|  |  |  |
| --- | --- | --- |
| Title of Policy: | **Utility Line Extensions** | **Pg 1-2** |
| Section #: | Section 25 |  |
| Approval Date: | **February 9, 2021** |  |
| Revision Date: |  | Policy 25.1 |

**POLICY STATEMENT**

This policy does not apply to extensions which are part of a new subdivision or development; nor does it apply to projects funded by grants.

1. Applicants seeking the extension of utility lines shall present to KWD a petition for extension of such lines. The petition shall include the following information:
2. Name, address (“911” address or street address), and phone number of each applicant requesting service.
3. Name and address of nearest person that KWD now serves;
4. Type of service(s) requested (residential, commercial, fire protection, etc.);
5. A rough map with the approximate location of the applicant(s) to be served;
6. Date service is desired;
7. Payment of any required petition fees.
8. Within 60 days of receipt of the petition, the manager or his designee will make a preliminary estimate of the cost of the extension.
9. Line extensions may be considered for construction when the Water Board or its designee determines an extension meets the following criteria:
10. Adequate capacity of the system or the line(s) to be connected to is available;
11. The extension is judged to be operationally and financially feasible;
12. Applicant must have a dwelling or have a completed foundation that is under construction.
13. Adequate funds for construction of the extension are available to KWD.
14. If the proposed extension does not meet the requirements of paragraph 3, the applicant(s) may be presented with the following options at the discretion of the Water Board or its designee;
15. Applicants may make an additional contribution in a specified amount per applicant for construction;
16. Applicants may contribute labor, equipment and/or material to offset the cost;
17. Construction may be delayed pending availability of a grant;
18. The customer may enter into an agreement with KWD to install the extension to KWD’s specifications and then on completion and upon acceptance by KWD, the customer(s) will give the extension to KWD.
19. When the criteria in paragraph 3 are met or when the applicants comply with the option or options selected by the Board in paragraph 4, the applicant(s) shall;
20. Complete KWD’s customer application or contract for service;
21. Grant KWD the necessary easement(s) on their property;
22. Pay all fees and charges (tap fees, service charges, etc.);
23. After the above is completed, KWD will then have the extension designed and installed in a timely manner.
24. If for any reason not caused by the applicant(s) the project is not constructed, all fees and payments will be refunded to the applicant(s)
25. KWD shall install all line extensions along public roads only, unless it benefits KWD to install on private roads, access roads, easements, etc.… The cost for public roads will be determined by the paragraph directly before this one. This cost should be used on private roads, access roads, easements, etc.…when it benefits KWD. If it does not benefit KWD running lines on private roads, access roads, easements, etc.…, the customer(s) shall pay all expenses for the line extension.
26. Public road is defined as a City, County, State or Federal owned Road.