

**APPLICATION REQUIREMENTS FOR A CERTIFICATE  
OF PUBLIC CONVENIENCE AND NECESSITY FOR WATER AND  
SEWERAGE SERVICE**

An application for a Certificate of Public Convenience and Necessity must include, but is not limited to, the following:

- 1) Proof of incorporation as a public service corporation authorized to do business in Virginia. Issues involving the corporate status of a Company are handled by the Commission's Clerk's Office at (804) 371-9733.
- 2) Does a public service authority exist in the county, city, or town in which the Company serves or plans to serve? If so, approval of governing body (Town Council, Board of Supervisors, etc.) in which the service territory is located is required. If there is no public service authority in the county, city, or town approval of governing body is not necessary.
- 3) Location of water and /or sewer system.
- 4) Number of customers served or to be served.
- 5) Location of the Company's office(s).
- 6) Name, title, address, and telephone number of person(s) to be contacted with regard to complaints and /or emergencies.
- 7) System Description:
  - Quantity, size and type of mains used or to be used; Include a map of proposed system when available.
  - Source, yield (GPM), and storage capacity of water system, if applicable; and
  - Capacity and description of sewage treatment plant, if applicable.

- 8) An estimation of cost of construction, operation and maintenance of system.
- 9) A copy of the following permit(s), where applicable.  

Water – operation permit and system description from State Health Department – can be conditional.

Sewer – permit from State Water Control Board – can be conditional.
- 10) A copy of the Company's proposed Rates, Rules, and Regulations. A sample tariff has been enclosed to use a guide.
- 11) Two identical U.S. Geological Survey, or similar quality maps outlining in red the Company's requested certified area. The area outlined should be exactly the same on each map. (Send these maps along with one copy of the completed application to: Division of Energy Regulation, State Corporation Commission, PO Box 1197, Richmond, VA 23218.)
- 12) Proof that the Company's books are set up in accordance with the Uniform System of Accounts for "Class C" Water Utilities. A copy of the Uniform System of Accounts for "Class C" Water Utilities can be obtained from the Commission's Division of Public Utility Accounting at (804) 371-9950.
- 13) Income Statement
- 14) Balance Sheet
- 15) Copy of latest Tax Return
- 16) Main original and 15 copies of the completed application, excluding No. 11, to: Office of the Clerk of the Commission, State Corporation Commission, Document Control Center, PO Box 2118, Richmond, VA 23218.