



COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX
DEPARTMENT OF PUBLIC WORKS
PENDER MILL BUILDING
3930 PENDER DRIVE
FAIRFAX, VIRGINIA 22030



October 9, 1991

Mr. Wayne Nickum, Mayor
Town of Clifton
7156 Main Street
Clifton, Virginia 22024

Dear Mayor Nickum:

Enclosed is a copy of the Clifton Sewer Policy which was approved by the Board of Supervisors on August 5, 1991, for your files.

Sincerely,

DEPARTMENT OF PUBLIC WORKS
Office of Waste Management

Richard J. Gozikowski
Director

RJG/lw

Enclosure

DIRECTOR, DPW	# 1984
<input checked="" type="checkbox"/> Ofc. Cap. Fac.	
<input checked="" type="checkbox"/> Ofc. Waste Mgmt.	
<input checked="" type="checkbox"/> Ofc. Rd. Prog. Mgmt.	
File:	
Date:	AUG 12 1991

A-4

FAIRFAX COUNTY, VIRGINIA
MEMORANDUM

TO: John di Zerega, Director
Department of Public Works

FROM: Anthony H. Griffin *AHG*
Deputy County Executive for
Planning and Development

SUBJECT: Sewer Policy for the Town of Clifton (Springfield
District)

DATA: August 7,, 1991

At its meeting on August 5, 1991, the Board of Supervisors concurred in the recommendation of staff and reaffirmed its 1974 policy for providing sewer within the Town of Clifton. The Board also approved sewer connections at 12631 Water Street and 12817 Chapel Street, Town of Clifton.

AHG:mlh

<i>2/4</i>	OFFICE OF WASTE MANAGEMENT
<input checked="" type="checkbox"/>	SEMD
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<input type="checkbox"/>	SWCR
<input type="checkbox"/>	SWDRR
DATE AUG 14 1991	

FOR BOARD PACKAGE

0077

TO: COUNTY EXECUTIVE

DATE:

JUL 24 1991

: Anthony H. Griffin
Deputy County Executive

FROM: John W. di Zerega
Director, Department of Public Works

ITEM TYPE: Action

ITEM FOR BOARD MEETING ON: August 5, 1991
Date

TITLE: Sewer Policy for the Town of Clifton

AUTHOR: Jimmie D. Jenkins, Director
System Engineering and Monitoring Division

Phone No.: 246-5030

THIS ITEM HAS BEEN COORDINATED WITH: (Indicate if not applicable)

(XX) County Attorney

Jill Rowe JR

() OMB

N/A

()

()

DISTRICT: Springfield

Is there need for Supervisor to be advised of this item?

() Yes, and Supervisor has been advised. (XX) No

IS PROPOSED BOARD DATE CRITICAL? () Yes (X) No EXPLAIN: _____

IS FUNDING INVOLVED? () Yes () No

If YES, give amount, source: _____

ADVERTISEMENT: If this item authorizes a public hearing, the advertisement should be attached.
Is the ad attached? () Yes () No EXPLAIN: _____

WHAT ACTION, EVENT, OR REQUEST INSTIGATED THIS ITEM? _____

COMMENTS: (Any special action necessary, etc.?) _____

WORD PROCESSOR DOCUMENT I.D. NO.: 0355b/vol. 3

OPERATOR NAME: Karen Lowery

TELEPHONE: _____

246-5030

August 5, 1991

A-4. Sewer Policy for the Town of Clifton (Springfield District).

ISSUE: Reaffirmation of the Board of Supervisors' 1974 policy for providing sewer within the Town of Clifton, including concurrence with staff's implementation of that policy, and adoption for the future of a comprehensive policy which incorporates the foregoing. Consideration of sewer connections at 12631 Water Street and 12817 Chapel Street, Town of Clifton.

RECOMMENDATION: I recommend that the Board reaffirm its 1974 policy for Clifton sewer, including concurring with staff's implementation of that policy, and adopt for the future a comprehensive sewer policy for Clifton which incorporates the foregoing. I recommend also that the Board approve sewer connections at 12631 Water Street and 12817 Chapel Street, Town of Clifton, for the reasons discussed below.

TIMING: Routine.

BACKGROUND: There have been recent inquiries concerning the Board's policy on sewer service in the Town of Clifton. From time to time, the Board has taken some specific actions regarding sewer in the Town of Clifton, and staff has developed procedures and interpretations of these Board actions to enforce the Board's actions. This item is being brought to the Board to ensure that staff has been enforcing the policy for sewer in the Town of Clifton as desired by the Board of Supervisors and to specifically state the policy for the future.

The Board of Supervisors stated on May 22, 1972, "No additional sewer connection fees will be accepted prior to authorization for and completion of sewer treatment facilities in the Clifton area." On January 7, 1974, the Board amended the above statement by authorizing, "the staff to grant sanitary sewer connections administratively to those existing single-family residences in the Town of Clifton which are presently served by pit privies, have been identified as health hazards and front on the existing sewer line."

The above 1974 Board policy has been interpreted over the years to permit the following structures to connect to sewer administratively: buildings existing at the time of the Board's resolution with malfunctioning septic units, including existing non-residential facilities. Conversion of existing residences connected to the sewer system to commercial use has also been permitted if it is demonstrated that the sewage flow from the commercial use is comparable to that of a single-family residence. The guideline for allowing conversion of a residential to commercial structure is to limit the commercial structure to 30 fixture units, which has been considered roughly the equivalent in terms of availability fee

August 5, 1991

Memo to the Board

paid and roughly the equivalent on average in terms of flow to a single-family residence. Of course, these structures (residential or commercial) must comply with all other requirements of law including, but not limited to, the Building Code, Plumbing Code, Clifton Zoning Ordinance, etc.

The 1974 policy has also been interpreted to permit auxiliary buildings on a lot in the Town to connect to the main building's lateral provided that both the main and auxiliary buildings' plumbing fixture unit count does not exceed 30 fixture units, both buildings are on the same lot and all other requirements of law are complied with including, but not limited to, the Building Code, Plumbing Code, and Clifton Zoning Ordinance.

Staff has not tried to restrict residential or commercial building improvements on a lot which is approved for sewer in Clifton as long as the improvements involve plumbing fixture units totaling 30 fixture units or less on the lot, and, of course, all other requirements of law are complied with. Requests for sewer service in the Town of Clifton which exceed 30 fixture units or are for a new building on a lot not approved for sewer are referred to the Board of Supervisors for action. An analysis of the quantity of sewage flow and its impact on the Clifton sewer system is provided to the Board with these referrals for consideration by the Board in making their decision. An example of such a referral to the Board is the recently approved construction of the improvements to the Clifton Fire Station.

Currently, there are ten lots within the Town of Clifton which have structures that existed in 1974 served by septic systems that front on existing sewer lines (see attachment). Therefore, pursuant to the 1974 policy, staff can administratively authorize these lots to connect to sewer in the future if the septic systems develop problems. There are currently 56 connections to the Clifton sewer system including the Clifton Elementary School.

Based on the foregoing, for purposes of clarification, staff recommends that the Board reaffirm the 1974 sewer policy for Clifton, including concurring with staff's implementation of that policy, and adopt for the future the following statement as its Clifton sewer policy which incorporates the foregoing reaffirmation of the 1974 sewer policy and concurrence with staff's implementation of that policy:

1. Pursuant to the 1974 sewer policy, only the ten lots with septic systems identified in the attachment will be permitted to connect to the sewer administratively if problems develop in the septic systems of these properties,

August 5, 1991

provided all requirements of law are met including, but not limited to, the Fairfax County Code, Building Code, Plumbing Code, and Clifton Zoning Ordinance.

2. Existing connections of commercially or industrially zoned properties to the sewer which currently have residential uses may be converted to commercial or industrial uses and approved administratively if the total plumbing fixture unit count on the one lot is less than 30 fixture units, the projected sewage flow from the connection does not exceed 370 gallons per day and all other requirements of law are met including, but not limited to, the Fairfax County Code, Building Code, Plumbing Code and Clifton Zoning Ordinance.

3. If all other requirements of law are met including, but not limited to, the Fairfax County Code, Building Code, Plumbing Code and Clifton Zoning Ordinance, then auxiliary buildings on lots with an existing sewer connection may be connected to the main building's sewer lateral and approved administratively, if both the main and auxiliary buildings' plumbing fixture unit count does not exceed 30 fixture units and both the auxiliary and main buildings are on the same lot.

4. All other requests for sewer service must be reviewed by the Town Council of the Town of Clifton and approved by the Board of Supervisors. The County will notify the Town of Clifton of all requests for sewer service, and permit the Town to review all data submitted to the County and provide input to the County with respect to such requests.

It should be noted that the Clifton Town Council has reviewed this four point policy and concurs with the policy as proposed.

Staff recommends the Board also approve a sewer connection at 12817 Chapel Street, Clifton. This residence does not front on the sewer line, however, sewer is available across Chapel Street on the adjoining lot. Leonard Whorton, County Executive at the time, approved this sewer connection by letter of August 25, 1976 (copy attached). Staff does not believe this residence meets the criteria of "frontage on sewer" required for administrative approval and is, therefore, asking the Board to approve the connection.

In a related matter, the Department of Public Works has received a request from Mr. James P. Franca to connect his house at 12631 Water Street to sewer. This residence is not permitted to connect under the above discussed administrative approval since it does not front on an existing sewer line. The residence can be connected to sewer by the construction of a house lateral across an adjoining lot (79C) and connecting to

August 5, 1991

the sewer in School Street. The Health Department, by letter of June 21, 1991 (copy attached), has informed Mr. Franca that the septic system serving the residence is failing and, "...Therefore, the dwelling must be connected to the available public sewerage system no later than August 20, 1991." Since this dwelling was constructed prior to 1974, the septic system has failed creating a health hazard, and the residence may be connected to the existing public sewer without extension of the County-owned sewer system, staff recommends the Board approve this request. The Board should be aware that there may be other properties similar to the Franca's in the Town of Clifton which may in the future need to be considered by the Board for approval to connect to the sewer since they will not meet the criteria established in the above discussed policy for administrative approval.

ENCLOSED DOCUMENTS: List of properties eligible to connect to sewer administratively; map of the Town of Clifton; July 3, 1991 letter from the Town of Clifton; June 24, 1991 letter from James P. Franca; June 21, 1991 letter from Dennis A. Hill; August 25, 1976 memorandum and letter from Leonard Whorton.

STAFF: Anthony H. Griffin, Deputy County Executive for Planning and Development; John W. di Zerega, Director, Department of Public Works; R. J. Gozikowski, Director, Office of Waste Management.

TOWN OF CLIFTON

The following properties within the Town of Clifton are eligible to connect to the sanitary sewer system:

12800 Richards Lane
075-4-/02/ /0014

12801 Chapel Street*
075-4-/02/ /0046

12718 Chestnut Road
075-4-/02/ /0051

7203 Main Street
075-4-/02/ /0088

7200 Main Street
075-4-/02/ /0089

7178 Clifton Road
075-4-/02/ /0104

7223 Dell Avenue
085-2-/02/ /0005

7225 Dell Avenue
085-2-/02/ /0006

7237 Dell Avenue
085-2-/02/ /0009

7239 Dell Avenue
085-2-/02/ /0011

These lots are highlighted on the attached map.
*Fees paid to connect to sewer on October 10, 1969; Grandfathered.

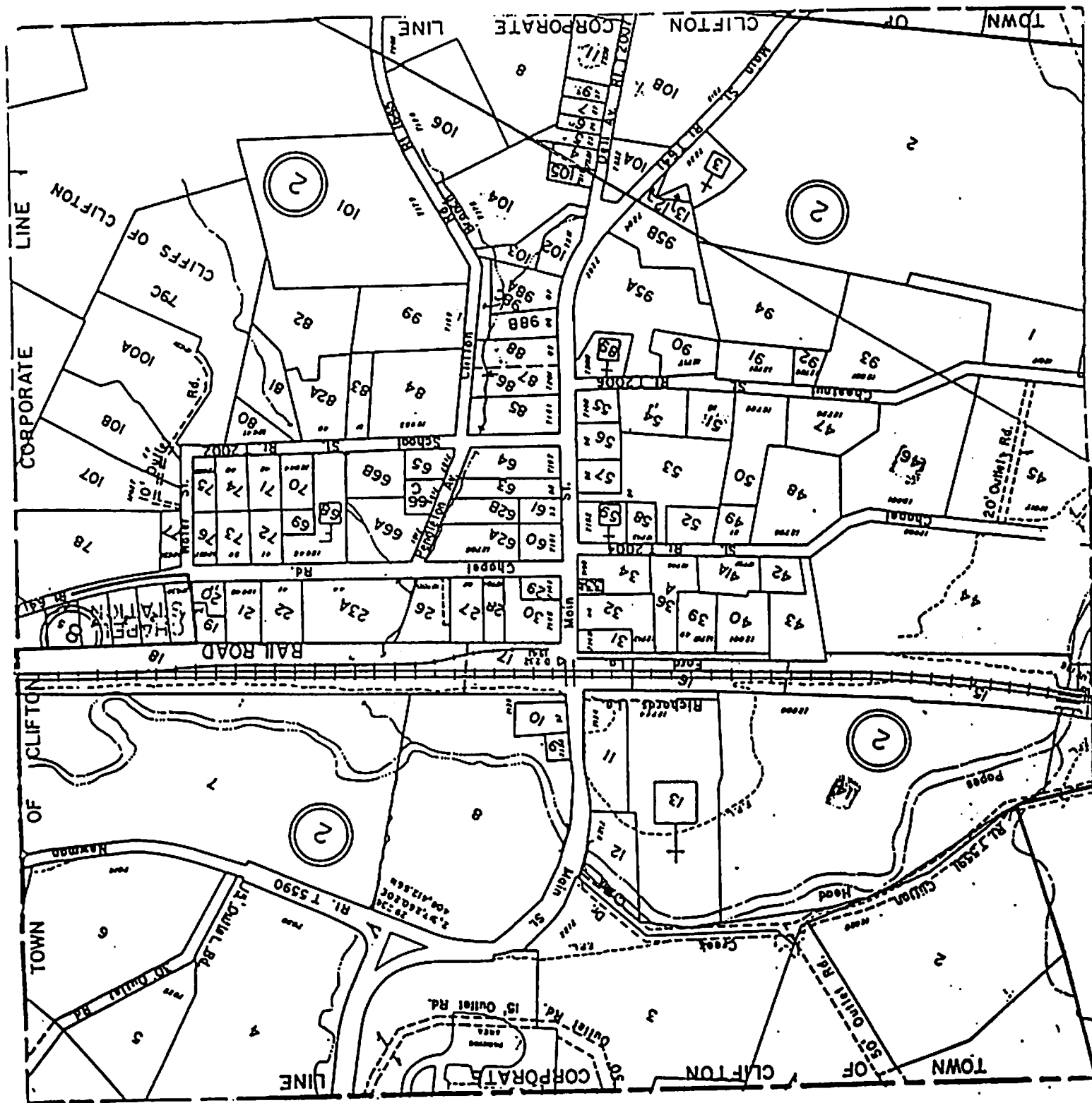
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AUG 5 1991

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THE TOWN OF
Clifton

CLIFTON, VIRGINIA 22024

July 3, 1991

Mr. Richard Gozikowski
Department of Waste Management
3930 Pender Drive
Fairfax, Virginia 22030

2/8 OFFICE OF WASTE MANAGEMENT	
X	SEMD
	LMD
	WWTD
	SWCR
	SWDRR
DATE JUL 5 1991	

Dear Mr. Gozikowski:

At its July meeting held last night in the Clifton Fire Hall, the Clifton Town Council discussed the Sewer Policy for the Town of Clifton at great length. (This was the latest in many such discussions.)

Enclosed is the policy provided by your department, please note the changes we have made. We urge your consideration and approval of these changes, and that they be incorporated in the policy when it is considered by the Board of Supervisors later in the month.

Also enclosed is a copy of a letter from the Virginia Department of Health to Mr. James Franca requiring Mr. Franca to hook up to public sewer no later than August 20, 1991. Mr. Franca's letter to the Town requesting that his property be included in the list of properties eligible to connect to the sewer system is also enclosed. The Town Council voted unanimously to ask Fairfax County to consider Mr. Franca's request.

Thank you for your attention to this critical and vital matter for the Town of Clifton. If you have any questions, you may reach me at work at (301) 227-1970 or at home in the late afternoon at (703) 830-2129.

Sincerely,

James C. Chesley
James C. Chesley
Vice Mayor
Town of Clifton

JC:dd

Enclosures

AUG 5 1991

A-4

(3)

JAMES P. FRANCA
ATTORNEY AT LAW
10017 JONES STREET
SUITE 101
FAIRFAX, VIRGINIA 22030

TELEPHONE
(703) 985-1141

FACSIMILE
(703) 985-1101

JAMES P. FRANCA
THOMAS F. KOERNER, JR.
(VA. DC)

June 24, 1991

W. McCauley Arnold, Esquire
10521 Judicial Drive
Suite 204
Fairfax, Virginia 22030

REFERENCE: THE SEWER POLICY COMMITTEE

Dear Mac:

Please consider this letter our formal request that my house located at 12631 Water Street be included in the list of properties eligible to connect to the sanitary sewer system.

I have reviewed the memo to the board dated January 28, 1991, and believe, based on the criteria adopted on January 7, 1974, that our home should be included. I have enclosed a plat of our property which shows our street frontage on Water Street. As you know, the sewer line ends near the end of School Street. However, I believe that our property line is as close as Mrs. Sprouse's property line was to the manhole located on Chapel Road.

In addition, we own the adjacent parcel which fronts on School Street and would create an easement to allow a direct-line hookup with minimum disturbance of the street. If necessary, we could adjust the lot line to meet the requirement of direct frontage.

Our septic system is currently failing. Enclosed please find written confirmation of that from the Fairfax County Health Department, specifically, Kevin Wastler, the sanitarian who did the inspection. I had been informed that we had another septic site but it now appears the County has withdrawn its approval.

AUG 5 1991

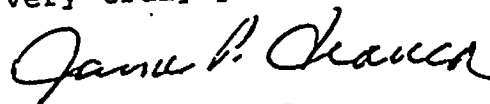
A-4

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LETTER TO W. MCCAULEY ARNOLD, ESQUIRE
PAGE TWO
JUNE 24, 1991

We would like to be included on the list of houses from which staff can administratively authorize connecting to the sewer system. Please let me know if I can supply you with any additional information regarding our lot or this request. Thank you for your assistance.

Very truly yours,



James P. Franca

JPF/mlj
Enclosure

AUG 5 1991

A-4-----

(5)



COMMONWEALTH of VIRGINIA

IN COOPERATION WITH THE
STATE DEPARTMENT OF HEALTH
FAX NO. 276-8157
TDD 381-6435

Fairfax County Health Department
DIVISION OF ENVIRONMENTAL HEALTH
ENVIRONMENTAL SERVICES SECTION
10777 Main Street, Suite 102B
Fairfax, Virginia 22030

PHONE
246-2201

June 21, 1991

Mr. James Franca
12631 Water Street
Clifton, Virginia 22024

RE: Malfunctioning Sewage Disposal System at 12631 Water Street, Clifton, VA
22024, TM: 75-4-002-100A, Subdivision: Town of Clifton, Lot 100A

Dear Mr. Franca:

An inspection on June 6, 1991 revealed that the sewage disposal system is completely saturated and malfunctioning with sewage effluent flowing to the ground surface. This condition presents a health hazard and violates Chapter 68 of the Fairfax County Code. In order to eliminate the health hazard the septic tank must be pumped out immediately and as often as necessary to prevent sewage effluent from flowing to the ground surface.

Due to poor topographic features of the lot, location of the well water supply serving the property and the limited space available, repair and/or replacement of the existing system is not feasible. Therefore, the dwelling must be connected to the available public sewerage system no later than August 20, 1991.

Be advised the "Sewage Disposal System Construction Permit" issued on April 15, 1991 for the expansion of the existing system is now null and void.

If you have any questions regarding this matter please contact me at this office anytime between the hours of 8:00-9:00 a.m. and 2:30-4:30 p.m., Monday through Friday at 703-246-3576.

Very truly yours,

Kevin R. Wastler
Sanitarian

Reviewed by:

Dennis A. Hill, R.E.H.S.,
Program Manager

AUG 5 1991

A-4

DAH:KRW:jw

franca

VDH VIRGINIA
DEPARTMENT
OF HEALTH

(6)

FAIRFAX COUNTY, VIRGINIA

New #45

MEMORANDUM

TO: Glen G. Ehrich, Director
Department of Public Works

DATE August 25, 1976

FROM: Leonard Whorton
County Executive

FILE NO:

SUBJECT: Sewer Tap Request for Mullin Property (Lot 41), Clifton

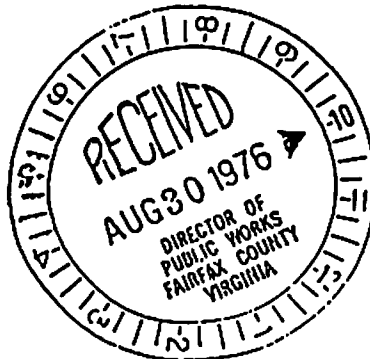
REFERENCE: Your memorandum of August 3, 1976

The existing County policy regarding new connections to the Clifton sanitary sewer system limits connections to certain specified categories, and it permits administrative authorization for new connections when the property falls within a specified category. The Health Department has advised my office that the Mullin property is an occupied residence, and it now constitutes a health hazard because of a malfunctioning septic system. Therefore, it is eligible under existing County policy to connect after payment of all usual fees.

Accordingly, I will be advising Mr. Hricko that a connection for the Mullin property (Lot 41) is authorized. However, due to the unusual nature and length of the proposed house lateral, this approval will be contingent upon payment of all usual fees and the conditions set forth in your August 3, 1976, memorandum to me.

LW/prw

New 75-4/02/-/0045



AUG 5 1991

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(7)



COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX
FAIRFAX, VIRGINIA 22030



August 25, 1976

Mr. James Hricko
7150 Main Street
Clifton, Virginia 22024

Dear Mr. Hricko:

I am writing in response to your letter of June 23, 1976, regarding a sewer connection request for the Mullin residence at 12817 Chapel Road, Clifton.

Although our Clifton sewer policy prohibits most new connections, Mr. Mullin's residence is eligible for connection because it is occupied and its septic system is now a health hazard. Therefore, Mr. Mullin is eligible to connect his residence after payment of all usual fees and meeting the requirements of the Fairfax County Department of Public Works. These requirements are stipulated as part of the approval in order to protect the County's sanitary sewer system from problems which may occur from the unusual length and design of the proposed house lateral.

Specifically, the house lateral must meet these requirements:

- have a standard manhole tap without a tee or drop.
- have sufficient number of cleanouts to permit property owner maintenance to overcome potential grease problem.
- have a minimum of three feet cover to accommodate vehicular traffic.
- require special recorded agreement stating property owner's responsibilities in order to avoid future unpleasantness.

AUG 5 1991

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Page Two

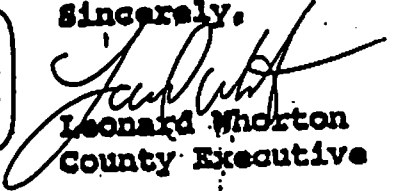
August 23, 1976

Mr. James Hricko
7150 Main Street
Clifton, Virginia 22024

If we may be of further assistance, please feel free to contact
us.

C
O
P
Y

Sincerely,


Leonard Whorton
County Executive

cc: Glen G. Ehrich, Director
Department of Public Works
cc: John Clayton, Director
Division of Environmental Health

AUG 5 1991

A-4

(9)

(END)

FOR BOARD PACKAGE

TO: COUNTY EXECUTIVE

DATE:

VIA: Anthony H. Griffin

Deputy County Executive

FROM: John W. di Zerega

Director, Department of Public Works

ITEM TYPE: Action

ITEM FOR BOARD MEETING ON: July 22, 1991
Date

TITLE: Sewer Policy for the Town of Clifton

AUTHOR: Jimmie D. Jenkins, Director

Phone No.: 246-5030

System Engineering & Monitoring Division

THIS ITEM HAS BEEN COORDINATED WITH: (Indicate if not applicable)

☒ County Attorney

Jill Rowe

☐ OMB

N/A

☐

☐

DISTRICT: Springfield

Is there need for Supervisor to be advised of this item?

☐ Yes, and Supervisor has been advised. ☒ No

IS PROPOSED BOARD DATE CRITICAL? ☐ Yes ☒ No EXPLAIN: _____

IS FUNDING INVOLVED? ☐ Yes ☐ No

If YES, give amount, source: _____

ADVERTISEMENT: If this item authorizes a public hearing, the advertisement should be attached.

Is the ad attached? ☐ Yes ☐ No EXPLAIN: _____

WHAT ACTION, EVENT, OR REQUEST INSTIGATED THIS ITEM? _____

COMMENTS: (Any special action necessary, etc.?)

WORD PROCESSOR DOCUMENT I.D. NO.: 0355b/vol. 3

OPERATOR NAME: Karen Lowery

TELEPHONE: 246-5030

A- Sewer Policy for the Town of Clifton (Springfield District).

ISSUE: Reaffirmation of the Board of Supervisors' 1974 policy for providing sewer within the Town of Clifton, including concurrence with staff's implementation of that policy, and adoption for the future of a comprehensive policy which incorporates the foregoing. Consideration of sewer connections at 12631 Water Street and 12817 Chapel Street, Town of Clifton.

RECOMMENDATION: I recommend that the Board reaffirm its 1974 policy for Clifton sewer, including concurring with staff's implementation of that policy, and adopt for the future a comprehensive sewer policy for Clifton which incorporates the foregoing. I recommend also that the Board approve sewer connections at 12631 Water Street and 12817 Chapel Street, Town of Clifton, for the reasons discussed below.

TIMING: Routine.

BACKGROUND: There have been recent inquiries concerning the Board's policy on sewer service in the Town of Clifton. From time to time, the Board has taken some specific actions regarding sewer in the Town of Clifton, and staff has developed procedures and interpretations of these Board actions to enforce the Board's actions. This item is being brought to the Board to ensure that staff has been enforcing the policy for sewer in the Town of Clifton as desired by the Board of Supervisors and to specifically state the policy for the future.

The Board of Supervisors stated on May 22, 1972, "No additional sewer connection fees will be accepted prior to authorization for and completion of sewer treatment facilities in the Clifton area." On January 7, 1974, the Board amended the above statement by authorizing, "the staff to grant sanitary sewer connections administratively to those existing single-family residences in the Town of Clifton which are presently served by pit privies, have been identified as health hazards and front on the existing sewer line."

The above 1974 Board policy has been interpreted over the years to permit the following structures to connect to sewer administratively: buildings existing at the time of the Board's resolution with malfunctioning septic units, including existing non-residential facilities. Conversion of existing residences connected to the sewer system to commercial use has also been permitted if it is demonstrated that the sewage flow from the commercial use is comparable to that of a single-family residence. The guideline for allowing conversion of a residential to commercial structure is to limit the commercial structure to 30 fixture units, which has been considered roughly the equivalent in terms of availability fee

paid and roughly the equivalent on average in terms of flow to a single-family residence. Of course, these structures (residential or commercial) must comply with all other requirements of law including, but not limited to, the Building Code, Plumbing Code, Clifton Zoning Ordinance, etc.

The 1974 policy has also been interpreted to permit auxiliary buildings on a lot in the Town to connect to the main building's lateral provided that both the main and auxiliary buildings' plumbing fixture unit count does not exceed 30 fixture units, both buildings are on the same lot and all other requirements of law are complied with including, but not limited to, the Building Code, Plumbing Code, and Clifton Zoning Ordinance.

Staff has not tried to restrict residential or commercial building improvements on a lot which is approved for sewer in Clifton as long as the improvements involve plumbing fixture units totaling 30 fixture units or less on the lot, and, of course, all other requirements of law are complied with. Requests for sewer service in the Town of Clifton which exceed 30 fixture units or are for a new building on a lot not approved for sewer are referred to the Board of Supervisors for action. An analysis of the quantity of sewage flow and its impact on the Clifton sewer system is provided to the Board with these referrals for consideration by the Board in making their decision. An example of such a referral to the Board is the recently approved construction of the improvements to the Clifton Fire Station.

Currently, there are ten lots within the Town of Clifton which have structures that existed in 1974 served by septic systems that front on existing sewer lines (see attachment). Therefore, pursuant to the 1974 policy, staff can administratively authorize these lots to connect to sewer in the future if the septic systems develop problems. There are currently 56 connections to the Clifton sewer system including the Clifton Elementary School.

Based on the foregoing, for purposes of clarification, staff recommends that the Board reaffirm the 1974 sewer policy for Clifton, including concurring with staff's implementation of that policy, and adopt for the future the following statement as its Clifton sewer policy which incorporates the foregoing reaffirmation of the 1974 sewer policy and concurrence with staff's implementation of that policy:

1. Pursuant to the 1974 sewer policy, only the ten lots with septic systems identified in the attachment will be permitted to connect to the sewer administratively if problems develop in the septic systems of these properties,

provided all requirements of law are met including, but not limited to, the Fairfax County Code, Building Code, Plumbing Code, and Clifton Zoning Ordinance.

2. Existing connections of commercially or industrially zoned properties to the sewer which currently have residential uses may be converted to commercial or industrial uses and approved administratively if the total plumbing fixture unit count on the one lot is less than 30 fixture units, the projected sewage flow from the connection does not exceed 370 gallons per day and all other requirements of law are met including, but not limited to, the Fairfax County Code, Building Code, Plumbing Code and Clifton Zoning Ordinance.

3. If all other requirements of law are met including, but not limited to, the Fairfax County Code, Building Code, Plumbing Code and Clifton Zoning Ordinance, then auxiliary buildings on lots with an existing sewer connection may be connected to the main building's sewer lateral and approved administratively, if both the main and auxiliary buildings' plumbing fixture unit count does not exceed 30 fixture units and both the auxiliary and main buildings are on the same lot.

4. All other requests for sewer service must be reviewed by the Town Council of the Town of Clifton and approved by the Board of Supervisors. The County will notify the Town of Clifton of all requests for sewer service, and permit the Town to review all data submitted to the County and provide input to the County with respect to such requests.

It should be noted that the Clifton Town Council has reviewed this four point policy and concurs with the policy as proposed.

Staff recommends the Board also approve a sewer connection at 12817 Chapel Street, Clifton. This residence does not front on the sewer line, however, sewer is available across Chapel Street on the adjoining lot. Leonard Whorton, County Executive at the time, approved this sewer connection by letter of August 25, 1976 (copy attached). Staff does not believe this residence meets the criteria of "frontage on sewer" required for administrative approval and is, therefore, asking the Board to approve the connection.

In a related matter, the Department of Public Works has received a request from Mr. James P. Franca to connect his house at 12631 Water Street to sewer. This residence is not permitted to connect under the above discussed administrative approval since it does not front on an existing sewer line. The residence can be connected to sewer by the construction of a house lateral across an adjoining lot (79C) and connecting to

July 22, 1991

the sewer in School Street. The Health Department, by letter of June 21, 1991 (copy attached), has informed Mr. Franca that the septic system serving the residence is failing and, "...Therefore, the dwelling must be connected to the available public sewerage system no later than August 20, 1991." Since this dwelling was constructed prior to 1974, the septic system has failed creating a health hazard, and the residence may be connected to the existing public sewer without extension of the County-owned sewer system, staff recommends the Board approve this request. The Board should be aware that there may be other properties similar to the Franca's in the Town of Clifton which may in the future need to be considered by the Board for approval to connect to the sewer since they will not meet the criteria established in the above discussed policy for administrative approval.

ENCLOSED DOCUMENTS: List of properties eligible to connect to sewer administratively; map of the Town of Clifton; July 3, 1991 letter from the Town of Clifton; June 24, 1991 letter from James P. Franca; June 21, 1991 letter from Dennis A. Hill; August 25, 1976 memorandum and letter from Leonard Whorton.

STAFF: Anthony H. Griffin, Deputy County Executive for Planning and Development; John W. di Zerega, Director, Department of Public Works; R. J. Gozikowski, Director, Office of Waste Management.

TOWN OF CLIFTON

The following properties within the Town of Clifton are eligible to connect to the sanitary sewer system:

12800 Richards Lane
075-4-/02/ /0014

12801 Chapel Street*
075-4-/02/ /0046

12718 Chestnut Road
075-4-/02/ /0051

7203 Main Street
075-4-/02/ /0088

7200 Main Street
075-4-/02/ /0089

7178 Clifton Road
075-4-/02/ /0104

7223 Dell Avenue
085-2-/02/ /0005

7225 Dell Avenue
085-2-/02/ /0006

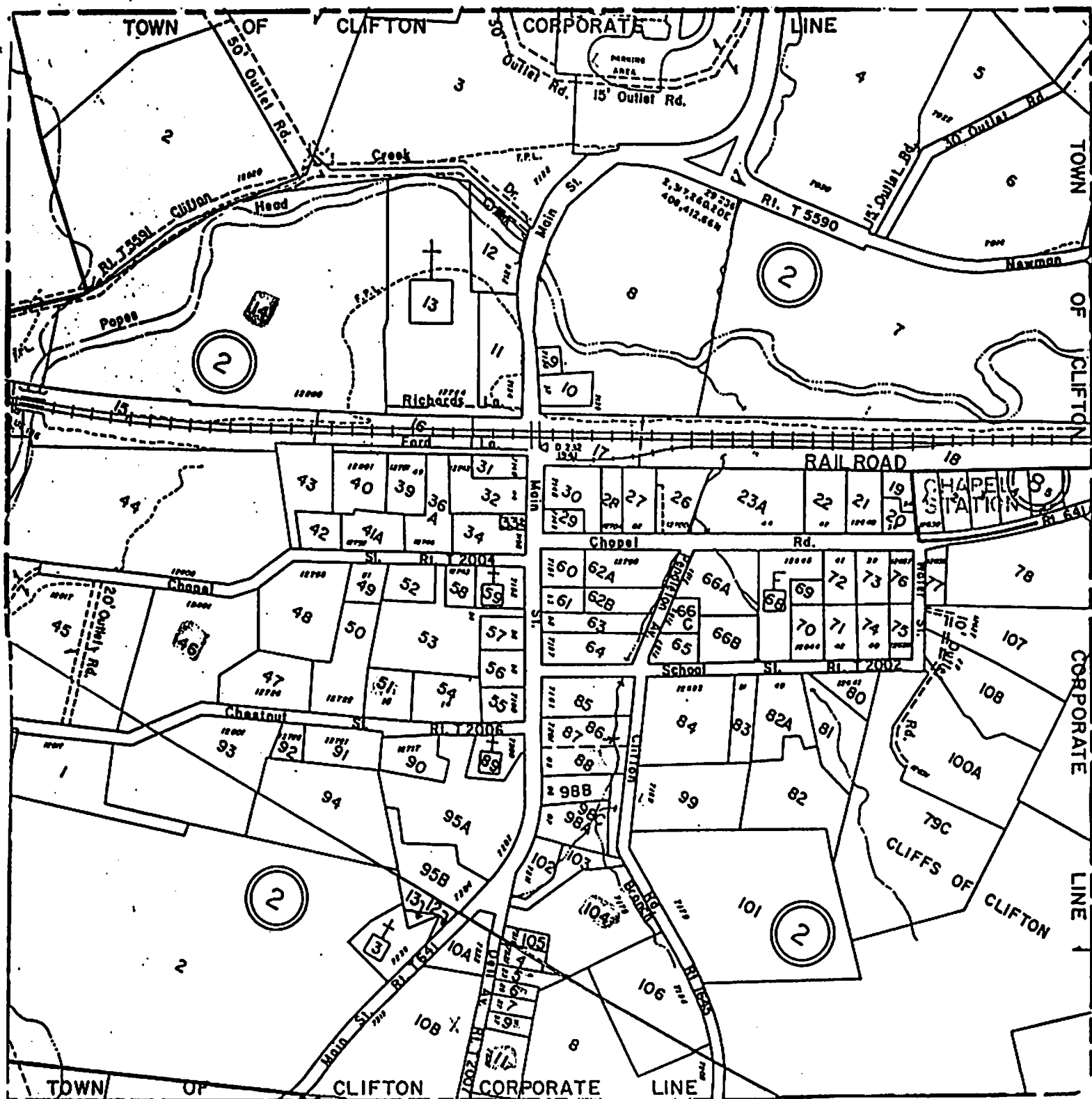
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7239 Dell Avenue
085-2-/02/ /0011

These lots are highlighted on the attached map.

*Fees paid to connect to sewer on October 10, 1969; Grandfathered.

doc: 1328h





THE TOWN OF
Clifton

CLIFTON, VIRGINIA 22024

July 3, 1991

Mr. Richard Gozikowski
Department of Waste Management
3930 Pender Drive
Fairfax, Virginia 22030

2/8 OFFICE OF WASTE MANAGEMENT	
X	SEMD
	LMD
	W/WTG
	SWCR
	SWDRR
DATE JUL 5 1991	

Dear Mr. Gozikowski:

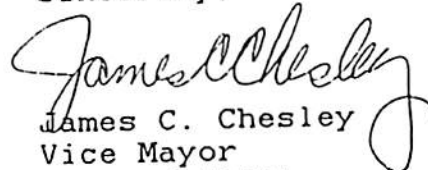
At its July meeting held last night in the Clifton Fire Hall, the Clifton Town Council discussed the Sewer Policy for the Town of Clifton at great length. (This was the latest in many such discussions.)

Enclosed is the policy provided by your department, please note the changes we have made. We urge your consideration and approval of these changes, and that they be incorporated in the policy when it is considered by the Board of Supervisors later in the month.

Also enclosed is a copy of a letter from the Virginia Department of Health to Mr. James Franca requiring Mr. Franca to hook up to public sewer no later than August 20, 1991. Mr. Franca's letter to the Town requesting that his property be included in the list of properties eligible to connect to the sewer system is also enclosed. The Town Council voted unanimously to ask Fairfax County to consider Mr. Franca's request.

Thank you for your attention to this critical and vital matter for the Town of Clifton. If you have any questions, you may reach me at work at (301) 227-1970 or at home in the late afternoon at (703) 830-2129.

Sincerely,


James C. Chesley
Vice Mayor
Town of Clifton

JC:dd

Enclosures

JAMES P. FRANCA
ATTORNEY AT LAW
10017 JONES STREET
SUITE 101
FAIRFAX, VIRGINIA 22030

JAMES P. FRANCA
THOMAS F. KOERNER, JR.
(VA, DC)

TELEPHONE
(703) 385-1141

FACSIMILE
(703) 385-1101

June 24, 1991

W. McCauley Arnold, Esquire
10521 Judicial Drive
Suite 204
Fairfax, Virginia 22030

REFERENCE: THE SEWER POLICY COMMITTEE

Dear Mac:

Please consider this letter our formal request that my house located at 12631 Water Street be included in the list of properties eligible to connect to the sanitary sewer system.

I have reviewed the memo to the board dated January 28, 1991, and believe, based on the criteria adopted on January 7, 1974, that our home should be included. I have enclosed a plat of our property which shows our street frontage on Water Street. As you know, the sewer line ends near the end of School Street. However, I believe that our property line is as close as Mrs. Sprouse's property line was to the manhole located on Chapel Road.

In addition, we own the adjacent parcel which fronts on School Street and would create an easement to allow a direct-line hookup with minimum disturbance of the street. If necessary, we could adjust the lot line to meet the requirement of direct frontage.

Our septic system is currently failing. Enclosed please find written confirmation of that from the Fairfax County Health Department, specifically, Kevin Wastler, the sanitarian who did the inspection. I had been informed that we had another septic site but it now appears the County has withdrawn its approval.

LETTER TO W. McCAULEY ARNOLD, ESQUIRE
PAGE TWO
JUNE 24, 1991

We would like to be included on the list of houses from which staff can administratively authorize connecting to the sewer system. Please let me know if I can supply you with any additional information regarding our lot or this request. Thank you for your assistance.

Very truly yours,

A handwritten signature in cursive script, appearing to read "James P. Franca".

James P. Franca

JPF/mlj
Enclosure



COMMONWEALTH of VIRGINIA

IN COOPERATION WITH THE
STATE DEPARTMENT OF HEALTH
FAX NO. 278-8157
TDD 591-4435

Fairfax County Health Department
DIVISION OF ENVIRONMENTAL HEALTH
ENVIRONMENTAL SERVICES SECTION
10777 Main Street, Suite 102B
Fairfax, Virginia 22030

PHONE
246-2201

June 21, 1991

Mr. James Franca
12631 Water Street
Clifton, Virginia 22024

RE: Malfunctioning Sewage Disposal System at 12631 Water Street, Clifton, VA
22024, TM: 75-4-002-100A, Subdivision: Town of Clifton, Lot 100A

Dear Mr. Franca:

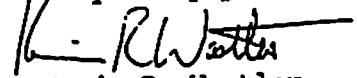
An inspection on June 6, 1991 revealed that the sewage disposal system is completely saturated and malfunctioning with sewage effluent flowing to the ground surface. This condition presents a health hazard and violates Chapter 68 of the Fairfax County Code. In order to eliminate the health hazard the septic tank must be pumped out immediately and as often as necessary to prevent sewage effluent from flowing to the ground surface.

Due to poor topographic features of the lot, location of the well water supply serving the property and the limited space available, repair and/or replacement of the existing system is not feasible. Therefore, the dwelling must be connected to the available public sewerage system no later than August 20, 1991.

Be advised the "Sewage Disposal System Construction Permit" issued on April 15, 1991 for the expansion of the existing system is now null and void.

If you have any questions regarding this matter please contact me at this office anytime between the hours of 8:00-9:00 a.m. and 2:30-4:30 p.m., Monday through Friday at 703-246-3576.

Very truly yours,


Kevin R. Wastler
Sanitarian

Reviewed by:


Dennis A. Hill, R.E.H.S.,
Program Manager

DAH:KRW:jw

franca

VDH VIRGINIA
DEPARTMENT
OF HEALTH

FAIRFAX COUNTY, VIRGINIA

New #45

MEMORANDUM

TO: Glen G. Ehrich, Director
Department of Public Works

DATE August 25, 1976

FROM: Leonard Whorton
County Executive *[Signature]*

FILE NO:

SUBJECT: Sewer Tap Request for Mullin Property (Lot 41), Clifton

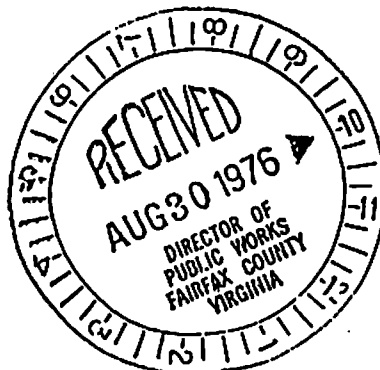
REFERENCE: Your memorandum of August 3, 1976

The existing County policy regarding new connections to the Clifton sanitary sewer system limits connections to certain specified categories, and it permits administrative authorization for new connections when the property falls within a specified category. The Health Department has advised my office that the Mullin property is an occupied residence, and it now constitutes a health hazard because of a malfunctioning septic system. Therefore, it is eligible under existing County policy to connect after payment of all usual fees.

Accordingly, I will be advising Mr. Hricko that a connection for the Mullin property (Lot 41) is authorized. However, due to the unusual nature and length of the proposed house lateral, this approval will be contingent upon payment of all usual fees and the conditions set forth in your August 3, 1976, memorandum to me.

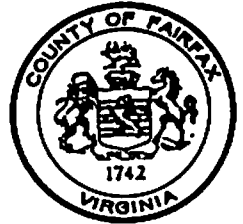
new 75-4/02/-/0045

LW/prw





COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX
FAIRFAX, VIRGINIA 22030



OFFICE OF THE COUNTY EXECUTIVE

August 25, 1976

**Mr. James Hricko
7150 Main Street
Clifton, Virginia 22024**

Dear Mr. Hricko:

I am writing in response to your letter of June 23, 1976, regarding a sewer connection request for the Mullin residence at 12817 Chapel Road, Clifton.

Although our Clifton sewer policy prohibits most new connections, Mr. Mullin's residence is eligible for connection because it is occupied and its septic system is now a health hazard. Therefore, Mr. Mullin is eligible to connect his residence after payment of all usual fees and meeting the requirements of the Fairfax County Department of Public Works. These requirements are stipulated as part of the approval in order to protect the County's sanitary sewer system from problems which may occur from the unusual length and design of the proposed house lateral.

Specifically, the house lateral must meet these requirements:

- have a standard manhole tap without a tee or drop.
- have sufficient number of cleanouts to permit property owner maintenance to overcome potential grease problem.
- have a minimum of three feet cover to accommodate vehicular traffic.
- require special recorded agreement stating property owner's responsibilities in order to avoid future unpleasantness.

Page Two

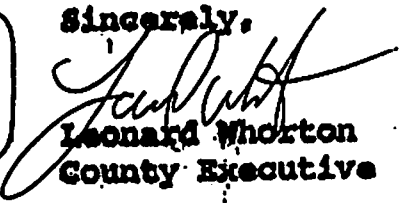
August 25, 1976

Mr. James Hricko
7150 Main Street
Clifton, Virginia 22024

If we may be of further assistance, please feel free to contact
us.

C
O
P
Y

Sincerely,


Leonard Whorton
County Executive

cc: Glen G. Ehrich, Director
Department of Public Works
cc: John Clayton, Director
Division of Environmental Health



COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX
DEPARTMENT OF PUBLIC WORKS
PENDER MILL BUILDING
3930 PENDER DRIVE
FAIRFAX, VIRGINIA 22030



June 19, 1991

Mayor Wayne Nickum
Town of Clifton
7156 Main Street
Clifton, Virginia 22024

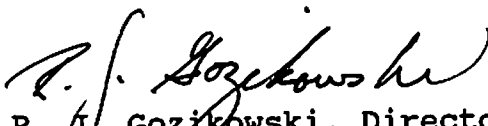
Dear Mayor Nickum:

As a follow up to our telephone conversation of June 18, 1991, this is to advise you that on June 17, 1991 the County Board of Supervisors directed staff, "to prepare and report with recommendations in the form of a Board item, by the July 22, 1991 meeting, to address the Clifton Sewer Policy and its implementation, and to include as part of the Board item any pending application for sewer taps in the Town of Clifton."

As you know, I sent a copy of the proposed Board item on the Clifton Sewer Policy to you for Council review and concurrence in February 1991. Consequently, this is to request a response from the Town Council on their review of the proposed Policy prior to July 12, 1991 in order for staff to properly respond to the Board directed deadline of July 22, 1991.

Sincerely,

DEPARTMENT OF PUBLIC WORKS


R. J. Gozikowski, Director
Office of Waste Management

RJG/lw.WP005

cc: John W. di Zerega, Director, Department of Public Works
cc: Jimmie D. Jenkins, Director, System Engineering and
Monitoring Division



THE TOWN OF
Clifton

CLIFTON, VIRGINIA 22024

July 3, 1991

Mr. Richard Gozikowski
Department of Waste Management
3930 Pender Drive
Fairfax, Virginia 22030

Dear Mr. Gozikowski:

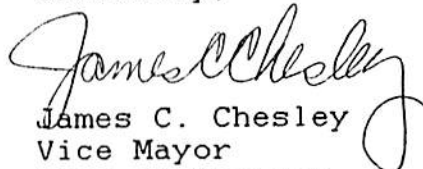
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Enclosed is the policy provided by your department, please note the changes we have made. We urge your consideration and approval of these changes, and that they be incorporated in the policy when it is considered by the Board of Supervisors later in the month.

Also enclosed is a copy of a letter from the Virginia Department of Health to Mr. James Franca requiring Mr. Franca to hook up to public sewer no later than August 20, 1991. Mr. Franca's letter to the Town requesting that his property be included in the list of properties eligible to connect to the sewer system is also enclosed. The Town Council voted unanimously to ask Fairfax County to consider Mr. Franca's request.

Thank you for your attention to this critical and vital matter for the Town of Clifton. If you have any questions, you may reach me at work at (301) 227-1970 or at home in the late afternoon at (703) 830-2129.

Sincerely,


James C. Chesley
Vice Mayor
Town of Clifton

JC:dd

Enclosures

A- Sewer Policy for the Town of Clifton (Springfield District).

ISSUE: Reaffirmation of the Board of Supervisors' 1974 policy for providing sewer within the Town of Clifton, including concurrence with staff's implementation of that policy, and adoption for the future of a comprehensive policy which incorporates the foregoing.

RECOMMENDATION: I recommend that the Board reaffirm its 1974 policy for Clifton sewer, including concurring with staff's implementation of that policy, and adopt for the future a comprehensive sewer policy for Clifton which incorporates the foregoing.

TIMING: Routine.

BACKGROUND: There have been recent inquiries concerning the Board's policy on sewer service in the Town of Clifton. From time to time, the Board has taken some specific actions regarding sewer in the Town of Clifton, and staff has developed procedures and interpretations of these Board actions to enforce the Board's actions. This item is being brought to the Board to ensure that staff has been enforcing the policy for sewer in the Town of Clifton as desired by the Board of Supervisors, and to specifically state the policy for the future.

The Board of Supervisors stated on May 22, 1972, "No additional sewer connection fees will be accepted prior to authorization for and completion of sewer treatment facilities in the Clifton area." On January 7, 1974, the Board amended the above statement by authorizing, "the staff to grant sanitary sewer connections administratively to those existing single-family residences in the Town of Clifton which are presently served by pit privies, have been identified as health hazards, and front on the existing sewer line."

The above 1974 Board policy has been interpreted over the years to permit the following structures to connect to sewer administratively: buildings existing at the time of the Board's resolution with malfunctioning septic units, including existing non-residential facilities. Conversion of existing residences connected to the sewer system to commercial use has also been permitted if it is demonstrated that the sewage flow from the commercial use is comparable to that of a single-family residence. The guideline for allowing conversion of a residential to commercial structure is to limit the commercial structure to 30 fixture units, which has been considered roughly the equivalent in terms of availability fee paid and roughly the equivalent on average in terms of flow to a single-family residence. Of course, these structures

(residential or commercial) must comply with all other requirements of law including, but not limited to, the Building Code, Plumbing Code, Clifton Zoning Ordinance, etc.

The 1974 policy has also been interpreted to permit auxiliary buildings on a lot in the Town to connect to the main building's lateral provided that both the main and auxiliary buildings' plumbing fixture unit count does not exceed 30 fixture units, both buildings are on the same lot, and all other requirements of law are complied with including, but not limited to, the Building Code, Plumbing Code, and Clifton Zoning Ordinance.

Staff has not tried to restrict residential or commercial building improvements on a lot which is approved for sewer in Clifton as long as the improvements involve plumbing fixture units totaling 30 fixture units or less on the lot, and of course all other requirements of law are complied with. Requests for sewer service in the Town of Clifton which exceed 30 fixture units or are for a new building on a lot not approved for sewer are referred to the Board of Supervisors for action. An analysis of the quantity of sewage flow and its impact on the Clifton sewer system is provided to the Board with these referrals for consideration by the Board in making their decision. An example of such a referral to the Board is the recently approved construction of the improvements to the Clifton Fire Station.

Currently, there are 11 lots within the Town of Clifton which have structures that existed in 1974 served by septic systems that front on existing sewer lines (see attachment). Therefore, pursuant to the 1974 policy, staff can administratively authorize these lots to connect to sewer in the future if the septic systems develop problems. There are currently 56 connections to the Clifton sewer system including the Clifton Elementary School.

Based on the foregoing, for purposes of clarification, staff recommends that the Board reaffirm the 1974 sewer policy for Clifton, including concurring with staff's implementation of that policy, and adopt for the future the following statement as its Clifton sewer policy which incorporates the foregoing reaffirmation of the 1974 sewer policy and concurrence with staff's implementation of that policy:

1. Pursuant to the 1974 sewer policy, only the eleven lots with septic systems identified in the attachment will be permitted to connect to the sewer administratively if problems develop in the septic systems of those properties, provided all requirements of law are met including, but not limited to, the Building Code, Plumbing Code, and Clifton Zoning Ordinance.

January 28, 1991

which currently have
2. Existing connections to the sewer ^{of commercially or industrially zoned properties} with residential uses may be converted to commercial uses and approved administratively if the total plumbing fixture unit count on the one lot is less than 30 fixture units and all other requirements of law are met including, but not limited to, the Building Code, Plumbing Code and Clifton Zoning Ordinance.

3. Auxiliary buildings on lots with an existing sewer connection may be connected to the main building's sewer lateral and approved administratively, if both the main and auxiliary buildings' plumbing fixture unit count does not exceed thirty fixture units, both the auxiliary and main building are on the same lot, and all other requirements of law are met including, but not limited to, the Building Code, Plumbing Code and Clifton Zoning Ordinance.

4. All ~~other~~ ^{reviewed} requests for sewer service must be ~~approved~~ ^{approved} by the Town of Clifton and the Board of Supervisors. ^{Town Council of the} ^{approved by}

It should be noted that the Clifton Town Council has reviewed this four point policy and concurs with the policy as proposed.

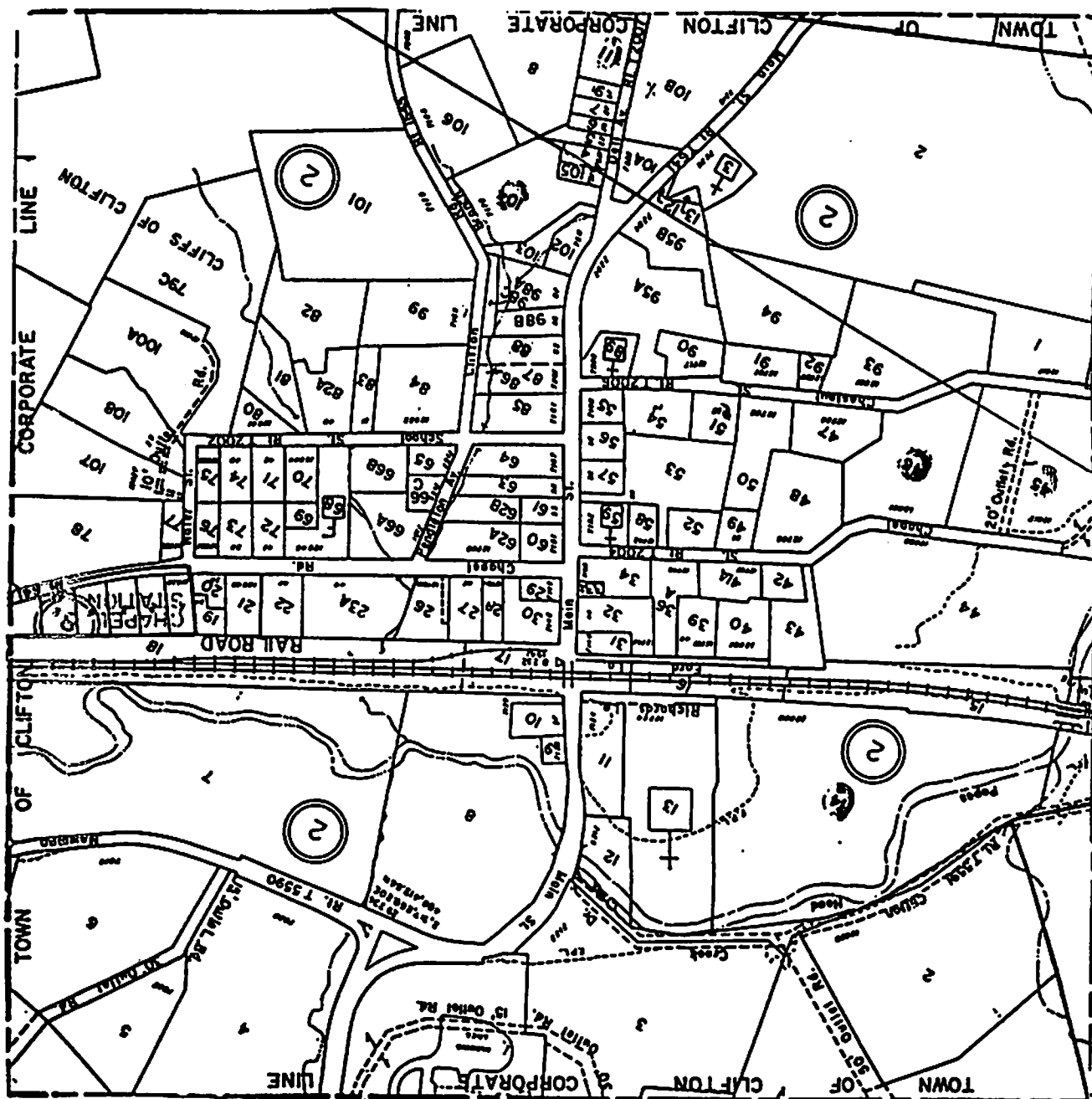
STAFF: Anthony H. Griffin, Deputy County Executive for Planning and Development; John W. di Zerega, Director, Department of Public Works; R. J. Gozikowski, Director, Office of Waste Management; Jill L. Rowe, Assistant County Attorney.

The County will notify the Town of Clifton of all requests for sewer service and permit the Town to review all lots submitted to the County and provide input to the County with respect to such requests.

Cover letter to enclose letter from Franca with language to the effect:

The Town Council has reviewed the ^{request} information enclosed and would request your consideration of the Franca's property for connection. The attached letter from the Health Department indicates the system is currently failing, the house was built prior to 1974, and has some frontage on or near the sewer system.

The County should be aware that there are other houses in the town, not on the approved list, which existed prior to 1974 and which may well have their systems fail. There is currently, no...



TOWN OF CLIFTON

The following properties within the Town of Clifton are eligible to connect to the sanitary sewer system:

**12800 Richards Lane
075-4-/02/ /0014**

**12817 Chapel Street
075-4-/02/ /0045**

**12801 Chapel Street
075-4-/02/ /0046**

**12718 Chestnut Road
075-4-/02/ /0051**

**7203 Main Street
075-4-/02/ /0088**

**7200 Main Street
075-4-/02/ /0089**

**7178 Clifton Road
075-4-/02/ /0104**

**7223 Dell Avenue
085-2-/02/ /0005**

**7225 Dell Avenue
085-2-/02/ /0006**

**7237 Dell Avenue
085-2-/02/ /0009**

**7239 Dell Avenue
085-2-/02/ /0011**

These lots are highlighted on the attached map.

JAMES P. FRANCA
ATTORNEY AT LAW
10817 JONES STREET
SUITE 101
FAIRFAX, VIRGINIA 22030

JAMES P. FRANCA
THOMAS F. KOERNER, JR.
(VA, DC)

TELEPHONE
(703) 385-1141

FACSIMILE
(703) 385-1181

June 24, 1991

W. McCauley Arnold, Esquire
10521 Judicial Drive
Suite 204
Fairfax, Virginia 22030

REFERENCE: THE SEWER POLICY COMMITTEE

Dear Mac:

Please consider this letter our formal request that my house located at 12631 Water Street be included in the list of properties eligible to connect to the sanitary sewer system.

I have reviewed the memo to the board dated January 28, 1991, and believe, based on the criteria adopted on January 7, 1974, that our home should be included. I have enclosed a plat of our property which shows our street frontage on Water Street. As you know, the sewer line ends near the end of School Street. However, I believe that our property line is as close as Mrs. Sprouse's property line was to the manhole located on Chapel Road.

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LETTER TO W. McCAULEY ARNOLD, ESQUIRE
PAGE TWO
JUNE 24, 1991

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Very truly yours,

A handwritten signature in cursive script, reading "James P. Franca".

James P. Franca

JPF/mlj
Enclosure



COMMONWEALTH of VIRGINIA

IN COOPERATION WITH THE
STATE DEPARTMENT OF HEALTH
FAX NO. 278-8157
TDD 591-6435

Fairfax County Health Department
DIVISION OF ENVIRONMENTAL HEALTH
ENVIRONMENTAL SERVICES SECTION
10777 Main Street, Suite 102B
Fairfax, Virginia 22030
June 21, 1991

PHONE
246-2201

Mr. James Franca
12631 Water Street
Clifton, Virginia 22024

RE: Malfunctioning Sewage Disposal System at 12631 Water Street, Clifton, VA
22024, TM: 75-4-002-100A, Subdivision: Town of Clifton, Lot 100A

Dear Mr. Franca:

An inspection on June 6, 1991 revealed that the sewage disposal system is completely saturated and malfunctioning with sewage effluent flowing to the ground surface. This condition presents a health hazard and violates Chapter 68 of the Fairfax County Code. In order to eliminate the health hazard the septic tank must be pumped out immediately and as often as necessary to prevent sewage effluent from flowing to the ground surface.

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Be advised the "Sewage Disposal System Construction Permit" issued on April 15, 1991 for the expansion of the existing system is now null and void.

If you have any questions regarding this matter please contact me at this office anytime between the hours of 8:00-9:00 a.m. and 2:30-4:30 p.m., Monday through Friday at 703-246-3576.

Very truly yours,


Kevin R. Wastler
Sanitarian

Reviewed by:


Dennis A. Hill, R.E.H.S.,
Program Manager

DAH:KRW:jw

franca



THE TOWN OF
Clifton

CLIFTON, VIRGINIA 22024

July 3, 1991

Mr. Richard Gozikowski
Department of Waste Management
3930 Pender Drive
Fairfax, Virginia 22030

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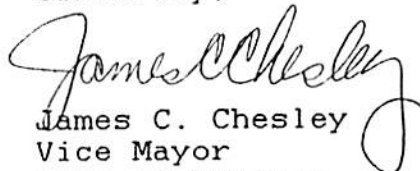
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Town of Clifton

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January 28, 1991

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It should be noted that the Clifton Town Council has reviewed this four point policy and concurs with the policy as proposed.

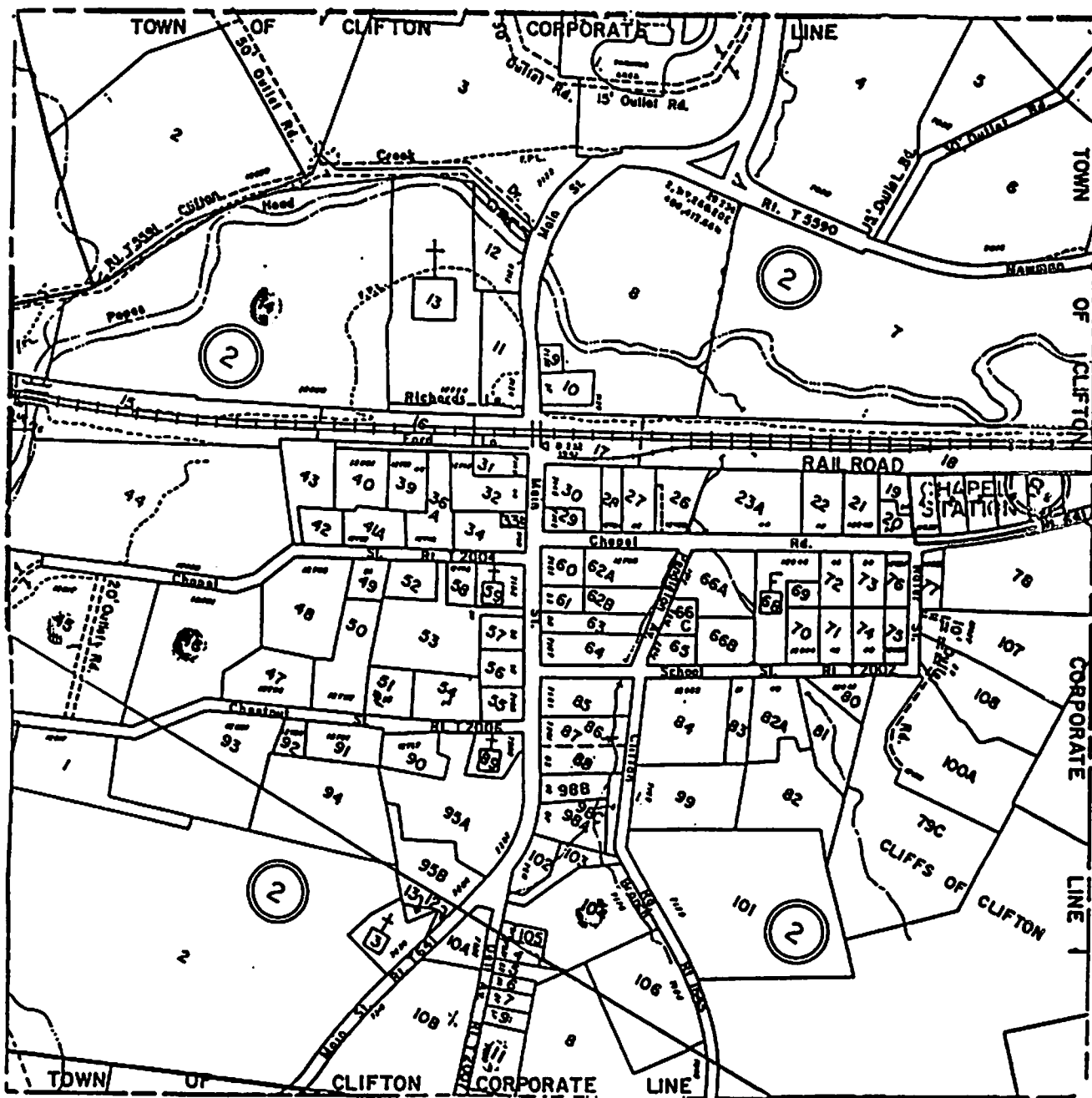
STAFF: Anthony H. Griffin, Deputy County Executive for Planning and Development; John W. di Zerega, Director, Department of Public Works; R. J. Gozikowski, Director, Office of Waste Management; Jill L. Rowe, Assistant County Attorney.

The County will notify the Town of Clifton of all requests for sewer service and permit the Town to review all lots submitted to the County and provide input to the County with respect to such requests.

Cover letter to enclose letters from Franca with language to the effect:

The Town Council has reviewed the ^{request} information enclosed and would request your consideration of the Franca's property for connection. The attached letter from the Health Department indicates the system is currently failing, the house was built prior to 1974, and does have frontage on or near the sewer system.

The County should be aware that there are other houses in the town, not on the approved list, which existed prior to 1974 and which may have their systems fail. There is currently, no way to deal with these houses.



TOWN OF CLIFTON

The following properties within the Town of Clifton are eligible to connect to the sanitary sewer system:

**12800 Richards Lane
075-4-/02/ /0014**

**12817 Chapel Street
075-4-/02/ /0045**

**12801 Chapel Street
075-4-/02/ /0046**

**12718 Chestnut Road
075-4-/02/ /0051**

**7203 Main Street
075-4-/02/ /0088**

**7200 Main Street
075-4-/02/ /0089**

**7178 Clifton Road
075-4-/02/ /0104**

**7223 Dell Avenue
085-2-/02/ /0005**

**7225 Dell Avenue
085-2-/02/ /0006**

**7237 Dell Avenue
085-2-/02/ /0009**

**7239 Dell Avenue
085-2-/02/ /0011**

These lots are highlighted on the attached map.

JAMES P. FRANCA
ATTORNEY AT LAW
10617 JONES STREET
SUITE 101
FAIRFAX, VIRGINIA 22030

JAMES P. FRANCA
THOMAS F. KOERNER, JR.
(VA, DC)

TELEPHONE
(703) 385-1141

FACSIMILE
(703) 385-1181

June 24, 1991

W. McCauley Arnold, Esquire
10521 Judicial Drive
Suite 204
Fairfax, Virginia 22030

REFERENCE: THE SEWER POLICY COMMITTEE

Dear Mac:

Please consider this letter our formal request that my house located at 12631 Water Street be included in the list of properties eligible to connect to the sanitary sewer system.

I have reviewed the memo to the board dated January 28, 1991, and believe, based on the criteria adopted on January 7, 1974, that our home should be included. I have enclosed a plat of our property which shows our street frontage on Water Street. As you know, the sewer line ends near the end of School Street. However, I believe that our property line is as close as Mrs. Sprouse's property line was to the manhole located on Chapel Road.

In addition, we own the adjacent parcel which fronts on School Street and would create an easement to allow a direct-line hookup with minimum disturbance of the street. If necessary, we could adjust the lot line to meet the requirement of direct frontage.

Our septic system is currently failing. Enclosed please find written confirmation of that from the Fairfax County Health Department, specifically, Kevin Wastler, the sanitarian who did the inspection. I had been informed that we had another septic site but it now appears the County has withdrawn its approval.

LETTER TO W. McCAULEY ARNOLD, ESQUIRE
PAGE TWO
JUNE 24, 1991

We would like to be included on the list of houses from which staff can administratively authorize connecting to the sewer system. Please let me know if I can supply you with any additional information regarding our lot or this request. Thank you for your assistance.

Very truly yours,

A handwritten signature in cursive script, reading "James P. Franca".

James P. Franca

JPF/mlj
Enclosure



COMMONWEALTH of VIRGINIA

IN COOPERATION WITH THE
STATE DEPARTMENT OF HEALTH
FAX NO. 278-8157
TDD 591-6435

Fairfax County Health Department
DIVISION OF ENVIRONMENTAL HEALTH
ENVIRONMENTAL SERVICES SECTION
10777 Main Street, Suite 102B
Fairfax, Virginia 22030
June 21, 1991

PHONE
246-2201

Mr. James Franca
12631 Water Street
Clifton, Virginia 22024

RE: Malfunctioning Sewage Disposal System at 12631 Water Street, Clifton, VA
22024, TM: 75-4-002-100A, Subdivision: Town of Clifton, Lot 100A

Dear Mr. Franca:

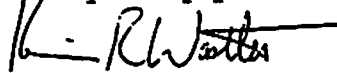
An inspection on June 6, 1991 revealed that the sewage disposal system is completely saturated and malfunctioning with sewage effluent flowing to the ground surface. This condition presents a health hazard and violates Chapter 68 of the Fairfax County Code. In order to eliminate the health hazard the septic tank must be pumped out immediately and as often as necessary to prevent sewage effluent from flowing to the ground surface.

Due to poor topographic features of the lot, location of the well water supply serving the property and the limited space available, repair and/or replacement of the existing system is not feasible. Therefore, the dwelling must be connected to the available public sewerage system no later than August 20, 1991.

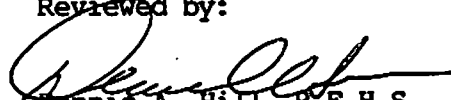
Be advised the "Sewage Disposal System Construction Permit" issued on April 15, 1991 for the expansion of the existing system is now null and void.

If you have any questions regarding this matter please contact me at this office anytime between the hours of 8:00-9:00 a.m. and 2:30-4:30 p.m., Monday through Friday at 703-246-3576.

Very truly yours,


Kevin R. Wastler
Sanitarian

Reviewed by:


Dennis A. Hill, R.E.H.S.,
Program Manager

DAH:KRW:jw

franca



COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX
BOARD OF SUPERVISORS
FAIRFAX, VIRGINIA 22030



JOHN F. HERRITY
CHAIRMAN
4100 CHAIN BRIDGE ROAD
FAIRFAX, VIRGINIA 22030

TELEPHONE 691-2321

JUL 30 1985

Mr. Wayne H. Nickum, Mayor
Town of Clifton
Clifton, Virginia 22024

Dear ~~Mr. Nickum~~ *Wayne*:

This letter is to advise you that on July 8, 1985 the Board of Supervisors approved the Clifton Town Council's request for 54 additional fixture units for the restoration and use of the Clifton Hotel as a restaurant.

In approving this request, however, the Board requested that I advise you and the Town Council of the following:

- The Board is unlikely to approve any future requests for further increases in the pump and haul capacity;
- The Board desires to eliminate the current system which requires an unusual subsidy to the residents of the Clifton area;
- The Board requests the advice of the Clifton Town Council regarding a plan to initiate a sewer system which is not so heavily subsidized by County residents.

If you desire to discuss these issues in further detail, please contact me or Deputy County Executive Denton Kent.

Sincerely,

John F. Herrity, Chairman
Board of Supervisors

JFH:lm

cc: Board of Supervisors
J. H. Lambert, County Executive
Denton U. Kent, Deputy County Executive for Planning and Development
John W. di Zerega, Director, Department of Public Works
R. J. Gozikowski, Director, Office of Waste Management

FAIRFAX COUNTY, VIRGINIA

MEMORANDUM

TO: Denton U. Kent, Deputy County Executive
for Planning and Development **DATE** June 9, 1983

FROM: R. J. Gozikowski, Director
Office of Waste Management *RJG*

FILE NO:

SUBJECT: Your Verbal Request for Estimated Cost and Time Information on
Connecting the Town of Clifton to UOSA

REFERENCE:

Attached is a summary of the alternatives investigated for connecting Clifton to UOSA. Alternative 'A' is a gravity-force main system connecting to UOSA's Russia Branch pumping station with a design flow of 1 mgd and an estimated capital cost of \$1.7 million. Alternative 'C' is the same as Alternative 'A' except it is a 6" force main for the entire distance and has a design capacity of 0.1 mgd with an estimated capital cost of \$1.2 million. Alternative 'B' is a 6" force main with several pumping stations discharging to the Compton Road pump station with a design capacity of 0.1 mgd and an estimated capital cost of \$1.4 million. Estimated design and construction time would be 30 months for Alternative 'A' and 21 months for Alternatives 'B' or 'C'.

Alternative 'A' would serve 2700 SFRE (Single Family Residential Equivalents); Alternative 'B' or 'C' would serve 260 SFRE. Current pump and haul serves 55 SFRE.

The bottom line is that connecting Clifton to UOSA will cost from \$1.2 to \$1.7 million and will require 21 to 30 months for design and construction.

RJG:lm

Attachment

cc: S. Daley

ALTERNATIVES TO CLIFTON PUMP AND HAULI. Summary & RecommendationsA. Three Options Studied

1. Gravity sewer in Southern RR right-of-way
 2. Force Main in VEPCO right-of-way
 3. Force Main in Southern RR right-of-way
- B. The current Pump and Haul operation is the most cost effective of the options studied given the present population served.
- C. Design constraints require a larger design population for economical implementation of the alternative systems studied.
- D. The County will continue to subsidize the Clifton area disposal system unless the service population is increased by approximately 10 times.
- E. If the service population of the Clifton area were allowed to increase to twice its current size, Options B and C would become more cost effective than Pump and Haul. Costs per SFRE for Pump and Haul remain static when the population is increased while the unit costs of the alternate systems decrease with an expanded population.
- F. Solutions to immediate problems in Clifton should be based on modification of current Pump and Haul procedures or equipment.

II. Alternatives StudiedA. Gravity Sewer along Southern RR right-of-way1. System Description

- a) Discharge to UOSA's Russia Branch Pump Station
- b) 12,000' of 18" gravity sewer
- c) 1 Pump Station
- d) 7,000' of Force Main
- e) Design Flow Capacity - 1 MGD

2. Costs

- a) Capital Costs - \$1.7 million
- b) Yearly Operating Costs - \$14,600
- c) Present Worth of Costs - \$1,824,304

3. Notes

- a) Design capacity of system is 50 times current pump and haul capacity

- b) Slope constraints dictate 18" pipe.
- c) Deep trench cuts combined with excessive rock will make option very expensive.
- d) Access for construction and maintenance will be very difficult.
- e) UOSA's willingness to accept additional flows to Russia Branch P.S. has not been determined.
- f) Gravity sewer would be the least expensive option per SFRE served if design capacity could be fully utilized.

B. Force Main in VEPCO Right-of-Way

1. System Description

- a) Discharge to Compton Road Pump Station
- b) 17,000' of 6" Force Main
- c) 6 Pump Stations in series along Force Main
- d) Design Flow Capacity - .1 MGD

2. Costs

- a) Capital Costs - \$1.4 million
- b) Yearly Operating Costs - \$32,400
- c) Present Worth of Costs \$1,668,154

3. Notes

- a) Design capacity of system is 5 times the current pump and haul capacity.
- b) VEPCO has not been contacted for comment on use of right-of-way.
- c) Estimated project cost could be reduced significantly if a low flow/high head pump could be found suitable for this application.
- d) Access to Force Main and Pump Stations for construction and maintenance would be excellent.
- e) The Compton Road Pump Station's ability to handle increased flow has not been determined.

C. Force Main along Southern RR Right-of-Way

1. System Description

- a) Discharge to UOSA's Russia Branch Pump Station
- b) 19,000' of 6" Force Main
- c) 2 Pump Stations
- d) Design Flow Capacity - .1 MGD

2. Costs

- a) Capital Cost - \$1.18 million
- b) Yearly Operating Costs - \$14,600
- c) Present Worth of Costs - \$1,304,804

3. Notes

- a) Design capacity of system is 5 times the current pump and haul capacity.
- b) Access for construction and maintenance will be difficult.
- c) Unless significant growth is anticipated in the Clifton area, this alternative would be more practicle, both from design and cost views, than a gravity sewer in the same right-of-way.
- d) UOSA's willingness to accept increased flows at its Russia Branch Pump Station has not been confirmed.

III. Economic Comparison of Options

	A	B	C	D
	<u>Gravity Sewer</u>	<u>VEPCO Force Main</u>	<u>Southern RR Force Main</u>	<u>Pump & Haul</u>
Capital Costs	\$1,700,000	\$1,395,300	\$1,180,500	150,000
Annual Operating Costs *	14,600	32,400	14,600	75,600
Present Worth of Capital & Operating Costs (P/A, 10%, 30 yrs) = 8.514	1,824,304	1,668,154	1,304,804	793,658
Design Population (SFRE)	2,700	260	260	55
Unit Present Worth Cost per Design SFRE	675	6,416	5,018	14,430
Unit Present Worth Cost per Current SFRE	33,169	30,330	23,723	14,438
,500/mile of sewer or F.M., \$4,600/pump station				

IV. Estimate of Alternative Systems Costs and Design & Construction Time

A. Gravity Sewer in Southern RR Right-of-Way

1. Cost Estimate

Sewer	12,000' @ \$75/ft =	900,000
Manholes	33 @ \$2,000 ea =	66,000
Pump Station	1 @ \$250,000 =	250,000
Force Main	7,000 @ \$40/ft =	<u>280,000</u>
Sub-Total		1,396,000
Engineering		150,000
Additional Maintenance Equip.		<u>75,000</u>
Total		\$1,721,000

2. Design and Construction Time Estimates

Preliminary Engineering	9 months
Design Engineering	3 months
Construction	<u>18 months</u>
Total	30 months

B. Force Main in VEPCO Right-of-Way

1. Cost Estimate

Force Main	1,700 @ \$40/ft =	680,000
Pump Station	6 @ \$75,000 =	<u>450,000</u>
Sub-Total		1,140,000
Little Rocky Run Contractor Reimbursement		152,300
Engineering		<u>113,000</u>
Total		1,395,300

2. Design and Construction Time Estimates

Preliminary Engineering	6 months
Design Engineering	3 months
Construction	<u>12 months</u>
Total	21 months

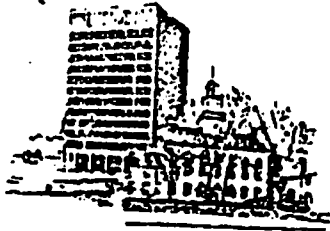
C. Force Main in Southern RR Right-of-Way

1. Cost Estimate

Force Main	19,070' @ \$45/ft =	855,000
Pump Stations	2 @ \$75,000 ea. =	<u>100,000</u>
Sub-Total		1,005,000
Additional Maintenance Equip.		75,000
Engineering		<u>100,500</u>
Total		\$1,180,500

2. Design and Construction Time Estimates

Preliminary Engineering	6 months
Design Engineering	3 months
Construction	<u>12 months</u>
Total	21 months



COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX
FAIRFAX, VIRGINIA 22030



May 31, 1977

Mr. James Hricko
7150 Main Street
Clifton, Virginia 22024

Re: Clifton - Sanitary Sewer Policy

Dear Mr. Hricko:

Per your request, enclosed herewith is the current policy regarding sanitary sewer connections within the Town of Clifton as approved by the Board of Supervisors on January 7, 1974. This policy does not address connections for commercial development which must be considered on a case by case basis and be approved by the Board of Supervisors.

Very truly yours,

DEPARTMENT OF PUBLIC WORKS
Office of Waste Management

Robert W. Morris, Chief
System Analysis Section
System Analysis & Control Branch

RWM/dgs

Enclosure - As Stated

head), and said resolution so adopted being in the words and figures following,

to-wit:

"WHEREAS, Primary Route 123, from 0.498 miles north of the intersection of Interstate Route 66 to 0.538 miles east of the west corporate limits of the town of Vienna, a distance of 2.619 miles, has been altered, and a new road has been constructed and approved by the State Highway Commissioner, which new road serves the same citizens as the road so altered; and

"WHEREAS, certain sections of this new road follow new locations, these being shown on the attached sketch titled, "Change in Secondary System Due to Relocation and Construction on Route 123, Project: 0123-029-108, C501 dated at Richmond, October 19, 1973;:

BE IT RESOLVED: That the portions of Primary Route 123, i.e., sections 5, 6, 7, and 8, shown in red on the sketch titled "Changes in Secondary System Due to Relocation and Construction on Route 123, Project: 0123-029-108, C501 dated at Richmond, Virginia, October 19, 1973, a distance of 0.23 miles be, and hereby is, added to the Secondary System of State Highways, pursuant to Section 33-141 of the Code of Virginia of 1950, as amended;

And further, that the State Highways Commission be requested to take the necessary action to discontinue the sections of old location, i.e., these portions of sections 1, 2, 3, and 4, which are shown in yellow on the aforementioned sketch a total distance of 0.18 miles, as a part of the secondary system of State Highways as provided in Section 33.76.7 of the Code of Virginia of 1950 as amended.

On motion of Supervisor Herrity, seconded by Supervisor Moore and carried by a vote of seven, Supervisors Alexander and Pennino being out of the room at this time, the Board authorized the Staff to grant sanitary sewer connections administratively to those existing single family residences in the Town of Clifton which are presently served by pit privies, have been identified as health hazards, and front on the existing sewer line.

Supervisor Scott requested that the new Public Works Director, Mr. Glen Ehrlich, investigate the Lincoln, Lewis, Vannoy Park situation re sanitary sewer and report back to the Board at an early date with recommendations and, hearing no objection, it was so ordered.

On motion of Supervisor Magazine, seconded by Supervisor Harris and carried by the following recorded vote: Supervisor Phillips, "AYE"; Supervisor Magazine, "AYE"; Supervisor Harris, "AYE"; Supervisor Scott, "AYE"; Supervisor Moore, "AYE"; Supervisor Herrity, "AYE"; Chairman Packard, "AYE"; Supervisors Alexander and Pennino being out of the room at this time, the Board endorsed the Council of Governments' resolution in support of United States Senate Bill S-1769, to establish a national fire administration, and expressed its support of same, to be conveyed not only to the House Committee, but to all Congressional representatives from Fairfax County.

On motion of Supervisor Harris, seconded by Supervisor Herrity and carried

Supervisor Herrity moved that the Board amend the Clifton Pump and Haul Policy in order to include those existing residents who are on pit privies near existing sewer lines and whose land does not perc. This motion was seconded by Supervisor Moore.

Following a Board discussion regarding the limitation of this motion to existing residents, Supervisor Moore withdrew her second.

Supervisor Herrity then accepted the suggested wording of the County Executive which would be that the Board will amend the Clifton Pump and Haul Policy to allow hookups when the property owner is serviced by a pit privy, when his land does not perc, and when he has an available sewer line, said hookups to be issued administratively after the applications are made and sewer availability charges are paid. This motion was then seconded by Supervisor Pennino.

Following further discussion, Supervisor Scott moved to table the motion. This motion was seconded by Supervisor Moore and carried by the following recorded vote: Supervisor Phillips, "AYE"; Supervisor Pennino, "NAY"; Supervisor Scott, "AYE"; Supervisor Moore, "AYE"; Supervisor Herrity, "NAY"; Acting Chairman Magazine, "AYE"; Supervisor Alexander being out of the room at this time and Supervisor Harris and Chairman Packard being absent.

Supervisor Scott said he had distributed copies of a letter signed by Mr. Thomas O. Lawson, Counsel for the Fairfax Education Association Retirement Housing Corporation, to Board members setting forth certain steps the Corporation has taken in reference to their retirement housing project to be located on land off Gosnell Road in Tysons Corner and which states in part: ...that the terms of the use permit previously granted to the Fairfax Education Association Retirement Housing Corporation require us to abide by Fairfax County regulations before building permits will be issued and we shall abide by those regulations in and under the terms of the use permit, which require up to 60 percent for lower and moderate income housing."

Supervisor Pennino moved that the Board reconsider its earlier action to defer action on this matter until next Wednesday. This motion was seconded by Supervisor Herrity, and carried by a vote of six, Supervisor Alexander being out of the room at this time and Supervisor Harris and Chairman Packard being absent.

Supervisor Pennino then moved that the Board adopt the following recommendations presented by the County Executive: (1) that the Staff be directed to develop a policy statement for adoption by the Board on sewerage like proposals; (2) that the Staff coordinate with the Fairfax Education Association in working to resolve the above County reservations and if all points are successfully resolved, the tap can be granted administratively; and (3) that the Board authorize the Chairman to endorse a letter of County intent which is required as part of the Fairfax Education Association's pending application for State financing from the Virginia Housing Development Authority. This motion was seconded by Supervisor Herrity.

Dec. 3, 1973

March 19, 1976

Mr. Michael Long
Office of the County Executive
4100 Chain Bridge Road
Fairfax, Virginia 22030

Dear Mr. Long:

At the March 2, 1976, Town Council meeting, the County's proposed revisions to the Clifton Sewer Policy, as described in a Memo to the Board of Supervisors (dated June 20, 1975), were discussed.

The following changes to that Memo were proposed:
(Under "Proposed Policy" on p. 14 of the Memo)

- 1) Existing residential buildings will be allowed to connect to sanitary sewer after payment of all usual fees.
- 2) New buildings will not be allowed to connect.
- 4) Existing commercial buildings will be allowed to connect.

In that same Memo, on p. 15, there was an indication that the Health Department would give the Town a review of its procedures. To date, we have not received such a review. We would like to see it.

I hope this information is helpful.

Sincerely yours,

Phyllis B. Waters
Phyllis B. Waters
Mayor

PZT:la

Clifton Sewer Policy
Clifton Sewer Policy
A-1021
JUL 10 1975
CLIFTON SEWER POLICY

Clifton Sewer Policy

Ted Wessel, Executive Assistant

Board directive:
June 23, 1975

Carol Whitcomb

July 7, 1975

The attached materials were included in the Board package of June 23. At that time, on motion of Supervisor Ferrity, the Board requested that the proposed amendment to the Clifton sewer policy be referred to the officials of the Town of Clifton for comment and recommendation.

Please refer these to the Clifton officials and upon receipt of their comments and recommendations, we will take it back to the Board for approval. Good luck in finding the Town officials!

TJW/hcs

cc: Glen Ehrlich, Director, PW

JUL 10 1975

I-4. Proposed amendments to Clifton Sewer Policy.

ISSUE: Commercial uses being established in existing structures.

RECOMMENDATION: To approve the clarified policy as proposed below.

TIMING: The background and proposed policy draft are being presented at this time for informational purposes. I expect to bring the matter back in the very near future with a recommendation that the Board adopt it as policy for the Clifton sewer.

BACKGROUND: The Board will recall that the sewer tap allocation policy applicable to Clifton permits the hook-up of an existing residential structure, provided that it is served by an existing sewer line and has either a failed septic system or pit privy. The County Executive's office has approved each application.

In August of 1974, an applicant expressed to this office his intent to expand a kitchen in an existing structure and was permitted additional fixture units on the existing residential tap granted the structure in December, 1971 (30 fixture units equals one residential tap). In fact, the intent was to convert the structure to a restaurant, which is about to open as Buckley's Inn.

Essentially, there were two staff errors: 1) approving the additional fixture units (though not exceeding 30 units) without a letter of intent and a set of plans and 2) misinterpretation by Public Works of this office's direction. It is the conclusion of the County Attorney that the owner has a vested right to use his property as a restaurant. Agreements have been reached which would limit the number of fixture units so far as possible. As a result, the projected sewage flow of the restaurant will equal approximately two houses.

Administrative procedures surrounding the granting of Clifton taps have been strengthened as a result of this incident. There remains a need, however, to 1) establish a surcharge for the restaurant's use of the system and 2) to clarify the sewer tap policy with respect to commercial operations which may be established in existing structures. In proposing an amendment to the current policy, we must bear in mind that:

There is apparent interest in rehabilitating Clifton; we must continue to rely on pump and haul to handle the town's sewage; and we must be concerned that the town's appointment of a building official will give the County less overview of future renovation projects.

Sewage Disposal. Earlier, I authorized staff review of a Health Department proposal for a subsurface sewage treatment facility in Clifton, an experimental and limited system which might be suitable to serve existing structures in the town. This study is on-going.

Initial soil surveys appear to indicate there are suitable areas for such a system, but there is no immediate interest on the part of landowners to sell those parcels. The possibility remains to seek a court order to perform the on-site soil survey and to proceed with condemnation should it prove feasible, cost-effective, and desirable to construct a limited and experimental system. In the near future, however, we must continue to rely upon pump and haul and to sharply limit sewage flow in the town in order to minimize operations costs.

Rehabilitating Clifton. There seems to be considerable interest in Clifton to restore historic structures as residences and to attract small commercial operations oriented to crafts, antiques, and recently the restaurant. It seems desirable to encourage such a rehabilitation provided that it is possible to restrict sewer hook-ups to existing structures having limited fixture units.

Clifton appointing a Building Official. As a town Clifton has had its own zoning powers and land use control. Clifton has recently also notified the County of the appointment of a town building official. In the future, the only County review of building permits will be made by the Health Department, because under State law it must approve the form of sewage disposal being proposed for any building permit. It will require an active inspection program to monitor possible conversions of vacant structures to residential or commercial use.

Proposed Policy: In view of the above, we would propose a clarification of the Clifton sewer tap policy as outlined below:

- 1) Existing residences served either by a pit privy or a failed septic system will be allowed to connect to sanitary sewer after payment of all usual fees.
- 2) New buildings, and residences not described in #1 above will not be allowed to connect.
- 3) Existing residences which are already connected to sanitary sewer or hold already paid taps may be converted to commercial uses without penalty upon payment of all usual fees if they do not exceed the residential equivalent of 30 fixture units. No additional fixtures units will be permitted.
- 4) Existing commercial structures which are served by a failed septic system will be allowed to connect. If their expected usage does not exceed the residential equivalent, they will be allowed to connect after payment of all usual fees. If their expected usage exceeds the residential equivalent, they will be allowed to connect after payment of all usual fees, but will also pay a continuing quarterly charge for the pro-rata share of the excess flow's pump and haul cost.

- 5) In all situations, unless specifically stated to the contrary above all usual Health Department regulations and procedures will be followed. For example, establishment of a new commercial or residential building would not be permitted unless adequate sewage disposal can be provided by septic systems.

The Health Department will advise the town of its review procedures with respect to building permits. In addition, it will set up procedures with the Department of Public Works and the Department of Environmental Management to assist in that review as necessary in order to assure that renovations do not result in fixture units in excess of 30, except as allowed above.

Lastly, the Buckley Inn will be charged for the pro rata share of the excess flow's pump and haul cost. Further, we would not propose that the Buckley Inn case be allowed as a precedent for granting excess fixture units in the future.

STAFF: Glen Ehrich, Director,
Public Works and Carol A.
Whitcomb, Executive Assistant
to the County Executive

1. The following information is being furnished to you for your information and guidance. It is requested that you keep this information confidential and not discuss it with anyone outside of your organization. This information is being provided to you for your information and guidance only. It is requested that you keep this information confidential and not discuss it with anyone outside of your organization.

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2. The following information is being furnished to you for your information and guidance. It is requested that you keep this information confidential and not discuss it with anyone outside of your organization. This information is being provided to you for your information and guidance only. It is requested that you keep this information confidential and not discuss it with anyone outside of your organization.