

Certificate of Convenience and Necessity Mapping Requirements Guidance

I would like to apply to obtain or amend a Certificate of Convenience and Necessity (CCN) under Texas Water Code (TWC) §§ 13.241-.257* and 16 Tex. Admin. Code (TAC) §§ 24.225-.237*. What should I know about the mapping requirements?

*Note: a copy of the relevant sections of the Texas Water Code and Texas Administrative Code can be found online at: <http://www.puc.texas.gov/agency/rulesnlaws/Default.aspx>.

General Requirements

Q. What are the requirements for mapping documents?

A. Mapping documents must meet the requirements found in 16 TAC §§ 24.257.

This means that an applicant must file:

- (1) a small scale (general location) map;
- (2) a large scale (detailed) map;
- (3) digital data or a metes and bounds survey; and
- (4) a complete list of all retail public utilities, districts, and municipalities located within a 2-mile buffer of the proposed service area.

Each of these mapping requirements is further explained below.

Small Scale (General Location) Map

Q. What must the small scale (general location) map show?

A. The small scale (general location) map must show only the proposed service area(s) with enough detail to locate the service area in the vicinity of the nearest town, city, or county.

Q. What if the proposed water service area and proposed sewer service area have different boundaries?

A. Two separate small scale (general location) maps must be filed: one small scale (general location) map showing only the proposed water service area's boundary and a second small scale (general location) map showing only the proposed sewer service area's boundary.

Q. Is a graphic or diagram of the proposed service area considered an acceptable mapping document?

A. No. A hand drawn map, graphic (such as a PDF), or diagram of the proposed service area is not considered an acceptable mapping document. The proposed service area must be displayed on a small scale map shown in reference to verifiable man-made and natural landmarks such as roads, railroads, or rivers.

Q. How many copies of the small scale (general location) map must be filed with the application or supplementary filings?

A. The applicant must include seven copies of each map, which maintain the scale of the map. To maintain the scale of map, the maps cannot be reduced or enlarged from the original map.

Large Scale (Detailed) Map

Q. What must the large scale (detailed) map show?

A. The large scale (detailed) map must show only the proposed service area(s) with enough detail to accurately locate the service area(s) in reference to verifiable man-made and natural landmarks such as roads, railroads, or rivers.

Q. How much detail must be included in the large scale (detailed) map?

A. The large scale (detailed) map must clearly label and mark the outer boundary of the proposed service area(s) in reference to verifiable man-made and natural landmarks such as roads, railroads, and rivers. These verifiable man-made and natural landmarks must be clearly labeled and marked on the map as well.

Q. What if the proposed water service area and proposed sewer service area have different boundaries?

A. Two separate large scale (detailed) maps must be filed:

- (1) one large scale (detailed) map showing only the proposed water service area's boundary; and
- (2) a second large scale (detailed) map showing only the proposed sewer service area's boundary.

Q. Should anything be excluded from the large scale (detailed) map?

A. Yes:

- (1) Do not cover the outer boundary of the proposed service area with city limits or extraterritorial jurisdiction (ETJ) boundaries; and
- (2) Do not display property data, surrounding utilities, districts, city limits and/or ETJ boundaries.

Q. Is a graphic or diagram of the proposed service area considered an acceptable mapping document?

A. No. A hand drawn map, graphic (such as a PDF), or diagram of the proposed service area is not considered acceptable mapping documents. The proposed service area must be displayed on a large-scale map shown in reference to verifiable man-made and natural landmarks such as roads, railroads, or rivers.

Q. How many copies of the large scale (detailed) map should be submitted with the application or supplementary filings?

A. The applicant must include seven copies of each map, which maintain the scale of the map. To maintain the scale of the map, maps cannot be reduced or enlarged from the original map.

Digital Data

Q. Do I need to submit both digital data and a metes and bounds survey?

A. No. You may submit either digital data or a metes and bounds survey. If the submitted information does not properly depict the information necessary to process the application, then additional information will be requested.

Q. What must the digital data show?

A. The digital data must show only the proposed service area(s). The digital data must correspond to the same proposed service area(s) as shown on the small and large scale maps. The proposed service area(s) must be clearly labeled as the proposed water or proposed sewer service area.

Q. In what file format must the digital data be submitted?

A. The digital data must be submitted in either a shapefile (.shp) or a drawing (.dwg) format.

Q. What must be included with digital data, if submitted in a shapefile (.shp) format?

A. A shapefile is made up of six files including a .dbf, .shp, .shx, .sbx, .sbn, and the projection (.prj) file.

- The .prj file includes the details of the coordinate system and datum used to create the shapefile.
- The .shp must be a single, continuous polygon record clearly marked as the proposed water or the proposed sewer service area.

Q. What must be included with digital data, if submitted in a drawing (.dwg) file format?

A. Include the world (.wld) file or text file with the details of the coordinate system and datum used to create the .dwg. Also, the .dwg file must be a single, continuous polygon record clearly marked as the proposed water or the proposed sewer service area.

Q. On what medium must the digital data be submitted?

A. The digital data must be submitted on a data disk (CD) and filed with Central Records at the Commission.

Q. How must the CD be labelled?

A. Each CD must be labeled with the applicant's name and, if known, the docket number. Docket numbers are issued when an application is filed. Therefore, if you are filing the CD with the application, label the CD with the name and a space for the docket number.

Example: XYZ Water Utility
 Docket # _____

Q. How many copies of the CD should be submitted with the application or supplementary filings?

A. The applicant should include seven copies of the CD. The contents of each CD must be identical.

Metes and Bounds Survey

Q. Do I need to submit both a metes and bounds survey and digital data?

A. No. You may submit either a metes and bounds survey or digital data. If the submitted information does not properly depict the information necessary to process the application, then additional information will be requested.

Q. Must a metes and bounds survey be certified by a licensed state or registered professional land surveyor?

A. Yes. The metes and bounds survey (legal description) must be certified by a licensed state land surveyor or a registered professional land surveyor.

Notice List of Neighboring Retail Public Utilities, Districts, and Municipalities

Q. For an existing CCN, which entities must the notice list include?

A. The list must include:

- (1) all retail public utilities, districts, and municipalities located within a 2-mile buffer (measured from the outer boundary) of the proposed water and/or sewer service area(s); and
- (2) all groundwater conservation districts and counties located within the proposed water and/or sewer service area(s) requested with the application.

Q. For a new CCN, which entities must the notice list include?

A. The list must include:

- (1) all retail public utilities, districts, and municipalities located within a 2-mile buffer (measured from the outer boundary) of the proposed water and/or sewer service area(s); and
- (2) all groundwater conservation districts and counties located within the proposed water and/or sewer service area(s) requested with the application.

Q. Where can I find maps and digital data for districts?

A. You may view and download district maps digital data from the Texas Commission on Environmental Quality's (TCEQ) website:

<http://www14.tceq.texas.gov/iwud/maps/>

Q. Where can I find maps and digital data for groundwater conservation districts?

A. You may view and download groundwater conservation district maps and digital data from TCEQ's website: <https://www.tceq.texas.gov/groundwater/groundwater/districts.html>

Q. Where can I find contact information for districts and groundwater conservation districts?

A. You may locate district contact information in TCEQ's Water District Database: <http://www14.tceq.texas.gov/iwud/index.cfm>

Miscellaneous

Q. How do I file this information at the Public Utility Commission of Texas?

A. Instructions are available at: <http://www.puc.texas.gov/industry/filings/FilingProceed.aspx>

Q. Who should I contact if I have further questions?

A. For general questions, please call 512-936-7405.

For questions relating to data or mapping, please contact:

Tracy Montes at 512-936-7187

Gary Horton Jr at 512-936-7146

Attorneys, please call 512-936-7288.