

<b>Title</b> Utility Main Extension Dispute Process	<b>Number</b> ENG-430.1	<b>Rev. no.</b> 0
<b>Responsibility</b> Development Services Office	<b>Supersedes</b> N/A	<b>Pages</b> 2
<b>SPU Director's Approval</b>  Ray Hoffman	<b>Effective Date</b> July 30, 2015	

**1. PURPOSE**

The purpose of this Director's Rule is to establish and outline the dispute procedure for utility main extension requirements. The requirements apply to drinking water ([SMC 21.04](#) – Water Rates and Regulations) and drainage and wastewater (DWW), which includes the public sanitary sewer (PSS), public combined sewer (PS), ([SMC 21.16](#) – Side Sewers) and public storm drain (PSD) systems ([SMC 22.800 - 22.808](#) – Stormwater Code).

**2. ROLES AND RESPONSIBILITIES**

- A. Seattle Public Utilities (SPU) is responsible for determining water main extension requirements through the [Water Availability Certificate \(WAC\)](#).
- B. The Department of Planning and Development (DPD) is responsible for determining DWW requirements through the Preliminary Assessment Report (PAR) process.
- C. The Seattle Department of Transportation (SDOT) is responsible for reviewing Street Improvement Plans (SIP) when a utility main extension is required. When a SIP is required for a project, a permit application cannot be submitted for intake to DPD until a 60 percent SIP submitted by the applicant, is approved by SDOT.

**3. RULE**

- A. Step I: After the initial utility main extension requirement is determined, an applicant can request a water main and/or DWW Extension Determination review.
  - 1) The applicant must:
    - a. For water main extensions, submit a completed [Watermain Extension Determination Review Request](#) to [SPUwateravailability@seattle.gov](mailto:SPUwateravailability@seattle.gov).
    - b. For DWW extensions, submit a completed [Drainage & Wastewater Main Extension Determination Review Request](#) to [spu\\_dso@seattle.gov](mailto:spu_dso@seattle.gov).
    - c. Submit the completed request to SPU by noon on Wednesday for consideration in the next Determination Review meeting. Incomplete submittals will be rejected.
  - 2) The Determination Review committee will:
    - a. Meet every two weeks.

- b. Consist of staff members from SPU's Development Services Office (DSO), Water and/or DWW Line of Business (LOB), DPD, and SDOT, or delegate.
    - c. Send a Water Main/DWW Main Extension Determination letter to the applicant within two weeks of the committee meeting. The letter will outline the justification for upholding or overturning the extension requirement.
  - B. Step 2: If after receiving the Water Main/DWW Main Extension Determination response, the applicant requests further review, the project may be escalated to the SPU Division Director Level.
    - 1) The applicant must submit a request in writing to [spu\\_dso@seattle.gov](mailto:spu_dso@seattle.gov) ATTN: DSO Strategy Lead.
    - 2) The Division Director level committee will send a final determination in writing to the applicant within two weeks of the committee meeting.

#### 4. AUTHORITY/REFERENCES

- [SMC 22.800 - 22.808](#) – Stormwater Code
- [SMC 21.16](#) – Side Sewers
- [SMC 21.04](#) – Water Rates and Regulations