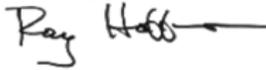


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| Title Water Availability Certificates (WACs) | Number CS-101 |
| Responsibility Drinking Water Division | Supersedes 2003 version |
| SPU Director's Approval  Ray Hoffman | Effective Date May 9, 2011 |

1. PURPOSE

To establish policies for Seattle Public Utilities for issuance of Water Availability Certificates (WACs) in response to either certain applications within SPU Water's direct service area for the issuance of building permits, land use permits, or to customer requests for information about SPU's infrastructure and capacity requirements.

2. ORGANIZATIONS AFFECTED

- City of Seattle, Seattle Public Utilities
- City of Seattle, Department of Planning and Development
- City of Seattle, Fire Department
- King County Department of Building and Land Use
- King County Fire Districts
- City of Shoreline, Planning and Development Services
- Shoreline Fire District
- City of Burien
- City of Renton
- City of Lake Forest Park
- Developers/potential developers within SPU Drinking Water's direct service area

3. DEFINITIONS

Condominium is a type of housing consisting of one or more multiple-unit buildings. Each unit is owned separately but the surrounding land is owned in common. For purposes of this policy, the entire condominium is considered a single legal parcel.

Cottage-style development is a type of multi-family housing consisting of detached, separately-owned units with the surrounding land owned in common. For purposes of this policy, the entire cottage-style development is considered a single legal parcel.

Developer is a property owner, or a property owner's designee, who is building a structure to be supplied with water service on at least one legal parcel.

Engineering standards are Seattle Standard Specifications and Standard Plans, professional and technical society standards (such as AWWA, APWA), and City memoranda specifying design standards.

Frontage, for the purposes of this policy, is a boundary of any legal parcel or unit lot abutting a street right of way which is at least ten feet wide.

If the parent lot of a subdivision has frontage on more than one street right of way, the resulting lots are considered to have frontage on the street right of way nearest to the boundary.

If the parent lot of a subdivision has frontage on only one street right of way, all of the resulting lots are considered to have frontage on the same street right of way as the parent lot.

Landlocked Lot is a parcel or unit lot which has no street right of way within ten feet of any part of the boundary.

Master meter is a metered water service from a SPU-owned water main, serving more than one legal parcel or unit lot.

No-tap main is a water main for which SPU has determined that no new services shall be installed. Examples of no-tap mains are transmission or large diameter feeder mains, substandard mains with capacity inadequate for service, and mains from a different pressure zone. In some circumstances a main may be a no-tap main for services on only one side of the street.

Private water line is the customer-owned water pipe that extends from the end of the SPU water service at the city union point.

Standard water main is an SPU main which meets current size and material engineering standards and which can deliver required flows to service the project and surrounding area.

Townhouse, or unit lot subdivision, is a type of high-density residential development consisting of single or multiple-unit buildings. Each unit and its surrounding land are separately owned. For purposes of this policy, each unit lot is considered a separate legal parcel.

Union is a coupling at the end of SPU's water service connecting the public water service to the privately owned water service.

Water service is the portion of the SPU water distribution system dedicated to providing metered water service to a specific account. The water service begins at the water main, continues through the meter, and ends at the city union point.

4. GENERAL POLICIES

- A. SPU will offer all customers in like circumstances the same requirements, services, agreements, or privileges.
- B. WACs provide information on the SPU water system only. Information about on-site or privately owned water mains and/or hydrants is not included. The WAC document includes the following information:

- 1) Location of the property, including street address or Assessor's Parcel Number, and SPU map number.
 - 2) Type of certificate (Inquiry, Meter Only, Building Permit or Land Use).
 - 3) Certificate number, date of issue, and certifier's name.
 - 4) Description of existing service(s) if any, including size, type and material.
 - 5) Pressure zone and elevation.
 - 6) Description of existing water main (if any), including size, material, installation date and distance from margin.
 - 7) Description of hydrant, including distance from site and flow test or flow model, if available
- C. Requirements for water service will be determined prior to issuing the WAC. An approved WAC is required for approval of building and land use permits.
- 1) If an existing water service will be retained with no change, OR if the proposed project does not require water service, OR if water service is available at the project site with no changes to the existing distribution system, the WAC will be approved.
 - 2) If changes to the distribution system are required to provide water to the project, the WAC will not be approved, and the required changes to the distribution system will be described on the WAC.
 - 3) An Approved with Contract WAC will be issued when the property-owner/developer signs SPU's Property Owner Contract to Change SPU's Distribution System and pays the required fees.
 - 4) If the proposed project changes, the WAC will be re-evaluated. Changes to the project may result in increased requirements for water service.
- D. SPU may reduce or waive the water main requirements under this policy, or may require an alternate improvement of equal or lesser cost, if such changes best serve the distribution system.
- E. In some conditions (e.g., 20 percent or greater slopes, riparian corridors or other geological barriers, poor soil) the public right of way may be inappropriate for water main operation. The requirement to install a water main may be waived in such circumstances. SPU will determine on a case-by-case basis whether engineering remedies exist which would suffice for the construction of a main extension.
- F. In special circumstances, the system may be best served by installation of a water main larger than required by this policy. In such cases, SPU will pay the difference in materials cost between the required standard main and the desired size.
- G. In some circumstances, including but not limited to state highways, divided roads, presence of active railroad tracks, or other obstructions in the right of way, installation of a standard water main to serve each side of the road may be required.
- H. Conditions not specifically described in this policy, including but not limited to multiple households on a single service, relocation of an existing service, increasing the size of an existing service, multiple services to the same legal parcel, and "no-man's land" areas not included in any existing water district, shall be evaluated on a case-by-case basis.
- I. The property owner or developer may appeal the requirements made on the WAC by calling or writing to SPU. The WAC Review Committee will review the project and respond within two (2) weeks after receipt of the appeal to all interested parties, including the person appealing and other affected agencies. A revised WAC will be issued if required.

5. REQUIREMENTS FOR NEW WATER SERVICE

- A. If no frontage of a parcel or unit lot abuts an existing standard water main, a standard water main will be extended to cross the full frontage of the property, and a portion of the adjoining street and/or alley, if any.
- B. Unless landlocked, a parcel or unit lot must have at least ten feet of frontage abutting an existing standard water main to obtain water service from that main. The ten-foot width must be maintained from the frontage to the parcel or unit lot.
- C. For parcels or unit lots with frontage on only one street or right of way:
 - 1) If there is an existing standard water main in that right of way, service shall be provided from that main.
 - 2) If there is not an existing standard water main in that right of way, a standard main will be extended across the full frontage of the legal parcel, and a portion of the adjoining alley, if any.
 - 3) SPU shall waive the requirement to install a standard water main if
 - a. The parcel is located in a single family zone, AND
 - b. The parcel is the last developable, single-family lot on the block, as determined by the permit-issuing agency with jurisdiction over it, AND
 - c. There is no existing water main on the block.
- D. For parcels or unit lots with frontage on more than one street right of way:
 - 1) If there are existing standard water mains on more than one frontage, SPU shall determine which main shall provide water service to the parcel.
 - 2) If a parcel or unit lot has frontage abutting only one existing standard water main, service shall be provided from that main.
 - 3) If there are no existing standard water mains on any frontage, SPU may require installation of a standard water main across the full frontage of the legal parcel, and a portion of the adjoining alley, if any.
- E. If a parcel or unit lot is landlocked (has no frontage within ten feet of any right of way), SPU may require the Developer to install a water main on private property, to be owned by SPU. Landlocked parcel(s) or unit lot(s) for which SPU determines not to require a water main shall be served via private water lines through private easements, or through a master meter.
- F. If the parent lot of a subdivision, including unit lot subdivisions, is more than 200 feet deep as measured from the property line at the public right of way to the point farthest away from it, SPU may require the Developer to install a water main on private property, to be owned by SPU.
- G. New water mains installed under this policy shall follow current City of Seattle Plans and Specifications and SPU water main design standards.
- H. Private water lines shall be on private property unless specifically approved by SPU and SDOT.
- I. At SPU's discretion, new services may be installed each in a separate standard meter box (individual), or consolidated together into larger vaults and connected to the main with manifold piping, whereby each group of services is supplied from a single tap on the existing or newly installed water main in the public right of way.

- J. The easement for an SPU-owned main on private property must be at least twenty feet wide.
- K. Private water lines in easements may be bundled if desired.
- 1) Bundled private water lines shall be installed in a casing pipe.
 - 2) Each private water line in the bundle shall be separately identified.
- L. The easement for one private water line or for a casing pipe containing bundled private water lines must be at least 5 feet wide. If more private water lines will be installed in any portion of an easement, a minimum of one additional foot of easement width must be allowed for each additional private water line. The easement must be continuous from the water meter to the parcel or unit lot served by that meter.
- 1) The easement must be obtained by the developer, recorded, and a copy provided to SPU at the time of ordering water service.
 - 2) Individual and bundled private water lines in easements shall be impermeable to petroleum products.
- M. Cottage developments shall be served by an SPU master meter. Private submeters may be used if desired.
- N. A common fire and/or irrigation service may be installed to serve properties which have individual domestic services (e.g., live/work townhouses with a common garage).
- O. A covenant and a homeowners' association are required for legal parcels which are served by a master meter (with or without private submeters) OR by a privately owned water distribution system, OR which share a common fire and/or irrigation service. To order water service for the project, the Developer must provide:
- 1) A signed, recorded covenant for each legal parcel/living unit within the boundary of the project stating that SPU will not separate shared water service(s).
 - 2) Documentation of the creation of a homeowners' association or other entity which will be responsible for the operation, maintenance, repair, replacement of the privately owned piping and/or shared water service as well as the payment of all SPU utility charges.
 - 3) SPU will not read or bill any privately owned water meters from privately owned water systems.
- P. Lot boundary adjustments which have the effect of avoiding water main installation requirements under this policy shall not be considered by SPU when such determination is made.

6. AUTHORITY/REFERENCES

- RCW 80.28.080, Gas, electrical, and water companies
- SMC 21.040.060, Water rates and regulations