

ANCHORAGE WATER & WASTEWATER UTILITY

UNIT LOT- INFORMATIONAL PACKET

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Useful Telephone Numbers:

AWWU Planning Counter	564-2739
AWWU Field Services	564-2762
MOA Planning	343-7909
DNR Records Office	269-8411

To discuss the content of this informational packet, please contact Paul Hatcher in the AWWU Planning Office at (907) 564-2721 or E-mail him at paul.hatcher@awwu.biz

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1. General Information

A. **Review and Approval Process**

Inquiry or Platting Action – This is the first interaction between Anchorage Water and Wastewater Utility (AWWU) staff and the customer or customer's representative. The intent of this interaction is for AWWU staff to provide preliminary information concerning applicability and process to the customer at no charge. In general, the standard service level includes the following:

- I. AWWU staff identifies if the main extension or private system review and permitting process is required to construct (or modify) the desired on-property services. If so, AWWU Planning and AWWU Field Services staff provides general information about the main extension and private system process and how it will be coordinated with the subject approval process.
- II. AWWU staff reviews this informational packet and the approval process with the customer.

Typically, the inquiry phase of the process would be initiated by a customer visit to the AWWU Planning counter or a Platting Action. AWWU staff may schedule a follow-up meeting with the customer to review preliminary findings and go over the contents of the informational packet.

Review Process – In general, the following outlines the interaction between the customer and AWWU staff members during the review process:

- I. **Concept Review/Private System Review** – Certain AWWU divisions will review aspects of the request specific to their expertise to ensure conformance to the tariffs. Questions and/or comments are compiled by AWWU Planning staff and sent to the customer.
- II. **Customer Re-Submittal** - The customer addresses all questions or comments and re-submits information to AWWU for a Concept Approval or Denial.
- III. **Concept Approval or Denial** – Upon the customer's resolution of all comments or questions, AWWU will issue a Concept Approval or Denial. The concept approval will request the remaining agreements, easement documents, and preliminary plats or development plans from the customer if necessary. At this time, the customer may choose to initiate other permitting processes such as the main extension process or private development process (as discussed below in the design review section).
- IV. **Agreement/Development Plan/Plat** - Customer will prepare and submit Agreement Documents, Development Plan, and Plat to AWWU Planning for review.
- V. **AWWU Review of Agreement/Development Plan/Plat Documents** – AWWU Planning will circulate the documents for review. AWWU Planning will prepare comments and submit them back to the customer for resolution.
- VI. **Customer Resubmittal of Required Documents** – Upon correction or resolution of all comments, the customer will resubmit documents for final approval.
- VII. **Final Approval** – Once the customer has resolved all outstanding issues with the required documentation, AWWU will sign-off on the Platting Action. At this time, permits may be issued for construction.

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- VIII. **Water Turn On** – All documents necessary for the Unit Lot, such as agreements, documents, private system or plats must be executed and recorded prior to water turn on.

B. Design Review and Permitting Process

The design review for construction or reconstruction of a service connection meeting one of the exceptions must follow standard AWWU permitting processes via a connection permit, private system and/or main extension. Information regarding these processes is available at the AWWU Planning and AWWU Field Services Counters. These processes will be discussed with the customer as part of the inquiry process. A general description of each process is as follows:

Private System Review Process - The Private System is administered through the AWWU Field Services Office. A separate information packet explains this process and is available at the Field Services Counter. Private systems require an engineered set of plans and a design review prior to construction. If the customer chooses to initiate the Private System Process prior to approval of the subject process, they assume the risk of design review fees if approval is not granted. **AWWU will not permit a Private System for construction until the subject process is approved.**

Main Extension - If the acquisition of service requires the extension of a publicly owned water and/or sewer main, the main must be extended through the main extension agreement process. Information associated with the main extension agreement process is available at the AWWU Planning Counter. Main extensions require an engineered set of plans and a design review prior to construction. If the customer chooses to initiate the main extension process prior to approval of the subject process they assume the risk of the design review fees if approval is not granted. **AWWU will not permit construction to begin until the subject process is approved.**

2. Common Interest Community (Homeowners Association)

A. General Requirements for Application of Rule

- I. **Common Ownership** - Properties must be owned by the same entity or person(s). AWWU requires proof of common ownership of the properties to be submitted. Typically acceptable proof includes the submittal of recorded deed documents.
- II. **Signature Authority** - If a person is managing execution of this rule for a property owner; then signature authority documents must be submitted to AWWU at the time of application. These documents must demonstrate that the person has the legal authority to sign the application and associated agreements for the property owner.
- III. **Private Systems Plan Submittal** - The property owner may submit Private System drawings at the time of application. However, the property owner is not required or prevented from submitting permit/Private System plans at a later date. Permitting and Private Systems cannot be approved until the property owner receives approval from AWWU Field Services. Water will not be turned on until all Common Interest Communities Documents are approved and recorded.

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- IV. **Common Interest Communities** - This requirement is accomplished through the execution of a recorded declaration. The declaration must include the following concepts:
1. Describe the alignment of the service in writing and with an attached illustration, such as Private System Drawings.
 2. Identify provisions of ownership, long-term maintenance, operation and liability associated with the use of the service.
 3. Indemnify the Municipality and AWWU from any associated claims or actions related to use of the service.
- V. **Assessment Requirements** - The properties will be assessed for service in accordance with Rule 8.0 of the tariffs. Prior to AWWU issuing permits for the construction of service, the property owner must submit an acknowledgement of assessments to be levied and paid at a later date. The acknowledgement is permitted to be in the form of a letter or included within the covenant as discussed above.

3. Definitions

Anchorage Wastewater Tariff – The Anchorage Wastewater Tariff is a comprehensive set of regulations governing wastewater service provided by the Anchorage Water and Wastewater Utility. Conformance to the regulations defined by tariff is a requirement of Alaska State Statute and Alaska Administrative Code. The Anchorage Sewer Utility (ASU) Tariff is approved by the Regulatory Commission of Alaska.

Anchorage Water Tariff - The Anchorage Water Tariff is a comprehensive set of regulations governing water service provided by the Anchorage Water and Wastewater Utility. Conformance to the regulations defined by tariff is a requirement of the Alaska State Statute and the Alaska Administrative Code. The Anchorage Water Utility (AWU) Tariff is approved by the Regulatory Commission of Alaska.

Main – Owned and maintained by AWWU the water or sewer conduit in the Right-of-Way or easement that provides service to multiple customers.

Service Connection – The pipe and appurtenances extending from the main to a user's property line or easement. The delineation of maintenance responsibilities of the service connection is shared by both AWWU and the customer as defined within the Tariffs Rule 11.0.

Service Extension – The pipe and appurtenance required to extend service to a structure or structures from the property line or terminus of the service connection. A service extension may include a "Private System" as defined herein. The Service Extension is owned and maintained by the property owner.

Lot or Parcel – A lot or a parcel is an area of land enclosed by boundaries established lawfully by a subsequent conveyance or plat of record.

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Unit Lot – As defined in Anchorage Municipal Code title 21, the unit lot subdivision is intended to allow fee simple ownership of a dwelling unit within a multi-family development, simplifying the financing process for the developer, but not increasing the density allowed on a lot of changing the development standards.

Bootlegged Service – A service connection and/or extension constructed without authorization or permission or inspection from the owner of the utility providing service.

Common Interest Community – Defined as real estate with respect to which a person, by virtue of ownership of a unit, is obligated to pay for real estate taxes, insurance premiums, maintenance, or improvement of other real estate described in a declaration

Homeowners Association – A homeowners association (HOA) is an organization in a subdivision, planned community or condominium that makes and enforces rules for the properties within its jurisdiction. Those who purchase property within an HOA's jurisdiction automatically become members and are required to pay dues, known as HOA fees. Some associations can be very restrictive about what members can do with their properties

Plat – A map and associated text prepared by a registered surveyor that delineates property lines and related information, prepared in compliance with the regulations of this title.

Private System – A service connection and/or extension that serves any use other than providing service to a single family residential unit or duplex residential unit on a given parcel. These systems are privately operated and are connected to the utility water or sewer system. Private systems enable service to multi-family residences, commercial and industrial buildings.

Extended Connection Agreement – An agreement that provides for a temporary connection to a lot without the benefit of standard service provided by the main frontage.

4. Attachments

- A. **Proposed Platting Action** – Documentation received by Municipality of Anchorage (MOA) Plat.
- B. **Unit Lot Checklist** – For AWWU Planning Staff Use
- C. **Acknowledgement of Assessment Letter** – This document is an example attached so the customer has an idea of the type of document that must be executed with AWWU. This document will be modified by AWWU after concept approval and signed by the property owner.
- D. **Plat Note Example**

Unit Lot Check List (Attachment B) COMMON INTEREST COMMUNITY

Dates

- _____ Plat received or Customer Inquiry (Platting Case S-_____)
- _____ Platting comments circulated for review internally (AWWU)
- _____ Platting Comments generated by (AWWU)
- _____ Platting Comments sent to MOA Platting
- _____ Non-Objection to Unit Lot Development sent to petitioner
- _____ Begin communication with petitioner to acquire necessary documentation for Unit Lot Development and Approval from AWWU.
- _____ Common Interest Community Documents reviewed
- _____ Common Interest Community Documents approved
- _____ Common Interest Community Documents signed
- _____ Common Interest Community Documents recorded
- _____ Acknowledgement of Assessment signed
- _____ Plat sign-off (AWWU approval of the Plat)
- _____ Private System Plans Submitted (Field Services)
- _____ Connection Permit/Private System Approved (Field Services)
- _____ Documents Archived



Anchorage Water & Wastewater Utility

Engineering Division



Mayor
Ethan A. Berkowitz

Board Chair
Aaron D. Dotson

DATE

NAME
ADDRESS
CITY, STATE ZIP

SUBJECT: Acknowledgement of water/sewer assessment for the property described as [LEGAL DESCRIPTION, (TAX ID)]

Dear Property Owner:

AWWU requests acknowledgement of a water/sewer assessment(s) estimated at \$**XXX.XX**, which will be levied after passing final inspection of the water/sewer connection to a structure or foundation on the referenced property. (Conditions will vary for individual assessments)

When the inspection is completed, this property will be added to a Special Assessment Levy Upon Connection (LUC) Roll to be approved by the Anchorage Assembly. You will receive further notice of this public process, billing and payment amounts prior to assembly submittal.

Please acknowledge that you have been notified of the public process and the estimated water/sewer assessment to be levied by signing below and returning to AWWU Planning and Development via U.S. Mail, e-mail, Fax, or in person at our public counter.

If you have any questions feel free to contact me at 564-2712, e-mail at Christine.Metcalf@awwu.biz, or fax at 562-0824.

Sincerely,

E. Christine Metcalf
Assessments
AWWU Planning Office

I am the owner(s) or represent the owner(s) of [LEGAL DESCRIPTION, (TAX ID)], and by signing below, I hereby acknowledge that AWWU has informed me of a water/sewer assessment estimated at \$**XXXX.XX** to be levied after final inspection is complete.

Printed Name

Signature

Date

Anchorage Water & Wastewater Utility  Clearly

3000 Arctic Boulevard • Anchorage, Alaska 99503
Phone 907-564-2774 • Fax 907-562-0824 • www.awwu.biz



Attachment D (Plat Note)

Lots XX, XX, and XX intend to share one water and one sewer service in accordance with requirements of the Anchorage Water & Wastewater Tariffs. Planned community documentation for a common interest community will be recorded as part of this subdivision. Any future modification to the aforementioned documentation must be reviewed and approved by the Anchorage Water & Wastewater Utility.