



Water Allocation Fee Permit

1. The Applicant must provide a copy of this approved Water Allocation Fee Permit to the Town of Salem Municipal Services Engineering Division.
2. The Town of Windham Community Development Department reserves the right to withhold the issuance of any building related permits and/or certificates of occupancy for properties in the process of connecting to the Regional Water Line until the Water Allocation Fee is paid.

Property Address _____

Map/Block/Lot Number _____ Zoning District _____

Use _____

Number of bedrooms (if residential) / square feet (if commercial) _____

Name of Applicant _____

Mailing Address _____

Phone # _____ Fax # _____

Email _____

Name of Property Owner _____

Mailing Address _____

Phone # _____ Fax # _____

Email _____

Applicant Signature _____ Date _____

Owner Signature _____ Date _____

Staff Use Only

Received by: _____ Date _____ Permit # _____

Gallons per day: _____ x \$4.14 / gallon = \$ _____ Paid on: _____ Check # _____

Approved by: _____, Building Inspector Date: _____

Approved by: _____, Community Development Director Date: _____

Frequently Asked Questions

Q: What is the Water Allocation Fee?

A: The Windham Board of Selectmen adopted a Water Allocation Fee in the amount of \$4.14 / gallon to be charged as a one-time fee to those properties who request to be served by the Regional Water Line. The fee is primarily intended to reimburse the town for the cost it incurred to acquire a daily allocation of water from the City of Manchester as part of the Regional Water Line constructed along Route 28.

Q: Who is eligible to hook up to the Regional Water Line?

A: Only those parcels that are specifically within the designated water franchise area of the Town of Salem along Route 28 and Route 111. Customers within the Pennichuck Water franchise area are not eligible.

Q: How is the fee assessed?

A: The Town of Windham requires a separate permit, known as the Water Allocation Fee Permit for properties who request to make a connection to the Regional Water Line. The fee is based on the [New Hampshire Code of Administrative Rules, Env-Wq Table 1008-1: Unit Design Flow Figures](#), as amended, for the amount of gallons per day expected for the specific use at each particular property.

For example, the gallons per day for each dwelling unit are as follows:

# of Bedrooms	Gallons per day	Water Allocation Fee
2 Bedrooms	300 gpd	\$1,242
3 Bedrooms	450 gpd	\$1,863
4 Bedrooms	600 gpd	\$2,484

Q: How is the fee collected?

A: The Town of Windham Community Development Department will collect the fee. Checks should be made payable to the Town of Windham.

- **Step 1:** An Applicant must apply for a Water Allocation Fee Permit from the Town of Windham Community Development Department and submit the required fee. Please note that the Town of Salem will not issue a Water Service Permit until the Town of Windham approves its Water Allocation Fee Permit and collects said fee.
- **Step 2:** Applicants must then submit a Water Service Permit Application to the Town of Salem Municipal Services Engineering Division. The Application is attained at the Town of Salem Municipal Services Engineering Division. Please note that the Town of Salem will assess their own fee for making the physical water service connection and ongoing usage.
- Town of Salem Municipal Services Utility Division can be contacted at: (603) 890-2033 and is located at Town Hall, 33 Geremonty Drive, Salem, NH 03079

Q: What happens after Windham and Salem both issue the permits?

A: Windham residents and commercial property owners that connect to the Regional Water Line will become water customers of the Town of Salem. The Town of Salem will mail bills to their customers on a quarterly basis. Any questions about operations, billing, and meters should be directed to the

Q: Do existing buildings that are eligible to connect to the water line need a Water Allocation Fee Permit?

A: Yes, the Windham Building Inspector reserves the right to perform an inspection to verify existing conditions to ensure the appropriate Water Allocation Fee is collected.