

UTILITY SYSTEM OWNERSHIP TRANSFER APPLICATION

The Following is a Request to the City of Raleigh for the Transfer of Ownership of a Private Utility System to Ownership by the City of Raleigh

The undersigned owner(s) [PRINT NAME(S) _____] (“Owner(s)”) of real property (“Subject Property”) that is served by the City of Raleigh Public Utilities System (“City”);

Refer to page 2 for conditions of acceptance.

Please choose system for Ownership Transfer

- Water System only
- Sanitary Sewer System only
- Water & Sanitary Sewer System

Upon receiving this application, the City of Raleigh Public Utilities Department will determine if the water and sewer system meets requirements as set forth in the City of Raleigh ordinance (2017-665) as summarized on page 2 of this document. If the City of Raleigh determines that the water and/or sewer system does not meet the City’s standards as outlined on page 2 of this application, the City will notify the owner of reasons for denial.

If conditions are met, the City of Raleigh will notify owner and owner may proceed with as-built plan. Once as-built has been submitted and approved by the City, the Owner may begin the easement dedication process. Upon final approval of deeds by the City, the Owner may submit signed deeds and payment to the City and the City of Raleigh will record deeds. Upon recordation of deeds the ownership will be transferred to the City of Raleigh.

Property Owner(s) [Owner(s) must sign]	Mailing Address(es) Phone Number(s)
<div style="display: flex; justify-content: space-between;"> Owner [if owned by individual(s)] Please Print Date _____ </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
<div style="display: flex; justify-content: space-between;"> Owner [if owned by individual(s)] Please Print Date _____ </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
<div style="display: flex; justify-content: space-between;"> Entity Name [if owned by business or non-profit] Please Print Date _____ </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
Signed by: _____	Title: _____
Location of Subject Property: _____ <i>(Street Address, Tax Map, PIN#)</i>	

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Privately owned water distribution mains and sewer collection mains may be dedicated to the City of Raleigh for ownership, operation and maintenance if those systems meet the following conditions:

The Water distribution systems and sewer collection systems are constructed in conformance with the City of Raleigh Public Utilities Handbook and comply with all state and federal requirements for publicly owned water and sewer systems;

The mains must be properly sized and have sufficient capacity to serve the community according to the requirements of the City of Raleigh Public Utilities Handbook and all state and federal requirements for publicly owned water and sewer systems.

The condition of the mains and accessories are in good working order and do not require repair at the time of dedication.

The system is not currently connected to the City of Raleigh Public System through a master meter.

The Owner shall provide easement area as required by the Raleigh Public Utilities Handbook for proper operation and maintenance of the mains, meters, and other accessories. For mains within existing private street right-of-ways, the easement area may be synonymous with the right-of-way lines such that all public mains and appurtenances are within the easement.

The Owner shall provide engineering record drawings of the water and sewer systems in accordance with the City of Raleigh Public Utilities Handbook.

The Owner shall provide a spreadsheet with all landowners including name, address, REID (Real Estate ID), and Type of Easement (Water/Sewer),

Upon the submittal of a completed application, the Raleigh Director of Public Utilities or the Director’s designee will review the application for compliance with the standards above. If the City determines that the utility system(s) to be conveyed meet the standard above, the applicant shall dedicate the system and appropriate easements for the components of the utility system to be conveyed by deed of easement. The City will approve and record the deed or deeds in the appropriate county register of deeds at no cost to the City. The applicant will be responsible for all cost associated with the deed recordation. Any private utility system that does not meet the requirements and standards as outlined above, shall not be accepted by the City for ownership, operation, and maintenance of such system.

To be completed by City Staff

Date Submitted to the City of Raleigh: _____ Date City Acknowledged Receipt: _____

Return completed form to:
City of Raleigh Public Utilities | 3304 Terminal Drive | Raleigh, N.C. 27604 | 919-996-5925