



Project Address: _____

Meeting Date: _____

This checklist outlines the responsibilities of the property owner and Seattle Public Utilities (SPU) for a drainage or wastewater (DWW) main extension project. These requirements are due at the time of the SDOT preconstruction meeting.

Note: A valid Water, Drainage, and Wastewater Availability Certificate (WAC) must be active throughout the process. If the project WAC expires, a new WAC must be obtained prior to proceeding.

1. DWW Main Design, Plan Review, and Contract Approval

A. Property owner hires:

- A licensed civil engineer to design the DWW main

B. Property owner submits for review:

- Stamped and signed** Street Improvement Permit (SIP) plans with applicable notes and requirements to Seattle Department of Transportation (SDOT) via Seattle Services Portal (for projects within Seattle)

C. Property owner executes (signs)

- Commitment Contract
- Construction Contract

2. Permit Applications, Bonds, and Easements

A. Property owner obtains from SDOT:

- Permit for work in the right-of-way
- Performance bond
- Certificate of Insurance

B. Property owner submits to SPU's Real Property Services, as applicable (not common):

- [Easement](#) documents (applicable when extensions and/or appurtenances are on private property)

3. SDOT Pre-construction Meeting Preparation

A. Property owner submits to their SPU DSO Sr. Project Coordinator:

- Signed and notarized [Transfer of Ownership](#) form
- Survey grade sheets completed by a licensed surveyor that include the approved DWW main
- survey and corresponding grade sheets

B. Property owner:

- Submits a [Request for Approval of Material Sources \(RAMS\)](#) to SDOT Project Manager
- Submits traffic control plans and obtains approval from SDOT Street Use
- Coordinates trolley line deactivation with King County Metro when required. Note: Trolley line deactivation may cause installation delays

- Obtains a copy of the current [City of Seattle Standard Specifications and Plans](#)

Hires a licensed contractor for construction of the DWW system improvements Name:)



4. SDOT Pre-Construction Meeting

A. SPU Sr. Capital Project Coordinator:

Attends meeting

B. Property owner:

Ensures project team attends the SDOT pre-construction meeting to discuss the construction schedule, standards, requirements, and start date

5. Post Pre-Construction Meeting – Prior to Construction

A. Property owner:

Calls 811 and ensure [utility locates](#) are performed prior to the start of construction

Ensures all DWW main materials associated with the DWW main extension are on site when construction starts

Obtain [side sewer permits](#)

SPU Resident Engineer: _____

Construction Start Date: _____