



## Application to Obtain or Amend a Certificate of Convenience and Necessity (CCN) Under Water Code Section 13.255

**Docket Number:** \_\_\_\_\_

7 copies of the application, including the original shall be filed with

Public Utility Commission of Texas  
Attention: Filing Clerk  
1701 N. Congress Avenue  
P.O. Box 13326  
Austin, Texas 78711-3326

If submitting digital map data, two copies of the portable electronic storage medium (such as CD or DVD) are required.

### CCN Requirements

#### 1. Purpose of application

Check all boxes that apply.

The purpose of this application is to:

Obtain single certification to a service area within the cities limits; and /or

Amend Certificate of Convenience and Necessity (CCN) No. \_\_\_\_\_

to provide  water or  sewer service to:

\_\_\_\_\_ (Subdivision or Area) and to decertify  
a portion of \_\_\_\_\_ (Name of Utility and CCN No.)

#### 2. Applicant

Name of City:

Mailing address:

Phone:

Fax:

Email:

Tax Identification number:

**3. County or counties**

Name of county or counties that applicant is requesting a certificate to provide utility service:

**4. Contact information**

Contact person regarding this application:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**5. Retail public utility**

Retail public utility currently certificated to the area involved in this application:

**Utility Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Retail public utility contact person regarding negotiations with the city over the service area involved:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**6. Service area**

On what date was this proposed service area incorporated by the city? \_\_\_\_\_

**7. Negotiation date between city and retail public utility**

On what date did negotiations begin between the city and the retail public utility? \_\_\_\_\_

**8. Notice date**

On what date was notice of the city’s intent to provide service to the incorporated or annexed area provided to the retail public utility made? \_\_\_\_\_

Please attach a copy of the notice provided. Also attach a copy of the mailing list indicating to whom such notice was provided.

**9. Description of retail public utility facilities**

Please provide a brief description of the retail public utility’s facilities in the service area involved in this application. Also indicate how many customers are currently receiving service from the retail public utility in this area:

## 10. Service start date

Provide the date when city service to the area can begin. \_\_\_\_\_

## 11. Franchised utility information

If the city will allow a franchised utility to provide service to the area involved, please attach a copy of the city consent or franchise agreement and provide the following information:

**Utility Name:**

**Mailing address:**

**Phone:**

**Fax:**

**Email:**

**Franchised Utility's CCN Number:**

**Franchised Utility's contact person and their address:**

**Name:**

**Title:**

**Mailing address:**

**Email:**

**Phone:**

**Phone:**

**Fax:**

**Email:**

## 12. Paper map requirements

All maps should include applicant's name, address, telephone number, and date of drawing or revision and be folded to 8½ x 11 inches.

Attach the following maps with each copy of the application:

- A. Subdivision plat or engineering plans or other large scale map showing the following:
1. The exact proposed service area boundary showing locations of requests for service and locations of existing connections (if applicable).
  2. Metes and bounds (if available).
  3. Proposed and existing service area boundaries should be plotted on the map in relation to verifiable natural and man-made landmarks such as roads, creeks, rivers, railroads, etc.
  4. Service area boundaries should be shown with such exactness that they can be located on the ground.
- ❖ ***Applicant may use a USGS 7.5"-minute series map if no other large scale map is available.***
- B. Small scale location map delineating the proposed service area. The proposed service area boundary should be delineated on a copy of the official CCN map. This map will assist the Public Utility Commission in locating the proposed service area in relation to neighboring utility service areas.
- C. Hard copy maps should include the following items:
1. Map scale should be prominently displayed.
  2. Color coding should be used to differentiate the applicants existing service areas from the proposed service area.
  3. Attach a written description of the proposed service area.
  4. Proposed service area should be the same on all maps.
  5. Include map information in digital format (if available), see 13, GIS map information.
- D. Each utility shall make available to the public at each of its business offices and designated sales offices within Texas the map of the proposed service area currently on file with the Commission. The applicant employees shall lend assistance to persons requesting to see a map of the proposed area upon request.
- ❖ ***For information on obtaining a CCN base map or questions about sending digital map data, please visit the Water Utilities section of the PUC website for assistance.***

### 13. GIS map information

- A. Digital Map Requirements: In order that your digital data can be properly used, the following information is necessary:
1. Submit digital data of the proposed CCN service area on a 3.25" diskette or CD. Two digital copies are necessary. Most files of CCNs (minus the base map) should be small enough to zip up and put on a diskette or CD.
  2. The digital data should include all items represented in the hard copy maps.
  3. Please identify data file format, projection information, map units and base map used. Acceptable Data File Format:
    - a. ArcView shape file (preferred)
    - b. Arc/Info E00 file

❖ *For information on obtaining a CCN base map or questions about sending digital map data, please visit the Water Utilities section of the PUC website for assistance.*

**ALL APPLICABLE QUESTIONS MUST BE ANSWERED FULLY.**

**THE APPLICATION WILL NOT BE ACCEPTED FOR FILING WITHOUT MAPS.**

**PLEASE NOTE THE FILING OF THIS APPLICATION DOES NOT CONSTITUTE AUTHORITY TO PROVIDE WATER/SEWER SERVICE IN THE REQUESTED AREA.**

# OATH

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, file this

application under V.T.C.A., Water Code Section 13.255 as \_\_\_\_\_

(Name of the City); that, in such capacity, I am qualified and authorized to file and verify such application, am personally familiar with the maps filed with this application, and have complied with all the requirements contained in this application; and, that all such statements made and matters set forth therein are true and correct. I further state that the application is made in good faith and that this application does not duplicate any filing presently before the Public Utility Commission of Texas.

I further represent that the application form has not been changed, altered or amended from its original form available only from the Commission.

**I further represent that the Applicant will provide continuous and adequate service to all customers and qualified applicants for service within its certificated service area.**

\_\_\_\_\_  
AFFIANT  
(Applicant's Authorized Representative)

If the Affiant to this form is any person other than the sole owner, partner, officer of the Applicant, or its attorney, a properly verified Power of Attorney must be enclosed.

SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public in and for the State of  
Texas, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

SEAL

\_\_\_\_\_  
NOTARY PUBLIC



PURSUANT TO PUC CHAPTER 24, SUBSTANTIVE RULES APPLICABLE TO WATER AND SEWER SERVICE PROVIDERS, SUBCHAPTER G: CERTIFICATES OF CONVENIENCE AND NECESSITY

## Application to Obtain or Amend a Certificate of Convenience and Necessity (CCN) Under Water Code Section 13.255

### Instructions and Checklist

Each question on the application must be answered completely. If additional space is needed, attach additional sheets clearly labeled with the applicant's name and Docket Number if available. If a question is not applicable, please mark it N.A. and briefly explain why the question does not apply. DO NOT LEAVE ANY QUESTIONS BLANK.

7 copies of the application package, including the original, must be filed with the commission's filing clerk, per [§22.71\(c\)\(9\)](#) of the Commission's procedural rules.

The following items must be included in the application package:

- Completed application form, including any attachments
- Copy of notice of city's intent to serve the incorporated or annexed area to the retail public utility
- Completed Oath
- Maps - See the Map section on the application form for more details.

No required filing fee.

7 copies of the completed application package, including the original should be sent to:

Filing Clerk  
Public Utility Commission of Texas  
1701 North Congress Avenue  
P.O. Box 13326  
Austin, Texas 78711-3326