



**Hartstene Pointe Water-Sewer District**  
**772 Chesapeake Drive Shelton, WA 98584**  
**(360) 427-2413 • info@hpwsd.org**

Dear Hartstene Pointe Property Owner:

The enclosed packet contains all the information you need to be connected to and establish water and sewer services from the Hartstene Pointe Water-Sewer District. If, after reviewing the enclosed documents, you have questions, please do not hesitate to contact the District Office. It is our goal to ensure your service is established in a timely manner.

Following is a checklist of activities necessary for connecting to the water distribution system and sewer collection system in the general order they should occur.

\_\_\_\_\_ **Submit completed application form titled “Application for Water-Sewer Service” accompanied by a plot plan showing proposed utility locations and pay the following fees:**

- \_\_\_\_\_ **\$550.00 Water Connection Fee (\$250.00 if property has a pre-installed water meter).** Water connection fees are required to cover cost of the meter and related appurtenances and costs associated with plan review, installation inspection and water service set-up. Contact the General Manager to find out if your property has a pre-installed water meter.
- \_\_\_\_\_ **\$4,405.00 Water Capital Facilities Charge.** The Water Capital Facilities Charge is the required financial contribution of new customers to help fund existing and future water capital improvements necessary for an efficient and proper functioning utility.
- \_\_\_\_\_ **\$250.00 Sewer Connection Fee.** Sewer connection fees are required to cover costs associated with plan review, installation inspection and sewer service set-up.
- \_\_\_\_\_ **\$7,075.00 Sewer Capital Facilities Charge.** The Sewer Capital Facilities Charge is the required financial contribution of new customers to help fund existing and future sewer capital improvements necessary for an efficient and proper functioning utility.

**Total Charges and Fees Due at Time of Application: \$11,480.00 (\$11,980.00 with pre-installed water meter)**

\_\_\_\_\_ **Receive Water/Sewer Permit to Connect.** No less than 5 working days (exclusive of weekends, longer if meter installation is required) following receipt of an Application for Services, plot plan and all related charges and fees, you will be issued a District Water/Sewer Connection Permit. A copy of the permit must be posted at the worksite until final utility connection inspections have been completed.

\_\_\_\_\_ **Water and sewer service commences.** Once a Water/Sewer Permit is issued, your property is considered a Connected Lot and monthly billing will commence for water and sewer service at the following rates:  
Water Service: \$43.50 per month  
Sewer Service: \$39.50 per month

\_\_\_\_\_ **Submit Mason County Department of Public Health issued “Application for Determination of Adequacy”.** The Mason County Building Permit Application process requires a completed “Application for Determination of Adequacy” (attached) which identifies the water source that will serve your residence. The District General Manager must complete and sign a portion of this application.

\_\_\_\_\_ **Submit Mason County Department of Public Health “Community Development Environmental Health Review” form (attached).** Enter “Hartstene Pointe Water-Sewer District” as the name of the sewer system that will serve your residence.

- \_\_\_\_\_ **Call for Inspection of Connection Points.** When you have completed connections to the water distribution system and/or the sewer collection mains, call the District office to request an inspection of the connection points before back-filling. An inspection will be scheduled within 3 days of the applicant's request.
- \_\_\_\_\_ **Complete Hartstene Pointe Water-Sewer District Cross Connection Control Water Use Questionnaire.** To protect the water system from contamination, all customers are required to complete a Water Use Questionnaire that allows the District to assess the risk of contamination due to cross connections. If risks are identified, the property owner will be required to install, at their own cost, backflow prevention devices.
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### **Hartstene Pointe Water-Sewer District Water and Sewer Service Rate Schedule**

Once your residence has been approved by the Mason County Building Department for occupancy, the classification of your property will convert from "Connected Lot" to "Residential." Water and sewer service will then be charged monthly at the adopted full service flat rates (not based on usage). The current base service flat rates are:

Water Service:     \$99.90 per month  
Sewer Service:     \$98.90 per month

- Payment is due upon receipt. Accounts are considered delinquent if not paid by the Due Date stated on the billing.
- Arrangements are available for Automatic Payment using your credit card or by direct deposit from your bank account. To make arrangements for Automatic Payment, please visit our website, [hpwsd.org](http://hpwsd.org), or contact the District Office by calling (360) 427-2413 or by email, [acct@hpwsd.org](mailto:acct@hpwsd.org).
- A 10% penalty is assessed on delinquent balances.
- Delinquent balances in excess of \$100.00, including penalties, are subject to notice that service will discontinue within 48 hours unless the balance is paid in full or payment arrangements are within the 48 hour time period. A fee of \$20.00 is assessed when discontinuation of service notice action is required.
- If it becomes necessary to discontinue service, all overdue account balances, including penalties, discontinuation notice and a service turn-on fee of \$40.00 (\$180.00 if service is turned on after hours) must be paid in full or through payment arrangements before service is restored.
- When delinquent accounts accrue to more than \$250.00 for 60 days or more the District may place a lien on the property for the delinquent amount plus the cost of recording the lien and \$60.00 administration fee.