



WILL SERVE POLICY

[Effective Date: 07/20/2022]

Introduction

LDWA has established a formal records retention program that ensures the safe keeping of records generated by the organization. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal, or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed. Please note that “records” includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information.

No officer, director, employee, contractor, or volunteer of LDWA shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency in relation to or contemplation of any such matter or case. This policy covers all records and documents of LDWA.

Introduction

Policies established in 2016 based on the Aug 2015 Engineering LDWA Culinary Water Capacity Analysis, allows for land parcels within the Town of Leeds municipal boundaries that have been recorded at Washington County, UT before 2016 are entitled to one water share for each land parcel. In 2021 the LDWA had an updated Culinary Water Capacity Analysis done. This policy has been updated to reflect the data from the 2021 study.

POLICY

Existing Water Shares and Connections to Leeds Town Parcels.

LDWA currently has 413 allocated tap connections: 354 are residential, 18 are commercial, 5 are institutional, 1 is industrial, and 35 connections are inactive (standby taps).

There are within the boundaries of Leeds Town and LDWA a total of 193 parcels of land that do not own a water share connection and are within LDWA’s service area.

There are an additional 71 residential taps reserved for Utah’s School & Institutional Trust Lands Administration (SITLA), based on the water rights and water storage SITLA brought to LDWA for their future subdivision development within Leeds Town. All existing land parcels identified are property deeds recorded at Washington County, UT.

Existing Leeds Town Land Parcels Deeds Recorded Prior to Dec. 31, 2015, No Water Shares.

There are an additional 193 land parcels located within the Town of Leeds municipal boundaries recorded at Washington County, UT. These land parcels have the potential to be served culinary water by LDWA; the shares will be sold no more than one residential connection per parcel.

New Leeds Town Land Parcels Deeds Recorded After Dec. 31, 2015.

For new land parcels created by subdivision, annexation, or other means of increasing the number land parcels within LDWA's service area that are recorded after December 31, 2015, land owners shall be required to bring sufficient Water Rights to LDWA in lieu of purchasing water from LDWA's pre-existing inventory. The Water Right(s) are subject to review for clear title and approval by LDWA prior to connection to LDWA's infrastructure. No more than one water share can be assigned to each land parcel.

Merged, Joined, or Combined Leeds Town Parcels Deeds Recorded After Dec. 31, 2015.

Conversely, if two or more land parcels are merged, (each with one pre-existing standby tap water share) the shares will be dissolved into LDWA inventory, with fair market value compensation paid to property owner to reimburse the share. In the case where active or standby taps have been cancelled as a result of non-payment of the monthly fees, each water share reinstatement fee shall be due to LDWA prior to connection to LDWA's infrastructure.

Responsibility for Administration

The Office of LDWA shall be responsible for verifying the Records of the parcels and preparing and mailing the Will Serve Letter.

Statement of Policy

It is the policy of LDWA:

- To comply with presenting will Serve Letters to applicable parcel owners.
- The first Will Serve Letter is free, If the applicant is not finished with their due diligence before the one-year expiration, and an additional Will Serve Letter is needed there is a fee of \$100.00.
- Therefore, it is in the best interest of the applicant to have their building packet prepared and ready to submit, so that their letter does not expire before they are ready to apply for their permits.
- A Record will be kept on file of Will Serve Letters and dates, and payment for additional letters given to applicant.
- All Will Serve Letters will include:
 - Applicant Name
 - Address
 - Phone Number
 - Email Address
 - Parcel Owner
 - Parcel Number
 - Date of Will Serve Letter