



**ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT
PUBLIC UTILITIES DEPARTMENT**

PROCEDURES FOR UTILITY LINE EXTENSIONS

1. Submission of plans to ACC Planning Department according to their directions.
2. Review of corrective comments and resubmittal of plans.
3. Final approval of plans by ACC Planning Department.
4. Submission of 8 sets of final plans to PUD for approval signatures and calculation of Administrative Cost Estimate (Tap Fees and Inspection Fees). Fees to be paid at Water Business Office (124 E Hancock).
5. Calculation of the Water Meter Connection Fees. Fees to be paid at Building Inspection Department (120 W. Dougherty).
6. Sign Utility Extension Permit Application and Pay Administrative Cost Estimate.
7. Rough grade letter required from Surveyor.
8. GDOT permit applied for if required.
9. Utility contractor selected from PUD approved utility contractor list.
10. Submit bonds and easements in lieu of improvements in place if required.
11. Survey of utility alignment staked in field.
12. Pre-construction meeting with PUD Inspector.
13. Material inspection prior to installation.
14. 24 hour notice to inspector prior to commencement of installation.
15. Periodic field inspection during installation.
16. Submit easement plats, documents, and title opinions.
17. Flush, disinfect, and pressure tests of water mains.
18. Bacteria tests.
19. Pressure tests of sewer main and manholes, and digital recording of sewer lines.
20. Submit stub plats.
21. Submit as-builts, using state plane coordinates.
22. Request final inspection. Complete item on the punch list.
23. Submit owner's affidavit relative to payments.
24. Written acceptance of utility lines.
25. Pay Water Meter Connection Fees at Building Inspection Department.
26. ACC sets water meters.