons) + (Actual Usage-Previous 3-month average) (**CURRENT COUNTY BULK RATE** /1,000 gallons)
- Sewer = (Previous 3-month average)(**CURRENT RATE** /1,000 gallons) + (Actual Usage-Previous 3-month average) (\$4.00 /1,000 gallons)

Proof of repair and location of leak must be verified by a plumber or Town representative. Only one month's water and sewer charges will be adjusted for a leak, on an annual basis.

411 SWIMMING POOLS

The Town of Princeton will adjust the sewer charge only of a customer wishing to fill an above ground or in ground pool when the Town Hall is notified at least 24 hours in advance and the amount of water used to fill the pool is at least 5,000 gallons.

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412 BULK WATER

The Town of Princeton will sell bulk water under the following conditions:

- The bulk water customer agrees to pay a metering fee as set forth on the Town of Princeton Fee Schedule.

413 CLEANING OF RENTAL PROPERTIES

A rental property owner may have water service at a vacant rental property upon request. There will be no deposit required but a regular utility bill of water, sewer and garbage will be charged. Upon the completion of cleaning, the property owner will be responsible for calling the Town to have the water disconnected. Failure in notifying the Town will result in a continual utility bill.

414 PROLONGED ABSENCES

Any customer who expects to be absent from the Town of Princeton for a prolonged period of time (30 days or more) may make arrangements with the Town Hall to either (1) put their utility account on hold if the water is to be turned off, or (2) pay a reduced minimum charge of water only if the water usage is less than 200 gallons per month. However, if the usage greater than 200 gallons per month then water, sewer and garbage will be applied as set forth by the Town of Princeton Water & Sewer Fee Schedule. See the Fee Schedule for current rates.

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501 EXTENSION OF SERVICES

501.1 Application

Applicants may request a utilities extension to serve properties outside of locations where lines are not available and require extending a public utility main that can serve multiple properties. Application shall be made in writing to the Planning Board and Board of Commissioners. All requests will be reviewed by the Planning Board and the Board of Commissioners. The Town of Princeton will not bear any cost other than what is stated in this policy.

When applicants request major extensions or significant capacity dedication, a determination shall be made by the Planning Board, in conjunction with the Public Works Department, prior to approval to verify overall capacity is available to adequately serve the extension; however, capacity is not guaranteed or set aside for development prior to the development plan approval.

501.2 Requirements

Applicants shall provide justification, in writing, for the request along with a preliminary site plan, design and scope of work must also be presented. The developer, property owner, builder, contractor, and/or applicant shall assume all cost related to water and sewer line extensions.

If service to an entire area or neighborhood is desired, the applicant shall be responsible for contacting property owners and interested parties to determine interest in participating in the extension with the understanding it will eventually result in annexation into the Town Of Princeton for those requesting service.

All construction of water and sewer facilities shall be performed by utility contractors properly registered and licensed to do business in the State of North Carolina. These contractors shall also be approved and deemed satisfactory by the Town, and/or its representative as assigned by Johnston County Inspections, based on objective criteria. All work is subject to inspection and approval by the Town and/or Johnston County Inspections. The Applicant shall be required to reconstruct or replace any work that fails to meet the Town's and/or Johnston County's standards. Construction observation by the Town does not in and of itself imply supervision or acceptance of the work.

501.3 Type of Service

The Town shall only consider gravity sewer extensions to the system. Pump stations shall only be allowed on extensions to the system where, in the sole opinion of the Town and/or County, gravity service is not achievable or is determined to be financially infeasible. The rationale that informs this policy is that pump stations may cause disproportionate operation and maintenance expense to provide service to a limited customer base and that failure of pump stations poses significant environmental risks.

Low pressure sewers, vacuum sewers, inverted siphons, or any other specialized modes of conveyance or alternative systems shall not be allowed unless approved in writing by the Town.

SECTION V: EXTENSION OF SERVICES

501.4 Costs

If the applicant installs all infrastructure associated with the extension, no tap and capacity fee will be assessed for the extension. However, the Town shall charge a flat fee for each connection. The applicant shall be responsible for paying all of the applicable fees and following all processes in place at the time-of-service request.

If the Town of Princeton is the applicant and publicly funds the utility extension, tap and capacity fees will be assessed for properties along the extension in accordance with this policy and applicable Town of Princeton ordinances.

501.5 Warranty and/or Guarantee of Work

Upon completion of project close-out requirements and final acceptance by the City of all facilities constructed under this policy, such facilities shall become the property of the City and the City shall be responsible for their perpetual operation and maintenance. The Applicant shall convey such property by instruments in form and content satisfactory to the City.

The Applicant shall warrant and guarantee to the Town of Princeton the entire extension and each part thereof against defective materials and workmanship for 12 months from the date of final acceptance and approval by the Town including, without limitation, such incidental and consequential damages that may arise from such claims. The Applicant and/or his/her agent(s) shall correct or have corrected any defects resulting from substandard materials or workmanship. If the Applicant or his/her agent(s) neglect to correct such defects, the Town of Princeton shall retain the right to remove and/or disconnect any connections that may have been made to the system, or the City may elect to make the necessary repairs and improvements and institute a lien on the Applicant's property, both real and personal. The Applicant shall guarantee to indemnify and hold harmless the City from all claims for injury to person or property arising out of or resulting in any way from such defective materials and workmanship.

501.6 Exemption

Nothing in this section shall be interpreted to preclude the City from extending the system at its own initiative.