

WATER SERVICES DIVISION

Administration



Water and Sewer Service Outside Corporate City Limits

The City of Flagstaff provides water and sewer service to some customers who use the service in areas outside its City corporate limits. Water and sewer service to new customers who use the service outside the City limits is within the City's discretion, when the property is within the Urban Growth Boundary (FRP30 Policy WR4.3) These areas include unincorporated areas of Coconino County such as portions of Doney Park, Camp Townsend, Pine Del, Ft. Tuthill, and county islands within Flagstaff corporate limits. The purpose of this policy is to describe the conditions, requirements, and procedures for obtaining City of Flagstaff water (i.e., potable) and sewer service connections to areas located outside the corporate limits of the City of Flagstaff and within the Urban Growth Boundary.

Any property owner that would like to request public utility services outside of the urban growth boundary must first request and receive a major plan amendment to the Flagstaff Regional Plan 2030. The only exception are properties that are already receiving water services from the City based on an agreement dated prior to May 20, 2014. The Planning and Development Services can provide further information on these processes.

Per City Code 2-04-001-007 and the Utilities Integrated Master Plan/ Principles of Sound Water Management, the City of Flagstaff will consider out of city requests for water, sewer and reclaimed water service from prospective customers in unincorporated County areas that are located within or contiguous to the City of Flagstaff corporate limits using the following criteria:

- a. All requests for out of city water, sewer or reclaimed water service must submit a written application to the Water Commission that will be processed by the Water Services and Planning Sections.
- b. The applicant is encouraged to attend an Inter-Division Staff (IDS) Pre-application Meeting. This a free/ no cost meeting for the applicant, recommended for property owners wishing to have out of city services. The meeting will generally identify the relevant city codes, policies, site constraints, application requirements, associated fees, permitting and the review process.
- c. The applicant must annex the parcel prior to receiving the requested service. If the parcel cannot be annexed the applicant must agree to and sign a pre-annexation agreement that will be developed by City staff.
- d. The applicant must submit an Inter-Division Staff (IDS) Concept Plan application. Requests for service shall be evaluated by a cross-

divisional internal team. The City will consider the economic value, potential costs to existing ratepayers, operation and maintenance costs, impacts to water resources, adequateness of infrastructure, and regional land use plans prior to granting service requests. This will involve the entire City IDS review team and if required any external partners that may be affected. The estimated cost of the Concept Plan review is currently \$812.00.

- e. If an Impact Analysis (e.g. Water and Sewer, Traffic and Drainage) is warranted based on several criteria including land use intensity, a Site Plan review should follow. The applicant will provide staff with a Site Plan created by an Arizona Registered Professional Engineer or Architect using the Community Development Planning Section's Site Plan Checklist.
- f. The applicant must also have the property surveyed by a Registered Land Surveyor in the State of Arizona and/ or provide a valid legal description of the parcel that will be attached to the Pre-Annexation Agreement.
(The estimated cost of paragraph (e) and (f) could be several thousand dollars.)
- g. The City of Flagstaff's Legal Division and Planning Section will analyze the parcel to see if it meets the State's annexation criteria. If the property can be annexed the applicant must complete the Community Developments Annexation process before the service is provided.
- h. After the Concept and/or Site plan Approval, Water Services will schedule the applicants request before the Water Commission for their review and recommendation for approval or denial. The Commission's recommendation will then to be forwarded to the City Council.
- i. If the application is approved by the Water Commission and the property cannot be annexed, the Planning Section will submit a legal request for the Pre-Annexation Agreement to be drafted. The draft will include any additional requirements identified by City staff. Once the Agreement is complete it will be reviewed and initialed by the applicant, appropriate final signatures and recording of the Resolution and Agreement will follow the final Council approval.
- j. The applicant's proposed out-of-City water service will require a deviation from the Council's adopted Water Policy if the Property is not located within or contiguous to the City of Flagstaff corporate limits.

- k. One requirement for all Agreements is to limit the number of parcels that may be serviced by the service and /or water meter to one parcel. The new service may not serve multiple parcels under single ownership.
- l. Once all of the required reviews and approvals are in place, the Planning Section will schedule the final review on the next regular Council meeting agenda.
- m. Applicant shall be required to pay all applicable outside City of Flagstaff development fees, capacity fees, connection fees, repayment agreement fees, construction plans and City, County and/ or State right-of-way permit fees.
- n. In addition City Code requires that all water taps or connections made outside the corporate limits of the City shall pay the "Out of City" rate (currently at 110%) of the standard charges, fees and/ or deposits. Before connection to the water service is made, the applicant will pay water capacity fees based on the size of their new water meter.

