

Division of Water – Policies and Procedures Manual Standard Policies and Procedures	
Policy Number – AUB-01-06	Revision Number: 6
Subject Water Tap Policy and Fee	Effective Date: 07-01-2022
	Superintendent Approval:
	General Manager Approval:

1.0 PURPOSE AND SCOPE

The purpose of this policy is to outline the Athens Utilities Board (AUB) Water Distribution System water tap policy and fee. This policy applies to all existing and potential water accounts serviced by AUB.

2.0 REFERENCES

- (1) Athens Utilities Board, Division of Water, Policies and Procedures Manual
- (2) Athens Utilities Board, Schedule of Rates and Fees

3.0 GENERAL

Future connections to the AUB Water Distribution System are required to be coordinated through the local control authority. All requirements listed in this policy and fees are applicable to new water connections.

A customer cut-off must be installed at each service. AUB’s meters setters are not designed or intended to completely cut-off water service for the customer, they are intended for AUB’s use to minimize flow through a meter.

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 right-of-ways 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-ways 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 Tap Fees

Before a service connection for residential, commercial, or industrial property will be made by AUB, a tap fee will be paid to AUB. The applicable tap fees will apply as listed in the AUB Schedule of Rates and Fees.

The tap fee includes the material and labor required to make the tap, service connection, meter box, meter and meter installation for ¾-inch taps. Taps greater than ¾-inch include the meter, meter box, meter development and reducer. Extensions from the main will be installed at cost.

5.2 Tap Procedure

1. Once the customer has met the eligibility requirements for water service, they will be required to pay all necessary fees, complete a Water Service Contract, Closed System Acknowledgement and a Cross-Connection Control Survey. The Cross Connection Survey will determine what requirements will be necessary for the Customer to comply with AUB's Cross Connection Policy. A violation of AUB's Cross-Connection Policy includes having AUB's water supply connected to an auxiliary water supply (well) or anything potentially harmful that could backflow into AUB's water system. If this condition does exist or will exist in the future, AUB requires proper backflow prevention.

2. Once the customer has completed all the necessary steps to sign up for water service, AUB will have a serviceman meet the customer or their representative onsite in order to mutually agree on a location for the water service (meter).

3. When AUB installs the water tap on the Customer's property, the water tap will be locked out until the following items have been installed on the Customer's side of the water tap and an inspection performed by AUB personnel:

- a. Cut-off device
- b. Pressure regulator device (if necessary)
- c. Acceptable service line materials.

4. The Customer shall be responsible for and bear the expense of installing and maintaining the above piping beyond the customer side of the meter.

5. In addition to inspecting the above items, AUB personnel will inspect the Customer's plumbing arrangements for any cross-connection problems/violations. This inspection will be based upon the Cross-Connection Control Survey completed previously by the Customer. Any cross-connection violation will require proper backflow prevention by the Customer.

6. Once the above items have been inspected and approved by AUB personnel, water service will be turned on to the Customer. The cut-off device inside the water service is the property of AUB.

7. AUB will begin charging the Customer for water service on the date the water tap is installed by AUB. AUB will charge at least a service availability fee each month regardless of the amount of water used.

5.3 Extensions

Extensions from existing water mains will be made at cost. The estimated cost of the extension and service connection will be paid to AUB in advance of construction and suitable adjustments will be made between the two parties when the actual cost has been determined. As AUB's annual line extension budget allows, AUB will finance a portion of a line extension up to but not exceeding an anticipated ten-year payback on AUB's investment. If at any point during the design and construction of an extension AUB determines that the estimated cost of the extension and service connection were too low, AUB may offer a refund and abandon the project or require the potential customer to pay the additional cost.

Water main extensions shall be at least six-inch in diameter into undeveloped areas. Water mains smaller than six-inch in diameter will be laid only in those areas in which natural limitations of whatever description preclude possibility of future land development projects beyond the areas being considered for development.

AUB must approve the size, type and installation of water mains pursuant to this section. Where AUB's long-range plans for the expansion of the water distribution system require mains greater than six-inch in areas to be served under the provisions of this section, the customer desiring water service under the provisions of this section will pay AUB the estimated cost of installing a six-inch main only, and the excess cost for the larger mains will be borne by AUB.

AUB may decline to make extensions where mains are 'overloaded', or limited, in capacity or which might reasonably be expected to become overloaded in the foreseeable future. AUB in all cases shall decline to serve water main extensions for any purpose outside the city limits from overloaded mains of any size located inside the city limits.

Water main extensions require engineering design and approval from agencies outside of AUB. When AUB is expected to design a water line extension, extended delays may occur due to manpower required for engineering and design and for approval from outside agencies. This process is time consuming and delays can often be expected.

5.4 Replacing or Relocating Service Connections and/or Meters

The cost of relocating or replacing existing service connections and/or meters with systems of larger or smaller size shall be the cost as described in AUB Policy, AUB-03, Schedule of Rates and Fees.

5.5 Service Connections Made in Advance of Street Improvements

AUB at its discretion may install service connections in advance of street improvement and street paving projects even though no applications for service have been received from owners of lots

adjacent to such street improvement projects. In such cases the tap fee as listed in AUB Schedule of Rates and Fees, will be collected before water service is given at such locations.

5.6 Land Development Projects

All water facilities installed inside any land development project, including fire protection facilities normally provided by a water system, with the cost of fire hydrants included, shall be provided by the land development project owner or promoter at his/her own expense and the facilities required shall include connections, laterals, and valves for fire protection services.

AUB will make the connection between water facilities located on land development projects to the nearest existing main located outside such land development projects, with the cost of the taps, connections, valve installations, etc., to be made at the developer/owner's expense and to be located outside the land development project itself. In no case will AUB be required to extend its facilities, or to increase the capacity of its facilities, to provide water service for a land development project.

AUB at its option may serve installations inside land development projects from water mains of smaller size than those located inside the land development projects. However, AUB will not be required to provide water service in such cases where water service for a land development project could reasonably be expected to lower below reasonable limits the quality or level of service to present customers.

Where water service is required by a land development project promoter or owner in advance of AUB's normal plans for financing and installing additions and improvements required to expand the water system, the improvements required to adequately serve such land development projects shall be made at the expense of the promoter or owner of the land development project, not at the expense of AUB.

Upon completion of such extensions and their approval by AUB, such water mains shall become the property of AUB; and the persons paying the cost of construction of such mains shall execute any written instruments requested by AUB to provide evidence of AUB's title to such mains. In consideration of such mains being transferred to AUB, AUB shall incorporate said mains as an integral part of AUB's water system.

For additional information regarding development projects, see AUB-01-03.

5.7 Water Main Design Considerations

Design will be in accordance with all applicable federal and state regulatory requirements. Detailed design considerations are provided as an addendum to the Water Division Policies and Procedures.

5.8 Apartments and Trailer Parks

AUB will master meter water taps to apartments and trailer parks but will inspect the installation of the service line(s) to the trailer tap or single apartment tap. AUB will disinfect the water line connecting to the service line being installed by the contractor. The contractor or owner will install, flush and disinfect the service line. AUB will sample and analyze a sample from the completed service line prior to serving the line with water. AUB will not assume any responsibility for the service line.