



INSTRUCTIONS FOR REQUESTING ONE-LOT REMOVED  
FOR EXCEPTION TO POLICY FOR WATER

BEFORE PROCESS CAN BEGIN, YOU MUST PROVIDE THE FOLLOWING DOCUMENTS TO THE  
PUBLIC UTILITIES ENGINEER:

1. Letter requesting a one-lot removed exception to policy for a water service;
2. Lot size (number of acres);
3. Proof the parcel was a lot of record as of February 7, 1992;

THE FOLLOWING IS NEEDED AFTER THE DATE OF THE PROPOSED MAYOR AND COMMISSION  
MEETING:

4. Submit a proposed easement sketch and a notarized affidavit from the property owner stating that he/she is willing to grant an easement. *Example A (attached).*

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

Water Service:	Sanitary Sewer Service:
\$1,600.00 – Water Connection Fee	\$2,700.00 – Sanitary Sewer Connection Fee
\$ 255.00 – ¾” Water Meter	\$ 365.00 – 4” Sanitary Sewer Stub
\$ 215.00 – Water Stub	\$ 455.00 – 6” Sanitary Sewer Stub
\$ 425.00 – Pavement Cut (if needed)	

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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 Public Utilities Director’s Signature;
2. Plats must have note included in Public Utilities signature block that states the following:

**WATER 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\_\_\_\_\_

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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).*

**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 \_\_\_\_\_

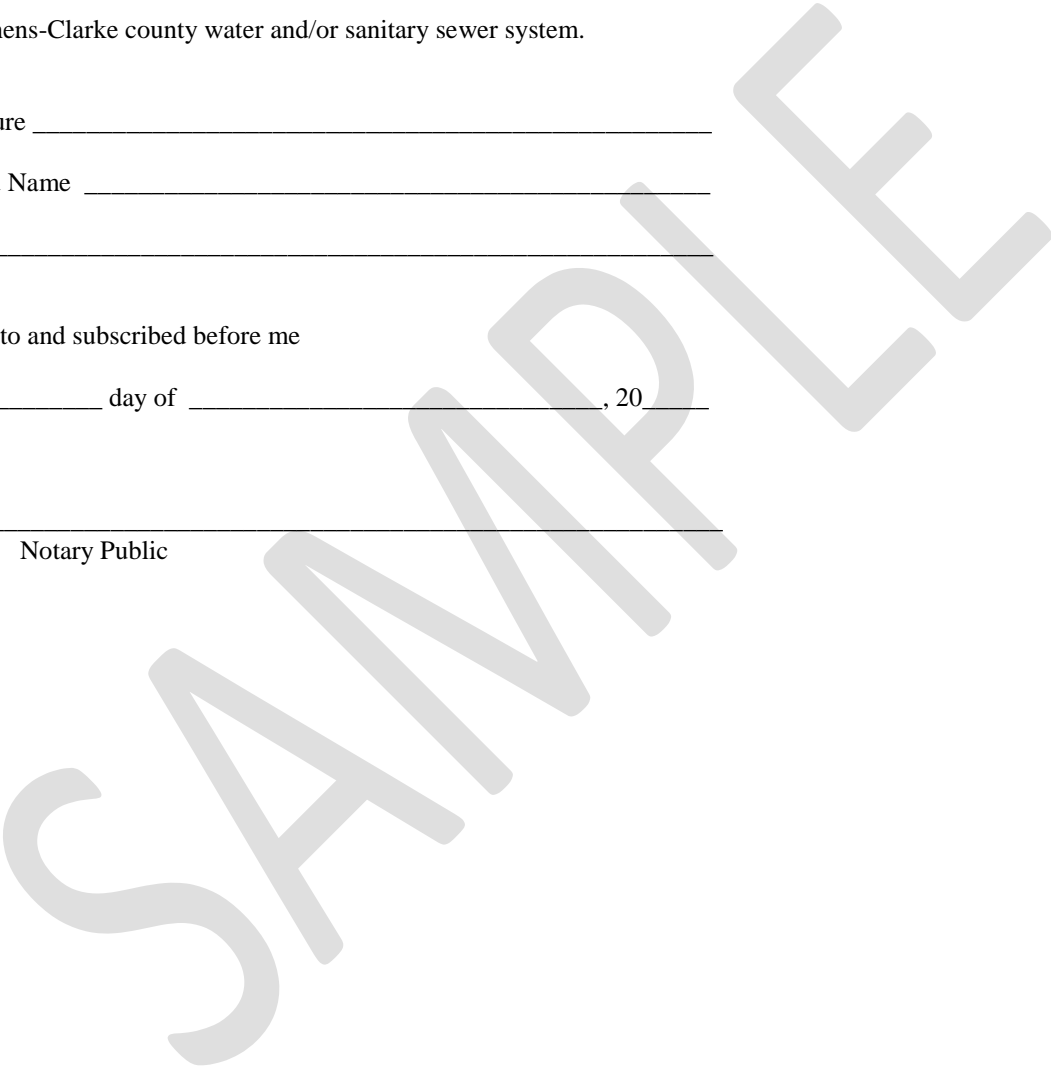
Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public



EXAMPLE B  
SAMPLE NOTORIZED AFFIDAVIT FORWHEN THE SAME PERSON OWNS BOTH LOTS

GEORGIA, ATHENS-CLARKE COUNTY

In re: Plat entitled "Site Plan for "owner's name," dated \_\_\_\_\_, 20\_\_\_\_, made by "surveyor's name," a 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 "(number of acres) Acres" as well as the tracts labeled "owner's name" shown thereon and makes the following statement under oath based upon Affiant's personal knowledge.

Reference is made to the "Water Service Easement Note" on said plat, and Affiant acknowledges that public water connection and service to a purchaser of the "(number of acres) Acres" 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 waterline 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 Superior Court of Athens-Clarke County.

Affiant:

\_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public