

POLICY W – UTILITY LINE EXTENSION

RESPONSIBLE FOR ADMINISTERING POLICY

Utility Board and Utility Manager

BACKGROUND AND PURPOSE

For the Department to serve the public and to comply with the rules and regulations of the Environmental Protection Agency and of the Tennessee Department of Environment and Conservation and other state and federal regulations, the Department must adopt a policy dealing with utility line extensions. The Utility Board must set rates, fees and charges to produce sufficient revenues to pay operating expenses and to amortize the indebtedness of the planned developments, as covered by the Department's **Subdivisions and Developers Policy**. The Department may require that customers who seek an extension of the Department's utility lines share the cost of construction of such line, subject to the approval of the Utility Board. Should such cost of construction be unusual or other unusual circumstances exist, the Department may modify or add to these procedures. The determination of unusual circumstances will be by the Department on a case-by-case basis.

This policy addresses the extension of the Department's water and/or sewer lines to a parcel, excluding developments covered by the Department's **Subdivisions and Developers Policy**. For utility line extensions under this policy, the required size of water lines will be evaluated on a case-by-case basis. In general, water lines should be at least 4" in diameter. A 6" water line is required for adequate fire protection. Any exceptions to this will be considered on a case-by case basis. An 8" sewer main is required by the State of Tennessee for public sewer mains and nothing smaller will be allowed. All sewer laterals will be 6" from the main to the Utility Access Cleanout. Under no circumstances will Utility Access Cleanouts be allowed beyond the property line on the customer's side.

The Department is run for the benefit of all present and future customers, and while no customer shall intentionally be treated unfairly, no customer shall be treated in any way that compromises the interests of others.

LIMITATIONS

The Department is subject to various state and federal regulations and has no discretion to provide service in a manner which would violate such regulations.

POLICY STATEMENT

1. Petition for Extension of Utility Lines.

Applicants seeking the extension of utility lines shall present to the Department a

Petition for Extension of Utility Lines (Exhibit W-1). The Petition shall include the following information:

- a. Name, address (911 address and, if necessary, mailing address) and phone number of each Applicant requesting service.
- b. Name, address (911 address and, if necessary, mailing address) and phone number of each property owner where a utility easement will be required. The Department requires that all property owners where the extension of a utility line is to be constructed grant the Department a utility easement.
- c. Type of service(s) requested (residential, commercial, etc.).
- d. Rough map with the approximate location of each Applicant to be served coded to cross-reference with the names noted on the Petition.
- e. Date service is required.
- f. Payment of any required petition fees and/or service fees.

When someone applies for an extension of utility lines, the Department will promptly provide the Applicant with all available information on the rates, fees, and/or charges that apply. If requested by the Applicant, the Department will promptly provide the Applicant with the foregoing information in writing, along with a written itemized and detailed description of the costs involved. If the Department needs further information to determine the applicable rates, fees, and/or charges or to provide a written itemized and detailed description of costs, the Department will so inform the Applicant and request any necessary information from the Applicant. Within fourteen (14) days after the completion of the design of the utility system improvements, the Department will (1) provide the Applicant with a written statement of the applicable rates, fees, and/or charges and a written itemized and detailed description of the costs involved; (2) inform the Applicant in writing of the time reasonably needed to do so; or (3) ask the Applicant for any other information necessary for this purpose.

2. Opinion of Probable Cost.

Within ten (10) days of receipt of the Petition, the Utility Manager or his designee will complete an **Opinion of Probable Cost** of the requested utility extension.

3. Consideration By Utility Board

When the **Petition for Extension of Utility Lines** with attached map/s and **Opinion of Probable Cost** are completed as specified by the Utility Manager or his designee, the Utility Manager will place the Applicant's request for utility line extension on the agenda of the Utility Board meeting.

The Utility Board will consider the Applicant's request based upon the following criteria:

- a. The number of Applicants per mile is equal to or greater than ten (10). A dry water tap is not included in these criteria.
- b. Adequate capacity of the Department's system or the line/s to be connected to

- is available.
- c. The extension is considered to be operationally feasible.
- d. All owners of property where the utility line is to be installed will grant an easement.
- e. Must have access to existing public right of way.

If the proposed utility line extension meets the above criteria, the Utility Board may add it to the **List of Roads to Be Considered For Utility Service In The Future**.

If the proposed utility line extension does not meet the above criteria, the Applicant's request may be presented with following options to be considered by the Utility Board:

- a. Applicant/s may make an additional contribution in a specified amount per Applicant/s for construction.
- b. Applicant/s may contribute labor, equipment and/or material to offset the cost.
- c. The extension will enhance the Department's distribution system for hydraulic purposes.

4. List of Roads to Be Considered For Utility Service In The Future.

Once an Applicant's request for utility service is added to the **List of Roads to Be Considered for Utility Service in the Future**, the request may be considered in future budgets as follows:

- a. The utility line extension may be performed utilizing in house construction funds and/or labor and equipment.
- b. The utility line extension may be performed utilizing in house construction funds and/or labor and equipment with the Applicant/s contributing labor, equipment and/or material to offset cost under the Small Towns Environment Program (STEP).
- c. The Applicant may enter into an agreement with the Department under the **Subdivisions and Developers Policy** to install the utility line extension to the Department's plans and specifications.
- d. The utility line extension will be delayed pending the availability of grant and loan funds.

5. Construction of Utility Line Extension.

Once the utility line extension has been budgeted and scheduled, the construction phase will be performed as follows:

- a. The Applicant/s will pay all required fees and complete all Water Service Contracts.
- b. The utility line extension will be designed by the Department's Engineer. All easement documents will be prepared for execution by respective property owners.

- c. All easements must be executed by the respective property owners.
- d. Installation of the utility line extension will be performed in accordance with budgeted funds and schedules as approved by the Utility Board.
- e. Should additional expense be incurred because of rock or other extenuating circumstances, this cost will be paid by the Applicant/s when the line extension is performed using in house labor and equipment.

If for any reason not caused by the Applicant/s, the project is not constructed, all fees and payments will be refunded to the Applicant/s.

RECORD KEEPING REQUIREMENTS

All records regarding utility line extensions shall be kept indefinitely.

OMISSIONS

In the absence of specific rules, regulations, or policies, the disposition of situations involving utility line extensions shall be made by the Utility Board in accordance with its usual and customary practices.