

INTRODUCTION

A retail water and sewer utility provider may file an application or petition to amend the boundary of a certificated service area (CCN boundary).

PURPOSE

The purpose of this document is to provide a list of the CCN application and petition types, give a brief description of their intent, and provide examples of map titles and map legends used on general location and detailed maps supporting the application and petition intent.

DESCRIPTION

The choice of application or petition type should support what the application or petition is intending to achieve. When making that decision, consider the actions that will allow the desired change to the CCN boundary. Map titles should support the intent of the application or petition. Map legends should describe the action taking place in the application or petition. If multiple actions are taking place in the application or petition, the action(s) should be added to the map legend as indicated in the key.

HOW TO

Determine the type of application or petition needed to support the intent, and decide what actions are taking place to change the CCN boundary. Then, use the key to create the map title and map legend.

APPLICATION | PETITION TYPES:

- **13.255 Application** – amend by transferring certificated service area annexed into a city's corporate boundary and/or decertifying and/or dually certifying certificated service area
- **Application to Obtain or Amend a CCN** – obtain or amend a certificated service area
- **Sale, Transfer or Merger (STM) Application** – transfer certificated service area and/or assets
- **13.248 Petition** – amend by transferring certificated service area and/or dually certifying certificated service area
- **13.254 (a) Petition for Decertification** – amend by decertifying a certificated service area
- **13.2541 Petition for Streamlined Expedited Release (SER)** – tract of land to decertify (release) from certificated service area by landowner

APPLICATION | PETITION: ACTIONS

- **Amend** – add uncertificated area to an existing CCN Holder
- **Decertify** – remove certificated service area from an existing CCN Holder
- **Dually Certify** – add certificated service area with an existing CCN Holder
- **Obtain** – secure new CCN and add uncertificated area (this action is only included in the map legend when a utility is seeking a new CCN in an Application to Obtain or Amend a CCN)
- **Transfer** – transfer certificated service area from an existing CCN Holder to another CCN Holder

MAP TITLES

- Indicate the intent of the application or petition and include all impacted utility name(s) and CCN number(s).

MAP LEGEND

- Requested Area to **Amend** (Add)
- Requested Area to **Decertify**
- Requested Area to **Decertify** and **Amend** (Add)
- Requested Area to **Dually Certify**
- Requested Area to **Obtain** New Water/Sewer CCN
- Requested Area to **Transfer**

KEY

13.255 Application:

- **Action:** Transfer, Decertify, Dually Certify
- **Map Title:** 13.255 Application to Amend Utility Name (CCN No. #####) and Utility Name (CCN No. #####) in County Name
- **Map Legend:** Requested Area to (Action(s))

Application to Obtain or Amend a CCN:

- **Action:** Amend, Decertify, Dually Certify, Obtain
- **Map Title:** Obtain or Amend Utility Name (CCN No. #####) in County Name
- **Map Legend:** Requested Area to (Action(s))

Sale, Transfer, or Merger (STM) Application:

- **Action:** Transfer, Amend, Decertify, Dually Certify, Obtain
- **Map Title:** Transfer Utility Name (CCN No. #####) to Utility Name (CCN No. #####) in County Name
- **Map Legend:** Requested Area to (Action(s))

13.248 Petition:

- **Action:** Transfer or Dually Certify
- **Map Title:** 13.248 Petition to Amend Utility Name (CCN No. #####) and Utility Name (CCN No. #####) in County Name
- **Map Legend:** Requested Area to (Action(s))

13.254 (a) Petition for Decertification:

- **Action:** Decertify
- **Map Title:** Decertify Portion of Utility Name (CCN No. #####) in County Name
- **Map Legend:** Requested Area to (Action)

13.2541 Petition for Streamlined Expedited Release (SER):

- **Action:** Decertify
- **Map Title:** Landowner to Amend Utility Name (CCN No. #####) by Streamlined Expedited Release in County Name
- **Map Legend:** Tract of Land