



DEVELOP PROCESS CHECK LISTS

Project Name and Number _____

Phase 1 - Design and Approval

Date and Initials of District Representative

_____	1. Developer agreement received and completed.	(Developer)
_____	2. Basic engineering and legal fees paid.	(Developer)
_____	3. Legal description and ownership checked.	(District)
_____	4. Preliminary Connection Fee Charges calculated	(District)
_____	5. Developer agreement approved by Resolution.	(District)
_____	6. Approved Developer Extension Agreement returned to Developer.	(District)
_____	7. Plans submitted for approval or for design, on CAD if available.	(Developer)
_____	7.1 Final plat map (scale 1" = 50').	(Developer)
_____	7.2 Existing and proposed contour maps with 5' contour interval scaled 1" = 50'..	(Developer)
_____	7.3 Road profiles showing all proposed and existing utilities and datum noted.	(Developer)
_____	7.4 Storm drainage plans.	(Developer)
_____	7.5 Water plans if serviced by other District	(Developer)
_____	7.6 Architectural plans and building elevations.	(Developer)
_____	7.7 Number of units per building.	(Developer)
_____	7.8 All utility plans, i.e., Gas, Power, Telephone, Cable	(Developer)
_____	7.9 Plat and utility coordinates plan	(Developer)
_____	7.10 Determine flow capacity and other facilities required:	(Developer/ District)
_____	7.10.1 Oil / Sand / Water / Separator	
_____	7.10.2 Grease Trap	
_____	7.10.3 Industrial Waste monitoring / Flow Control	
_____	7.10.4 Other	
_____	8. Plans Reviewed	(District)
_____	9. Application made for State or Federal Permits, etc.	(District)

10.	Necessary approvals received	(Developer)
10.1	Snohomish County	
10.2	Department of Ecology	
10.3	State or Federal Agencies	
10.4	King County Department of Natural Resources – Wastewater Treatment Division	
11.	Necessary easements acquired and filed.	(Developer/District)
12.	CAD drawing file if available and Full Set of Plans min Two Sets submitted to the District.	(Developer)
13.	Plans submitted to Snohomish County/WSDOT for street cut permit	(District)
14.	Right-of-Way Permit Bond	(Developer/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/ District)
6.	Copies of all permits to Contractor and Developer.	(District)
7.	Property boundary and lot corner stakes in place.	(Developer)
8.	Sewer 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.	TV Sewer Line/ Flush Sewer Lines/ Possibly ReTv any repaired lines	(Developer)
13.	Semi-final inspection for acceptance.	(District)

14.	Deficient items lit mailed - if required.	(Developer/Contractor / 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 correct and filed.	(Developer)
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/ District)
6.	Verify all Developer Extension fees and all the following accounts paid	(Developer)
	Developer Extension Fees	
	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, an amount of \$	(Developer)
8.	Resolution accepting facilities	(District)
9.	Recorded documents Received	(Developer)
10.	Recorded plat map	(Developer)
11.	Side Sewer Application	(District/Developer)
12.	Lot tracking Sheet Filled out prior to Meter/Side Sewer Sale	(Developer)
13.	Final inspection prior to end of 2 -year minimum or established warranty after acceptance.	(District)
14.	Release of maintenance bond.	(District)
15.	Refund any deposits made check water/sewer DDP or Fire Flow	(District)

PROJECT COMPLETE