



Director's Rule

Title Utility Main Extension Dispute Process	Number ENG-430.1	Rev. no. 0
Responsibility Development Services Office	Supersedes N/A	Pages 2
SPU Director's Approval	Effective Date	

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.
 - b. For DWW extensions, submit a completed [Drainage & Wastewater Main Extension Determination Review Request](#) to spu_dso@seattle.gov.
 - c. Submit the completed request to SPU by noon on the 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.

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- 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 Division Director Level.
 - 1) The applicant must submit a request in writing to 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