



**INSTRUCTIONS FOR REQUESTING ONE-LOT REMOVED
FOR EXCEPTION TO POLICY FOR WATER & SEWER**

**BEFORE PROCESS CAN BEGIN, YOU MUST PROVIDE THE FOLLOWING DOCUMENTS TO
THE PUBLIC UTILITIES DEPARTMENT (PUD) UTILITY ENGINEER:**

1. Letter or email requesting a one-lot removed exception to policy for a water and or sanitary sewer service;
2. Lot Address and proposed pathway for water and or sewer services;
3. Proof the parcel was a lot of record as of February 7, 1992;
4. Submit a recorded easement document and an easement plat or a notarized affidavit from the property owner stating that he/she is willing to grant an easement. *Example A (attached)*.

Once received, PUD will prepare a variance request for the PUD Director's consideration. Applicants that are denied a variance by the Director may request being added to the next available Mayor and Commission (M&C) agenda for consideration of their request. This will usually take 8 to 12 weeks.

If the variance is approved, application may be made for the requested connection at the Building Inspection Department, located at 120 W. Dougherty St, Athens, GA 30601.

PAY THE FOLLOWING FEES BEFORE THE STUB AND METER ARE INSTALLED:

Water Service:	Sanitary Sewer Service:
\$ 2,500.00 – Water Connection Fee	\$3,875.00 – Sanitary Sewer Connection Fee
\$ 345.00 – ¾” Water Meter	\$ 850.00 – 4” Sanitary Sewer Stub or
\$ 2,299.00 – Water Stub (long side) or	\$1,625.00 – 6” Sanitary Sewer Stub
\$ 1,193.00 – Water Stub (short side)	
\$ 650.00 – Pavement Cut (if needed)	

Additional Requirements – When the same person owns both lots, the following is required in addition to those items listed above:

1. Two (2) Plats with PUD Director’s Signature
2. Plats must have note included in Public Utilities signature block that states the following:

WATER AND SANITARY SEWER SERVICE EASEMENT NOTE:

Athens-Clarke County Water and Sewer Connection and Service to a purchaser of a lot from owner are subject to receipt of proof by the Director of Public Utilities from such purchaser that the private water line easement serving purchaser’s property has been executed and recorded in the office of the superior court.

Date This _____ Day of _____ 20__.

Director of Public Utilities

3. Provide a copy of the Affidavit that has been recorded. (Agreeing that easement crossing property shall always be there). *Example B (attached)*.

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ENGINEERING MANAGEMENT

124 E. Hancock Ave. * P.O. Box 1868 * Athens, Georgia 30601 - 1868
(706) 613-3490



FAX (706) 613-3198

EXAMPLE A
SAMPLE NOTARIZED AFFIDAVIT

I, _____, am the owner of the property located at
_____. I agree to grant an easement description of
size and where easement will be to _____, for the purpose of connecting to the
Athens-Clarke County water and/or sanitary sewer system.

Signature _____

Printed Name _____

Date _____

Sworn to and subscribed before me
this ____ day of _____, 20__.

Notary Public

EXAMPLE B

SAMPLE NOTARIZED AFFIDAVIT FOR WHEN THE SAME PERSON OWNS BOTH LOTS.

GEORGIA, ATHENS-CLARKE COUNTY

In re: Plat entitled “ _____,” dated _____, Made by
Surveyor's Name, registered land surveyor, recorded in Plat Book _____, page _____, in
the Office of the Clerk of the Superior Court of Athens-Clarke County, Georgia

AFFIDAVIT

The undersigned Affiant is the owner of the property described in the above-captioned plat as
“Tract # (#.### acres)” as well as the tracts labeled “ _____” shown thereon and makes the following
statement under oath based upon Affiant’s personal knowledge.

Reference is made to the “Utility Service Easement Note” on said plat, and Affiant acknowledges
that public water and or sewer connection and service to a purchaser of the #.### Acre tract from
Affiant, (and any successor to such purchaser) is subject to receipt of proof by the Director of Public
Utilities of Athens-Clarke County that a private utility easement serving such purchaser’s property, the
location of such easement being shown on such plat, has been executed and recorded in the Office of
the Superior Court of Athens-Clarke County.

Affiant:

Sworn to and subscribed before me

this _____ day of _____, 20__

Notary Public