

DEVELOPER'S CHECKLIST

PLAN REVIEW PHASE

INCLUSION Check with Southgate to determine if the property is included in the Southgate Districts (water & sewer districts have different boundaries).

PRE-SUBMITTAL MEETING After meeting with the Fire Department, provide a detailed utility plan showing all boundaries, vehicle accesses, buildings, hydrants, water & sewer lines, and all other utilities and easements. Then make an appointment with the District Engineer to discuss possible problems and main line extension requirements.

Provide a sketch (boundaries, vehicle access, buildings, hydrants water/sewer lines and easements) and meet with the District Engineer to discuss possible problems and main line extension

IF A MAIN LINE EXTENSION IS NOT REQUIRED SEE "SERVICE LINE TAPS."

MAIN LINE REVIEW Submit the plans & fees.

- Water/Sewer plans (2 sets)
- Plat/Site Grading plans
- Southgate plan review & inspection fees
- Denver Water fees

EASEMENTS Easements for water & sewer main line extensions

- Easement descriptions & related plats
- Easement legals
- Title information (current within 30 days)
- Easement Agreements (prepared by District/signed by owner)

FINAL PLANS After mainline plan review and easements are completed, submit final plans:

- WATER** 2 sets full size plans for Southgate (signed & stamped)
- WATER** 1 set full size mylars for Denver Water (give to Southgate)
- SEWER** 8 sets full size plans (signed & stamped)

IMPROVEMENTS AGREEMENT Agreement as to legal and construction requirements for improvements.

Signed by owner and Southgate's Board.

Special provisions may be added to allow tapping (and purchase) of service lines before paving.

CONSTRUCTION PHASE

PRE-CONSTRUCTION MEETING After plans are approved and filed with Denver Water/City of Englewood, the District will call the owner and Denver Water and/or the City of Englewood to schedule a meeting. The owner should arrange for the contractor, surveyor and engineer to attend.

Water & sewer specs are available at Southgate (\$20/each)

CONSTRUCTION Construction instructions are distributed at the Preconstruction Meeting. Follow these closely and call the field inspector if you have questions.

Following are some of the requirements for mainline probationary acceptance:

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|--------------|--------------------------|-------------------|--|
| WATER | <input type="checkbox"/> | Chlorine Test* | *After these 3 tests, stub outs may be arranged. Call Southgate for information. |
| | <input type="checkbox"/> | Clearwater Test* | |
| | <input type="checkbox"/> | Hydrostatic Test* | |
| | <input type="checkbox"/> | Compaction Test | |

- | | | | |
|--------------|--------------------------|-----------------|---|
| SEWER | <input type="checkbox"/> | Lamping | Sewer service stub outs may be installed into property and tested with the main line sewer. |
| | <input type="checkbox"/> | Air Test | |
| | <input type="checkbox"/> | Deflection Test | |
| | <input type="checkbox"/> | Jet Cleaning | |
| | <input type="checkbox"/> | Compaction Test | |

WATER & SEWER

- Letter of Credit or Cash Deposit
 - Dated for 15 months from probationary acceptance
 - For 10% of the cost of the main line extension (minimum of \$1,000)

Special Improvements Agreement may allow you to purchase and install service lines before paving.

- Address plat
- As-builts for review -- full size
- Final As-builts -- 1/2 size mylars (12"x 18") + disk of overall utility plan
- Punch List (corrections (i.e. paving) required in the field to meet Southgate's standards.)
- Improvements Agreement-Certificate of Acceptance --signed by Southgate.

NOTE: OWNER IS RESPONSIBLE FOR ALL LOCATES OF NEW LINES UNTIL THEY ARE ACCEPTED FOR WARRANTY PHASE.

WARRANTY PHASE

During a one-year warranty period the owner is responsible for all repairs and maintenance on the main. If Southgate has to repair/maintain the main line, costs will be covered by the deposit or letter of credit.

- Service line taps may be done. See instructions below.
- Final Punch List (corrections required in the field for final acceptance by Southgate.)
 - NOTE: If the main is not acceptable after one year, Letters of Credit will be converted to cash and Southgate will complete the work at the owner's expense.
- Improvements Agreement-Release of Security and Warranty -- signed by Southgate. (Letters of Credit will be returned or unused cash deposits will be refunded upon satisfactory completion of the warranty period.)

SERVICE LINE TAPS

After the main line has entered the warranty phase, service tap permits may be purchased and installed. (Service lines connect the main to the building.)

Tap fees must be paid first to Southgate and then to Denver Water and/or City of Englewood. Denver provides the water to Southgate and the City of Englewood has the sewer treatment plant.

COMMERCIAL:

- If there is no main line extension, a service line/fire line plan is required (no review fees).
- If there is a main line extension, call Southgate to be sure that the main has probationary acceptance.

FEES:

- WATER Southgate water fees are based on the tap size -- call for a list.
- For Denver Water's tap fee call (303) 628-6100.
- SEWER Southgate sewer fees are based on square footage & usage. Call for a quote.
- For City of Englewood tap fees -- call (303) 762-2635.

RESIDENTIAL:

- If there is no main line extension, a service line plan is required (no review fees).

FEES:

- WATER Southgate water fees are based on the tap size -- call for a list.
- Denver Water's tap fee is based on lot size -- call (303) 628-6100.
- SEWER Southgate sewer fees are based on single-family equivalents - Call Southgate.
- For City of Englewood tap fees -- call (303) 762-2635.

- After tap fees are paid, fax Denver's and City of Englewood's receipt to Southgate.
- Schedule a Southgate inspection of the physical tap 24 hours in advance of the tap. Cities and/or counties may also require permits and or inspections.

NOTE: If a water shut-off is required, call Southgate 3 days in advance.