This checklist outlines the roles and responsibilities of the property owner and Seattle Public Utilities (SPU) in order to have a successful water main extension project.

1. **Contract, Fees, Bonds, and Easements**

   Property owner:

   A. Submits to SPU Development Services Office (DSO):
      - Signed commitment contract.
      - Signed construction contract.
      - Certificate of insurance.
      - Approved plans for Street Improvement Permit, Utility Major Permit in Seattle or equivalent in other jurisdictions.
      - Signed and notarized **Transfer of Ownership** form for the facility to be installed for future SPU ownership.

   B. For projects within the City of Seattle, submits to the Seattle Department of Transportation (SDOT):
      - Permit application for work in the right of way.
      - Performance bond.

   C. Submits to SPU's Real Property Services:
      - Easement documents. Required when water main extensions and/or appurtenances are located on private property.

   D. Submits to other jurisdictions, as applicable:
      - Permit application for work in the right of way (exception: for projects within unincorporated King County, SPU applies for necessary permits).
      - Performance bond.

   E. Pays all invoices.

2. **Water Main Design, Plan Review, and Approval**

   Property owner:

   - Submits a **Water Service Application and Agreement**.
   - Hires a licensed civil engineer to design the water main or other water facility to be installed and owned by SPU.
   - Projects within Seattle: Submits to SDOT stamped and signed plans incorporating applicable notes and requirements prepared for the engineers in this packet. Please note: Changes and revisions to plans will be subject to further review prior to SPU's approval.
   - Projects outside of Seattle City limits: Submits plans directly to SPU DSO via the **Seattle Services Portal**. Changes and revisions to plans will be subject to further review prior to SPU's approval.
   - Pays all invoices.
3. Pre-construction Meeting Preparation

Property owner:
- ☐ Submits traffic control plans and obtains approval from SDOT Street Use or other jurisdiction with authority.
- ☐ Coordinates trolley line deactivation with King County Metro when required. Note: Trolley line deactivation may cause installation delays.
- ☐ Applies for and receives an issued hydrant permit by submitting a Hydrant Rental Permit Application.
- ☐ Completes and submits the Notice of Developer Watermain Preconstruction Meeting to SPU Project Coordinator.
- ☐ Submits a Request for Approval of Material Sources (RAMS) to SDOT Project Manager and obtains approval.
- ☐ Outside of the City of Seattle: Submits RAMS to SPU Project Coordinator.
- ☐ Submits to SPU Project Coordinator a survey performed by a licensed surveyor that includes the survey for the new water main and grade sheets corresponding with approved water main design.
- ☐ Obtains a copy of the current City of Seattle Standard Specifications and Plans.
- ☐ Supplies an updated COVID-19 health and safety plan that meets the latest State of Washington health and safety requirements. SPU Safety must approve the COVID-19 safety plan.
- ☐ Hires a licensed contractor for construction of the water system improvements.
- ☐ Conducts pre-construction meeting with SDOT.

SPU Project Coordinator:
- ☐ Contacts the property owner once all applicable requirements are satisfactorily met to schedule the preconstruction meeting. Note: The meeting is held approximately two weeks from the date requested.

4. Pre-Construction Meeting

Property owner:
- ☐ Ensures project team attends the pre-construction meeting to discuss the construction schedule, standards, requirements, and start date.

5. Post Pre-Construction Meeting – Prior to Construction

Property owner:
- ☐ Calls 811 and ensure utility locates are performed prior to the start of construction.
- ☐ Ensures all water main materials associated with the water main extension are on site when construction starts.

6. Post Construction of Water Facility

After a Notice of Completion is issued by SPU, SPU will reconcile the actual cost incurred by SPU for work performed and provide an invoice for additional charges or a refund.