

Division of Water – Policies and Procedures Manual	
Standard Policies and Procedures	
Policy Number – AUB-01-03	Revision Number: 6
Subject Development Extension Policy	Effective Date: 07-01-2022
	Superintendent Approval:
	General Manager Approval:

1.0 PURPOSE AND SCOPE

The purpose of this policy is to standardize Athens Utilities Board’s (AUB) approach to review and approval of all development design within the AUB service areas, and to standardize the policy regarding cost sharing and agreements for domestic water service. This policy applies to all development that could possibly be serviced by AUB.

2.0 REFERENCES

- (1) Athens Municipal Code Title 18 Water and Sewers
- (2) Athens Planning Commission Subdivision Regulations, Section 138 Water Supply System
- (3) Tennessee Department of Environment and Conservation, Chapter 0400-45-01 Public Water Systems

3.0 GENERAL

Final review and approval of all aspects of the water supply system will be by the local control authority representing AUB as dictated by References 3-1 and 3-2.

Any exceptions to this policy will be made at the sole discretion of AUB’s local control authority.

The specifications of all material, including but not limited to fire hydrants, and the manner in which all appurtenances are laid shall meet the inspection and approval of the local control authority.

All water construction plans for subdivisions shall include service from the main water line to the property line of each proposed lot in order that each proposed lot, *at the time of construction*, may be served by water without the installation of additional lines. The end of each service shall be properly marked.

The entire cost and expense of installing the required water supply system including the connection to the existing water supply and including but not limited to the cost of pipe, valves, fittings, fire hydrants, trenching, backfilling, and services shall be borne by the developer including the stipulated payment for tapping and metering the system to serve each lot.

The developer is financially responsible for all maintenance on the newly installed system for one year after the system has been completely installed.

4.0 DEFINITIONS

AUB – means the Athens Utilities Board and its duly authorized employees, agents, and representatives

Board – means the Chairman and all Commissioners but does not include any employees

Local Control Authority – Superintendent of Water and Wastewater or duly authorized representative

Main – designated as the water lines of AUB of all sizes, with service connections excluded, laid in or on the public streets or highways or on rights-of-way whether covered by easement or permission acquired by AUB for the installation of AUB's water lines on private property

Service Connection – Shall mean the tap of the main and that portion of the line extending from the tap of the main to and including the meter and meter installation in those installations where the meter is set at or near the property line on the street, highway, or right-of-way on which the main is located. For meters located elsewhere on private property the service connection is considered to extend from only the tap of the main to the property line, plus the meter and meter installation.

5.0 POLICY/PROCEDURES

5.1 Review and Approval

Developers shall submit plans for the water distribution system installation to the local control authority in a timely manner to allow for proper review and approval.

The specifications of all material, including but not limited to fire hydrants, and the manner in which all appurtenances are laid shall meet the inspection and approval of the local control authority. A technical specification list of materials acceptable for use in the construction of the water distribution system shall be obtained from the local control authority. Any exceptions to these minimum specifications will be made at the sole discretion of AUB's Local Control Authority.

The plans will receive final approval, conditional approval, or be rejected based upon the findings of the technical review. Conditional approval ***does not constitute permission to proceed with construction*** and indicates that minor design changes must be made in order to receive final approval. Only final approval signified by a signature from the local control authority will signify acceptability of the design for construction purposes.

5.2 Installation Inspection

AUB requires inspection of the water distribution system construction. Inspectors will be responsible for the following: ensuring that all construction is installed according to the approved plans; all materials meet specifications set by AUB; making field change requests to the local control authority upon discovery of hidden features or unforeseen circumstances that require changes to the approved plans and recording all changes to the approved plans.

Developers are required to provide a two-week notice prior to the start of construction of the water distribution system in order to allow AUB to assign an inspector for the project.

5.3 Development Cost Policy

Based upon the current regulations in Reference 3-2, the following is Board policy with regard to the cost of development.

The entire cost and expense of installing the required water supply system including the connection to the existing water supply and including but not limited to the cost of pipe, valves, fittings, fire hydrants, trenching, backfilling and service connections shall be borne by the developer including the stipulated payment for tapping and metering the system to service each lot (if required). Additionally, the developer is financially responsible for all maintenance and repairs on such water supply system for one year after the system has been completely installed.

If the developer pays multiple tap fees in lieu of installing the water supply system and AUB installs the water supply system, AUB will begin charging the developer for water service on the date the water tap is installed. AUB will charge at least a service availability fee per service regardless of the amount of water used. For further information regarding service availability fees see Policy AUB-01-01, Obtaining Water Service.

Any exceptions to this policy will be made at the sole discretion of AUB's local control authority.

Upon the completion of construction and final inspection, the developer must submit to AUB a set of 'As-built' plans that reflect any and all changes to the original approved design. The developer must then sign a Transfer Agreement transferring the water distribution system to AUB before water service is provided.