

## CITY OF CROSSVILLE POLICY FOR WATER AND SEWER LINE EXTENSIONS

**Purpose:** To establish a procedure for handling all water and sewer main line extensions, inside and outside the city limits.

In accordance with Crossville Municipal Code Title 18, Chapter 1 the following outlines the policies for handling water and sewer main line extensions.

### **Definitions:**

1. Abutment Act – the development and financing of needed infrastructure improvements (water lines, sewer lines, roads, and the like) in accordance with T.C.A.: 7-33-303 et seq. This method is only available for properties within the city limits.
2. Failed Subdivision – A “failed” subdivision is one in which the developer for whatever reason, does not complete the project as approved through the regional planning commission. In addition, any bond money or letters of credit are not sufficient for the planning commission to complete the work. If the water lines and roads are bought up to City specifications and accepted by the City, the subdivision will no longer be considered a “failed” subdivision.
3. “Private Line” – shall consist of a pipe line extending between the customer’s structure and the city’s water meter assembly or main sewer line, which shall be located in close proximity to the service line.
4. “Service Line” – shall consist of the pipeline extending from any main of the city to private property. Where the water meter assembly, for water lines, is located on private property, the service line shall be construed to include the pipe line extending from the City’s main to and including the water meter assembly. However, this assembly must be located in close proximity to the service line.
5. “Materials Cost” - Any out of pocket expense for the construction of the utility with the exception of the expense for existing City staff and existing City equipment.
6. “Single-Purpose Use” – Property with the ability and intent of having a single purpose structure located upon it. For example, single family structure, single entity stand alone commercial business (gas station) or industrial (a single industrial plant or facility)
7. “Multi-Purpose Use” – Property with the ability and intent of having a multiple purpose structure or structures located upon it. For example, multi-family housing (apartment complex or mobile home park), strip malls, or subdivisions (residential, commercial, or industrial).

**Failed Subdivisions:**

Extension of water lines in a failed subdivision will be approved only under the following circumstances:

1. If located inside the City of Crossville, a majority of the property owners have petitioned the City to be developed under the abutment act; or
2. If located adjacent to the city limits, a majority of the property owners have petitioned the City to be (a) annexed and (b) developed under the abutment act; or
3. If located outside the City limits, and not adjacent thereto, a developer receives approval from the appropriate planning commission to either install the water lines or re-subdivide the area.

**Private Lines**

Private lines cannot legally be installed in a public right-of-way without the permission of the governing body. Private lines must be installed by the owner/developer who will be responsible for all costs and maintenance. The City of Crossville will not assume ownership of a private line except under special circumstances approved by City Council. In no event will the City assume ownership unless such line meets all minimum standards of the Crossville Municipal Code, the Crossville Regional Planning Commission Subdivision Regulations, and/or the Cumberland County Planning Commission Subdivision Regulations. Private lines will not be approved in an existing subdivision.

For requests located out of the City limits of Crossville, no requests will be reviewed by the City until either:

1. Written permission has been given by the county government, or any other private or governmental unit controlling such right-of-way; or
2. Private easements have been obtained from all property owners in the affected area; or

For private lines located inside the City limits, requests will be considered by the City under the following conditions:

1. If private easements have been obtained from all property owners in the affected area; or
2. City Council has approved the use of public right-of-way for the installation of a private water line.

**Service Lines**

Requests for service line extensions will be presented to the Crossville Regional Planning Commission for review, who will make a recommendation to the City Council. Unless otherwise approved by City Council, a service line will extend no further than 75' from a utility main line. A list of requests will be maintained by the Public Works Dept. and presented to the Crossville Regional Planning Commission to be ranked according to the priorities established in Crossville Municipal Code § 18-130. Higher priority requests may be inserted by

City Council in the priority list at any time and move lower priority projects further down the list.

Service lines will be laid by the city from the utility main to the property line at the expense of the city. Before a new service line will be laid by the city, the applicant shall pay such fee as the city may from time to time prescribe (§ 18-106). Customers desiring water main extensions pursuant to this section must follow all requirements of § 18-107 of the Crossville Municipal Code.

### **Main Line Extensions**

#### **1. Inside-City of Crossville**

- a. After the request has been received, City staff will perform a cost estimate for the project (including, materials cost, labor, design, permitting, easement acquisition, and others)
- b. All information will be presented to the Crossville Regional Planning Commission for Priority Ranking and Classification of Single-Purpose or Multi-Purpose use. The City of Crossville and its Planning Commission reserve the right to require owners who are seeking annexation, planning approval, or both to execute an affidavit upon which the City and its Planning Commission may rely with regard to the owner's intended use of the real property, which is the subject of annexation or, as the case may be if not both, planning review.
- c. If Single-Purpose Use:
  - i. The Planning Commission's findings will be presented to the City Council with a recommendation. Should City Council deny the project, the request will go back to the Planning Commission for revision and resubmittal to City Council.
  - ii. Upon Council approval, the customer who has requested the main line extension must provide the proper funds to the City of Crossville in the amount of the estimated material cost of the project. This may be done by escrow account or by certified check. If the customer elects to install the line themselves, a 12 month agreement must be signed and a Letter of Credit must be submitted to the City for the total estimated cost of the extension, plus 10%. The agreement shall expire 30 days prior to the Letter of Credit.
  - iii. At the completion of the project, the customer will be billed or refunded in the amount of the variance from the estimate of materials cost.
  - iv. The City of Crossville will assume ownership of the main lines.
- d. If Multi-Purpose Use:
  - i. The Planning Commission's findings will be presented to the City Council with a recommendation. Should City Council

deny the project, the request will go back to the Planning Commission for revision and resubmittal to City Council.

- ii. Upon Council approval, the customer who has requested the main line extension must provide the proper funds to the City of Crossville in the amount of the estimated total cost of the project. This may be done by escrow account or by certified check. If the customer elects to install the line themselves, a 12 month agreement must be signed and a Letter of Credit must be submitted to the City for the total estimated cost of the extension, plus 10%. The agreement shall expire 30 days prior to the Letter of Credit.
- iii. At the completion of the project, the developer/land owner will be billed or refunded in the amount of the variance from the total estimate of the project.
- iv. The City of Crossville will assume ownership of the main lines.

## 2. Outside City of Crossville

- a. After the request has been received, City staff will perform a cost estimate for the project. (including materials cost, labor, design, permitting, easement acquisition, and others)
- b. All information will be presented to the Crossville Regional Planning Commission for review and Priority Ranking.
- c. The Planning Commission's findings will be presented to the City Council with a recommendation. Should the City Council deny the project, the request will go back to the Planning Commission for revision and resubmittal to City Council.
- d. Upon Council approval, the customer who has requested the main line extension must provide the proper funds to the City of Crossville in the amount of the estimated total cost of the project. This may be done by escrow account or by certified check. If the customer elects to install the line themselves, a 12 month agreement must be signed and a Letter of Credit must be submitted to the City for the total estimated cost of the extension, plus 10%. The agreement shall expire 30 days prior to the Letter of Credit..
- e. At the completion of the project, the developer/land owner will be billed or refunded in the amount of the variance from the total estimate of the project.
- f. The City of Crossville will assume ownership of the main lines.

## 3. Main Line Extensions Associated with Annexation Requests:

- a. If a main line extension is requested along with the request for annexation, City staff will perform a cost estimate for the project. (including materials cost, labor, design, permitting, easement acquisition, and others)

- b. All information will be presented to the Crossville Regional Planning Commission for Priority Ranking and Classification of Single-Purpose or Multi-Purpose Use.
- c. The Planning Commission's finding will be reflected in the Plan of Services and presented to City Council with a recommendation. Should the City Council deny the project, the request will go back to the Planning Commission for revision and resubmittal to City Council.
- d. The standard procedures for inside-City extensions will be followed dependant on the Planning Commission findings as to the use as single-purpose or multi-purpose.
- e. A time frame for completion of main line extension will also be stated in the Plan of Services.

ADOPTED BY THE CROSSVILLE CITY COUNCIL 7/8/2014