



**Development Services Office**  
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# Request for Utility System Improvement Contract

Any Property Owner required to improve the water system as specified in the Water Availability Certificate (WAC) must provide the following information.

## 1. PROJECT DETAILS

|                 |  |
|-----------------|--|
| Project Address |  |
| Parcel Number   |  |
| WAC Number      |  |

## 2. PROPERTY OWNER INFORMATION

|                   | Property Owner <sup>1</sup> | Billing Contact<br><i>(If different from Property Owner)</i> |
|-------------------|-----------------------------|--|
| Name <sup>2</sup> |                             |  |
| Company           |                             |  |
| Mailing Address   |                             |  |
| Telephone         |                             |  |
| Email             |                             |  |

Notes:

1. The contract must be executed by the *current* Property Owner as shown on King County Department of Assessments website (<http://blue.kingcounty.com/Assessor/eRealProperty/default.aspx>), OR provide evidence of property ownership (e.g. copy of title insurance, title report, deed, etc.).
2. If the Property Owner is a business, provide the company/entity name and the name of the authorized contract signatory as shown as the "Governing Person" on the [secretary of state website](#).

## WHAT HAPPENS NEXT

- Submit the above information to your assigned DSO Project Lead or [SPU\\_DSO@seattle.gov](mailto:SPU_DSO@seattle.gov).

**For Water Main Improvement projects, here is a summary of how a Water Main project is administered:**

**Step 1: Commitment Contract:**

Water Main Improvement Contracts are now administered in 2 parts. A Commitment and Construction Contract.

Once the Commitment Contract has been fully signed by all parties and invoice payment received, an "Approved with Contract WAC" will be issued allowing you to move forward with your building and/or land use permit.

Charges associated with the Commitment Contract will total \$3900 unless an easement granted to SPU is required. Details of these charges will be outlined in the contract and can also be discussed with your DSO Project Lead.

**Step 2: Construction Contract:**

After the water main improvement plans are approved, you will receive the Construction Contract for your signature. Once we receive the signed Construction Contract, we will send you the invoice.

The Construction Contract invoice includes the estimated costs for:

- Construction management, and
- Connection of the new main to an existing water main by a SPU crew,
- Other work performed by SPU staff to support construction and connection of the required WM improvements.

This second payment will serve as a deposit with certain charges reconciled against actual costs once the improvements are completed. The payment is required before the preconstruction meeting will be scheduled.

This Contract also establishes the commitment of the Property Owner to pay the specified charges associated with the WM improvements.

For more information on Costs and Fees, refer to the [DSO Charge Menu](#).

**ADDITIONAL COSTS:**

This Water Main project will incur additional costs related to the installation of the Water Main improvements that are NOT included in the two Contracts. For example, additional costs may include:

- **Engineered Plans.** The cost to design engineered plans.
- **Materials and Installation.** Unless the work is performed by SPU, you will need get an estimate for the cost of materials and installation from a utility contractor.
- **Permits.** City or agency permit related fees, such as street use permits, hydrant use permit, hydrant consumption or trolley line deactivation.
- **Street Restoration.** The Property Owner must obtain necessary permits and complete the street restoration in accordance with the permitting agency's requirements.
- **New Water Service Taps.** The Property Owner must apply and pay for new water services through a separate application process with your DSO Project Lead.