



DEVELOP PROCESS CHECK LISTS

Project Name and Number

Phase 1 - Design and Approval

Date and Initials of District Representative

<hr/>	1.	Developer agreement received and completed	(Developer)
<hr/>	2.	Basic engineering and legal fees paid	(Developer)
<hr/>	3.	Legal description and ownership checked	(District)
<hr/>	4.	Preliminary Connection Fee Charges calculated	(District)
<hr/>	5.	Developer agreement approved by Resolution	(District)
<hr/>	6.	Approved Developer Extension Agreement returned to Developer	(District)
<hr/>	7.	Plans submitted for approval or for design, on CAD if available	(Developer)
<hr/>	7.1	Final plat map (scale 1" = 50')	(Developer)
<hr/>	7.2	Existing and proposed contour maps with 5' contour interval scaled 1" = 50'	(Developer)
<hr/>	7.3	Road profiles showing all proposed and existing utilities and datum noted	(Developer)
<hr/>	7.4	Storm drainage plans	(Developer)
<hr/>	7.5	Sewer plans if serviced by other District	(Developer)
<hr/>	7.6	Fire Marshal's required fire flows	(Developer)
<hr/>	7.7	Architectural plans and building elevations	(Developer)
<hr/>	7.8	Number of units per building	(Developer)
<hr/>	7.9	All utility plans, i.e., Gas, Power, Telephone, Cable	(Developer)
<hr/>	7.10	Plat and utility coordinates plan	(Developer)
<hr/>	7.11	Sprinkler system information	(Developer)
<hr/>	8.	Plans Reviewed	(District)
<hr/>	9.	Application made for State or Federal Permits, etc.	(Developer or District)
<hr/>	10.	Necessary approvals received	(Developer)
<hr/>	11.	Necessary easements acquired and filed	(Developer and District)

12.	CAD drawing file submitted to the District	(Developer)
13.	Plans submitted to Snohomish County for street cut permit	(District)
14.	Right-of-Way Permit Bond	(Developer or Contractor)
15.	Permit received	(District)
16.	Preliminary Connection Fee Charges Paid	(Developer)
17.	Plans approved: Notice to Proceed to Developer and Contractor	(District)

Phase 2 – Construction

Date and Initials of District Representative

1.	Construction engineering fee paid	(Developer)
2.	Performance Bond or Cash Bond received	(Developer)
3.	Certificate of Insurance	(Developer)
4.	Requirements met for approval of Contractor	(District)
5.	Pre-Construction conference attended by Developer, Developer's Engineer and Contractor	(Contractor and District)
6.	Copies of all permits to Contractor and Developer	(District)
7.	Property boundary and lot corner stakes in place	(Developer)
8.	Water main staking	(Developer)
9.	72 hours' advance notice of starting date by Contractor	(Contractor)
10.	Affected agencies, property owners, schools, etc., notified	(Contractor)
11.	System tested	(District)
12.	Purity test approved	(District)
13.	Semi-final inspection for acceptance	(District)
14.	Deficient items list mailed - if required	(Developer, Contractor and District)
15.	Final inspection	(District)
16.	As-Built Drawings completed	(District)

Phase 3 - Service Connection

Date and Initials of District Representative

_____	1.	Preliminary connection fee re-calculated	(District)
_____	2.	Necessary easements verified and filed	(Developer and District)
_____	3.	Executed Bill of Sale submitted to the District	(Developer)
_____	4.	Affidavit of No Lien	(Developer)
_____	5.	Certification of construction costs received by District (Local, Major, etc.)	(Contractor and District)
_____	6.	Verify all Developer Extension fees and all the following accounts paid by Developer	(District)
_____		Developer Extension Fees Paid	
_____		A account - Additional Services	
_____		B account - Basic Engineering	
_____		C account – Construction	
_____		L account - Legal	
_____		M account - Connection Fee Charges (CFC)	
_____	7.	Maintenance Bond received in the amount of ten per cent (10%) of cost of the extension	(Developer)
_____	8.	Recorded documents received	(Developer & District)
_____	9.	Recorded plat map	(Developer)
_____	10.	Lot tracking sheet	(Developer & District)
_____	11.	Meter Application	(Developer & District)
_____	12.	Resolution accepting facilities	(District)
_____	13.	Backflow test reports	(Developer)
_____	14.	Final inspection prior to end of year after acceptance	(District)
_____	15.	Release of maintenance bond	(District)
_____	16.	Refund any deposits made check water/sewer DDP or Fire Flow	(District)

PROJECT COMPLETE