

***DEVELOPER EXTENSION CONTRACT
CHECKLIST***

Name of Development _____

DEVELOPER

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

ENGINEER

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

CONTRACTOR

Name: _____

Address: _____

Telephone: _____

Fax: _____

Contractor's Registration No: _____

THE DEVELOPER MUST COMPLETE ALL TASKS IN EACH SECTION OF THE CHECKLIST BEFORE PROCEEDING TO SUBSEQUENT SECTIONS.

OTHER THAN THOSE TASKS DESIGNATED AS "NOT APPLICABLE", EXCEPTIONS MAY BE MADE IN WRITING BY WEST SOUND UTILITY DISTRICT.

West Sound Utility District Developer Extension Contract

Checklist

	<u>A. Preliminary</u>	<u>Responsible Party</u>
_____	1. Application for Non-Binding Water Availability Letter completed and approved.	Developer/District
_____	2. Application for Sewer Availability completed and approved.	Developer/District
_____	3. Letter of availability fee(s) paid (\$_____)	Developer
_____	4. Preliminary Estimate of fees and Developer requirements	District
B. <u>Required Design Tasks by Developer's Engineer</u>		
_____	1. Submit preliminary plat	Developer
_____	2. Submit preliminary design drawings of all water/sewer lines, including road, storm drainage and water design (2 copies)	Developer
_____	3. Submit fire flow requirement memo from Fire Marshall	Developer
_____	4. Submit irrigation requirements	Developer
_____	5. Submit executed Developer Extension Contract and fees: <ul style="list-style-type: none"> a. Administration Fee b. Design Review Fee c. Construction Observation Fee 	Developer
_____	6. Final plans submitted and approved (4 copies minimum)	Developer/District
_____	7. Submit annexation petition documents	Developer
C. <u>Required before water or sewer construction is started</u>		
_____	1. DEC approval by Board of Commissioners	District
_____	2. Submit construction cost estimate or bid	Developer
_____	3. Submit applicable permits (ROW, land use, etc.)	Developer
_____	4. Performance bond, or equivalent, received by District	Developer
_____	5. Evidence of insurance and endorsement received by District	Developer
_____	6. Material submittals approved by District	
_____	7. Copies of all off-site easements submitted	Developer
_____	8. Pump station submittals are approved by the District	Developer/District
_____	9. Water and Sewer Fees Paid (For Residential Development): Developer <ul style="list-style-type: none"> a. Design Review fees and administrative charges in excess of fee estimate. 	
_____	10. Water and Sewer Fees Paid (For Commercial, Multi-Family Development): <ul style="list-style-type: none"> a. Design Review fees and administrative charges in excess of fee estimate. b. General Facility Charge (for fire, irrigation & potable service) Required for receipt of Binding letter of availability c. Capital Facility Construction d. Applicable Local Facility Charges e. Applicable Latecomer Fees f. Applicable Reimbursement Fees 	Developer

*West Sound Utility District
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|-----------|---|--------------------|
| _____ 11. | Preconstruction conference held and minutes distributed | Developer/District |
| _____ 12. | Road grading completed | Developer |
| _____ 13. | Lot line stakes in place | Developer |
| _____ 14. | Construction staking completed | Developer |
| _____ 15. | 48 hour notice of construction start | Developer |

D. Required before Developer's system is accepted by the District

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|-----------|---|--------------------|
| _____ 1. | All testing, and inspection of water mains completed and approved. | Developer/District |
| _____ 2. | All testing, and inspection of sewer mains completed and approved. Sewer video submitted and approved. | Developer/District |
| _____ 3. | Bacteriological testing completed for water main. | District |
| _____ 4. | Final construction cost submitted to District | Developer |
| _____ 5. | Record drawings completed and submitted to District (1 Mylar set, 2 Bond set, and digital as-built drawing) | Developer |
| _____ 6. | If applicable, 1 CD-ROM in AutoCAD R14 or later | Developer |
| _____ 7. | Executed Bill of Sale and Conveyance | Developer |
| _____ 8. | Easements for all water and sewer extensions recorded | Developer |
| _____ 9. | Affidavit of No Liens | Developer |
| _____ 10. | Two-year (2) Maintenance Bond, or equivalent, submitted | Developer |
| _____ 11. | All outstanding fees paid | Developer |
| _____ 12. | Annexation Completed | Developer/District |
| _____ 13. | System Accepted by Resolution of Commissioners | District |
| _____ 14. | Release Performance Bond upon submittal of Maintenance Bond | District |
| _____ 15. | Letter of Final Acceptance | District |

E. Required before any water service connected

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|----------|--|----------|
| _____ 1. | Fees Paid (<i>for Residential Developments</i>): | Builder |
| | a. General Facility Charges for water
Required for receipt of a Binding letter of availability | |
| | b. Service Connection Charges (meter installation) | |
| | c. Local Facility Fees, if applicable | |
| _____ 2. | Work order prepared for meter installation | District |

F. Required before any sewer service connected

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|----------|--|---------|
| _____ 1. | Fees Paid (<i>for Residential Developments</i>): | Builder |
| | a. General Facility Charges for sewer | |
| | b. Facility Construction Charge for treatment | |
| | c. Local Facility Fees, if applicable | |

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G. **Maintenance Period** System Accepted _____

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|-------|---|----------|
| _____ | 1. Final inspection for warranty for release of maintenance bond to be accomplished no later than two (2) years from date of acceptance | District |
| _____ | 2. TV inspection of sewer mains | District |
| _____ | 3. Verification of easements (no encroachments) | District |
| _____ | 4. Release of Maintenance Bond | District |