



**CITY OF RUTLAND  
DEPARTMENT OF PUBLIC WORKS  
RUTLAND, VERMONT**

City Hall – 52 Washington St. – Rutland, VT 05701  
Mailing Address: P. O. Box 969 – Rutland, VT 05702  
Phone: 802-773-1813 Fax: 802-775-

**Water and Sewer Allocation Application**

***Instructions for Application and Conditions of Permit***

**WHEN SEWER ALLOCATIONS ARE REQUIRED**

- 1.) Water and Sewer Allocations must be applied for under the following circumstances:
  - a.) New Construction where water and/or sewer services will be provided
  - b.) The change in use of an existing building or space
  - c.) Reuse of a building or space that has been vacant for (2) years or more

**DESCRIPTION OF ALLOCATION PROGRAM**

- 2.) Water and Sewer allocations are granted from reserve capacity at the City's Wastewater Treatment and Water Filtration facilities belonging to the City of Rutland.
- 3.) Allocations are granted to specific buildings or spaces at designated property addresses.
- 4.) Allocations run with the land and not with the business or property owner.
- 5.) Allocations granted by the City are totally independent and not connected in any way to State of Vermont Wastewater Permits.
- 6.) The Department of Public Works will not approve associated Building Permits until the corresponding Water and Sewer Allocation has been applied for and issued.

**DURATION OF ALLOCATIONS**

- 7.) Once issued by the City, allocations shall remain in effect indefinitely except for when the following situations occur:
  - a.) When construction of a new project is not started within (2) years and completed within (4) years from date of issue, the allocation becomes zero.
  - b.) When superseded by a new allocation issued by the City, resulting from a change in use of the building or space.
  - c.) When the building or space becomes vacant for (2) years or more, in which case the allocation becomes zero.

**CALCULATION OF ALLOCATION FEE**

- 8.) Water and Sewer Allocation Fees are based upon estimated Average Daily Flows for water and sewer.
- 9.) Allocations for a change in use of building or space shall be based upon the increase or decrease in Average Daily Flow for the proposed use relative to the existing use at the time of application.
  - a.) The existing use shall be taken as the last active documented use within the previous (2) years.
  - b.) If the building or space has been vacant for (2) years or more, the existing allocation is revoked and becomes zero.
- 10.) The Applicant shall use the attached spreadsheet to compute Average Daily Flows for both the existing and proposed conditions.
- 11.) The current Water & Sewer Allocation Fees are as follows: Sewer Allocation - \$4.00/gallon per day; Water Allocation - no fees are currently charged
- 12.) Allocation Applications may be created utilizing the automated (Excel Spreadsheet) on the City (DPW) Website, or filled in manually.
- 13.) If you have any questions or need assistance, please contact the City Engineering Department at 802-773-1813.

**INSTRUCTIONS FOR FLOW COMPUTATION SPREADSHEET & ALLOCATION APPLICATION**

- 14.) To manually determine the Average Daily Flow and associated Allocation Fee for existing and proposed conditions, follow the steps below.
- 15.) When utilizing the automated excel spreadsheet on the City website, only complete Step 1 for both the existing and proposed use.
- 16.) For new construction and for buildings or spaces that have been vacant for more than (2) years, compute the proposed flow only. (The existing flow is zero.)
  - Step 1.) Enter the Existing "**#Units**" associated with the current use.
  - Step 2.) Determine the Existing Flow "**Subtotal**" by multiplying the "**#Units**" by the "**Flow per Unit (gpd/unit)**".
  - Step 3.) Repeat Steps 1 & 2 for the Proposed Use and enter the "Total Existing Flow" and "Total Proposed Flow" on Page 6.
  - Step 4.) Determine the Increase/Decrease in flow by subtracting the "Total Existing Flow" from the "Total Proposed Flow". Enter this amount on page 6.
  - Step 5.) If there is an increase in flow, determine the Allocation Fee by multiplying the "Increase in Flow" by \$4/gpd.
  - Step 6.) Submit an executed copy of the application and a check for the allocation fee to the Department of Public Works.
- 17.) An executed copy of the application must be submitted to the DPW for approval even if an allocation fee is not required.

**City of Rutland**  
**Water & Sewer Allocation - Flow Computations**

Details of Use	Units	Flow per Unit gpd/unit	Average Daily Flow (gpd)			
			EXISTING USE		PROPOSED USE	
<b>Animal, Dog or Small Animal Grooming; Kennels</b>			# Units	Subtotal	# Units	Subtotal
for each use	employee	13				
grooming station	station	400				
kennels cages or enclosures	cage or enclosure	25				
<b>Airport</b>			# Units	Subtotal	# Units	Subtotal
airport	passenger	4				
with restaurant	seat	<i>see note #1</i>	-	-	-	-
<b>Assembly Area; Conference Room with no food service</b>			# Units	Subtotal	# Units	Subtotal
for each use	seat	4				
<b>Assembly Area; Banquet Hall; Conference Room with catered food prepared off the lot</b>			# Units	Subtotal	# Units	Subtotal
for each use	seat per meal	8				
<b>Assembly Area; Banquet Hall; Conference Room with food service for 1 meal prepared on premises</b>			# Units	Subtotal	# Units	Subtotal
for each use	seat	14				
<b>Barber Shop; Hair Salon</b>			# Units	Subtotal	# Units	Subtotal
no hair washing	chair	50				
hair washing	chair	150				
hair salon	stylist, operator	32				
barber shop; hair salon	employee (not a barber, stylist or operator)	13				
<b>Beer, Wine, or Spirits Tasting Room</b>			# Units	Subtotal	# Units	Subtotal
no public toilets, may have seats but no meal served	tasting room	100				
no public toilets, may have seats but no meal served	employee	13				
with public toilets and seats but no meal served	tasting room	300				
with public toilets and seats if meal served	seat	<i>see note #2</i>				
<b>Brewery</b>			# Units	Subtotal	# Units	Subtotal
brewery	gallon of beer brewed	4.5				
brewery	employee	13				
<b>Bowling Alley</b>			# Units	Subtotal	# Units	Subtotal
bowling alley	lane	67				
restaurant	seat	<i>see note #1</i>	-	-	-	-
<b>Cabins with Plumbing; Park Model Recreation Vehicles</b>			# Units	Subtotal	# Units	Subtotal
with or without kitchen but without laundry facilities	sleeping space *	50				
with or without kitchen but with laundry facilities	sleeping space *	70				
* Design flow shall be calculated based upon a minimum of four sleeping spaces.						
<b>Campsites for Tents and Other Camping Units with No Interior Plumbing</b>			# Units	Subtotal	# Units	Subtotal
central toilets with showers	site	75				
central toilets without showers	site	50				

Details of Use	Units	Flow per Unit gpd/unit	Average Daily Flow (gpd)			
			EXISTING USE		PROPOSED USE	
<b>Campsites for Camping Units with Interior Plumbing but No Sewer Hook-Up</b>			# Units	Subtotal	# Units	Subtotal
central toilets facilities	site	50				
dumping station	site	25				
<b>Campsites for Camping Units with Sewer Hook-Up</b>			# Units	Subtotal	# Units	Subtotal
with or without central toilet facilities serving the units	site	75				
<b>Car Wash</b>			# Units	Subtotal	# Units	Subtotal
car wash	car	<i>see note #3</i>				
with employees	employee	13				
providing public toilets	patron	4				
<b>Care Facilities</b>			# Units	Subtotal	# Units	Subtotal
correctional facility	sleeping space	125				
assisted living facility	sleeping space	85				
hospitals	sleeping space	250				
nursing home care	sleeping space	125				
residential care homes or disabled housing	bedroom	105				
rehabilitation or therapeutic community residence and shelters	sleeping space	70				
rehabilitation or therapeutic community residence and shelters	non-resident staff per shift	13				
other care facilities	sleeping space	125				
<b>Catering or Take-Out Facility (no on premise public seating)</b>			# Units	Subtotal	# Units	Subtotal
limited operation - serving coffee, steamed or rotogrilled frankfurters	N/A	0				
commercial catering within a residence	N/A	100				
commercial catering within a residence	employee	13				
commercial catering not in a residence	N/A	100				
commercial catering not in a residence	employee	13				
ice cream shop	N/A	100				
ice cream shop	employee	13				
bakery	N/A	100				
bakery	employee	13				
deli	N/A	100				
deli	employee	13				
with seafood license	N/A	100				
with seafood license	employee	13				
<b>Child Care Facility</b>			# Units	Subtotal	# Units	Subtotal
without meals	child, employee	13				
with 1 meal	child, employee	16				
with 2 meals	child, employee	19				
<b>Children's Summer Camp</b>			# Units	Subtotal	# Units	Subtotal
overnight camp	person	45				
day camp (no meals served)	person	13				
day camp (meals served)	person	<i>see note #4</i>	-	-	-	-
<b>Church; Temples; Mosques; Other Places of Worship</b>			# Units	Subtotal	# Units	Subtotal
sanctuary	seat	1				
other areas of assembly	seat	4				
meals prepared off site	seat per meal	8				

Details of Use	Units	Flow per Unit gpd/unit	Average Daily Flow (gpd)			
			EXISTING USE		PROPOSED USE	
<b>Dentist's Office</b>			# Units	Subtotal	# Units	Subtotal
dentist office	dentist, hygienist, other medical employee	32				
dentist office	non-medical employee	13				
dentist office	chair	<i>see note #5</i>				
dentist office	patient	<i>see note #6</i>				
<b>Doctor's Office</b>			# Units	Subtotal	# Units	Subtotal
doctor office	doctor, nurse, other medical employee	32				
doctor office	non-medical employee	13				
doctor office	patient	4				
<b>Food Markets; Grocery Stores; Food Stores</b>			# Units	Subtotal	# Units	Subtotal
with bakery	N/A	100				
with deli	N/A	100				
with meat department but without garbage grinder	100 square feet	7.5				
with meat department with garbage grinder	100 square feet	11				
with seafood license	N/A	100				
with public seating	seat	15				
<b>Hotels; Inns; Bed &amp; Breakfasts; Extended Stay Hotels</b>			# Units	Subtotal	# Units	Subtotal
for each use	sleeping space	50				
meals served only to guests	meal per sleeping space	5				
kitchen in room	sleeping space	5				
staff, manager or owner bedroom	bedroom	140				
on premise laundry	machine	<i>see note #7</i>	-	-	-	-
<b>Laundromat; Laundry Services</b>			# Units	Subtotal	# Units	Subtotal
laundromat or laundry service	top or front-loading machine	450				
laundromat or laundry service	employee	13				
<b>Nail Salon</b>			# Units	Subtotal	# Units	Subtotal
nail salon	manicurist or pedicurist	32				
nail salon	employee (non-manicurist or pedicurist)	13				
nail salon	manicure station	50				
nail salon	pedicure station	100				
<b>Office, Factory, Welcome Center &amp; Place of Employment</b>			# Units	Subtotal	# Units	Subtotal
without showers	employee per shift	15				
with showers	employees per shift	20				
with cafeteria	seat	<i>see note #1</i>	-	-	-	-
with public toilet	patron or client (non-employee)	4				
<b>Residential Units including Condominiums and Apartments</b>			# Units	Subtotal	# Units	Subtotal
bedroom	for each bedroom (1st, 2nd & 3rd)	140				
bedroom	for each bedroom (4th and above)	70				
<b>Restaurant</b>			# Units	Subtotal	# Units	Subtotal
restaurant serving a max of 2 meals/day	seat	27				
restaurant serving a max of 3 meals/day	seat	40				
restaurant with 9 or fewer seats	restaurant	300				

Details of Use	Units	Flow per Unit gpd/unit	Average Daily Flow (gpd)			
			EXISTING USE	PROPOSED USE		
<b>School</b>			# Units	Subtotal	# Units	Subtotal
boarding; includes dormitories with staff, cafeterias & showers	student	90				
grades preschool through 8 w/o cafeterias or showers	student, employee	5				
grades 9 through 12 w/o cafeterias or showers	student, employee	12				
grades preschool through 8 with cafeteria and w/o showers	student, employee	8				
grades 9 through 12 with cafeteria and w/o showers	student, employee	15				
grades preschool through 8 with cafeteria and showers	student, employee	11				
grades 9 through 12 with cafeteria and showers	student, employee	18				
<b>Service Station</b>			# Units	Subtotal	# Units	Subtotal
service station	employee per shift	13				
with public toilets	gas or diesel fueling hose	125				
<b>Sports Arena; Skating Rink; Soccer Field; Tennis Court; Pools; Hot Tubs; Saunas; Spas; Health Club; Exercise Gym; Dance Studio; Similar Facility</b>			# Units	Subtotal	# Units	Subtotal
for each use	trainer	32				
for each use	employee (non-trainer)	13				
for each use	spectator	3				
without showers	participant	4				
with showers	participant	8				
restaurant or cafeteria	seat licensed by the Department of health	15				
water treatment backwash	case by case	<i>see note #8</i>				
rink, pool, spa discharge	case by case	<i>see note #9</i>				
<b>Store not otherwise identified in this table</b>			# Units	Subtotal	# Units	Subtotal
store in a shopping center, mall, or on an individual lot	varies	<i>see note #10</i>				
<b>Therapist Office (massage, physical therapy, acupuncturist, chiropractor)</b>			# Units	Subtotal	# Units	Subtotal
Therapist Office (massage, physical therapy, acupuncturist, chiropractor)	therapist	32				
Therapist Office (massage, physical therapy, acupuncturist, chiropractor)	employee (non-therapist)	13				
without showers	client	4				
with showers	client	8				
<b>Therapist Office (mental health counseling)</b>			# Units	Subtotal	# Units	Subtotal
therapist office	therapist, employee	13				
therapist office	client	4				
<b>Toilet Buildings associated with Outside Activities such as Picnic Areas &amp; Recreation Fields</b>			# Units	Subtotal	# Units	Subtotal
toilet and handwashing	person	3				
showers, toilet and handwashing	person	8				
<b>Theatre</b>			# Units	Subtotal	# Units	Subtotal
drive-in	car space	3				
indoor	seat	3				
with food concession	concession area	100				
<b>Veterinary Clinic</b>			# Units	Subtotal	# Units	Subtotal
veterinary clinic	veterinarian	200				
veterinary clinic	employee (non-veterinarian)	13				
with animal boarding	animal	25				

**NOTES APPEARING ON FLOW COMPUTATION TABLE:**

- 1.) Use Restaurant
- 2.) Use Restaurant or 300 gpd/seat, whichever is greater
- 3.) Based on the manufacturer's specifications per vehicle wash
- 4.) Use Child Care Facility
- 5.) Based upon manufacturer's specifications; or if no specifications, use 100 gallons per chair
- 6.) Use 4, unless using 100 gpd or more per chair (then use 0)
- 7.) Use Laundromat; Laundry Services
- 8.) Case by case based on quantity of backwash per cycle and frequency of cycle
- 9.) Case by case based on the quantity of discharge and frequency of discharge
- 10.) Use 4 gpd/100 sq. ft. or 90 gpd/store, whichever is greater



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**Water and Sewer Allocation Summary and Application**

**Total Existing Flow =** \_\_\_\_\_

**Total Proposed Flow =** \_\_\_\_\_

**Increase in Flow (Total Proposed Flow - Total Existing Flow) =** \_\_\_\_\_

**Water & Sewer Allocation Fee (Increase in Flow x \$4/gpd) =** \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 Project Location: \_\_\_\_\_

**Property Owner Information**

Property Owner: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Phone Number: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

*I certify that to the best of my knowledge the information provided on these forms is correct and accurate. I also certify that I have approval from the property owner to make this application.*

Applicant Signature: \_\_\_\_\_

**City of Rutland Approval**

Water & Sewer Allocation Approved by: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Fee Collected: \_\_\_\_\_ Check #: \_\_\_\_\_

Code: 8102