

DEVELOPER EXTENSION CHECKLIST

DE INFORMATION

- 1. HWD Standard Details provided and DE forms available on-line in the Forms Library at www.Highlinewater.org.

WATER AVAILABILITY

- 2. Upon request for Water Availability, the Developer is provided a General Information form by the Developer Extension Coordinator and pays the fee. \$50.00 – SFR new construction, \$30.00 SFR remodel or addition, \$150.00 commercial projects or short plats over 3 lots.
- 3. A computer-generated flow test is provided (H2) Net hydraulic model is used to complete this task.
- 4. DE Coordinator prepares Water Availability and calls the customer when the certificate is completed and signed by the Construction Services Manager or designee. Please allow 3 working days.
- 5. General project requirements are indicated in the comments section, such as identifying where the water main connections may be made and the approximate lineal feet of water main extension required.

STATEMENT OF CHARGES

- 1. The DE Coordinator prepares a Statement of Charges based on the scope of the project.

DEPOSIT & PLAN REVIEW

- 1. Developer provides a \$10,000 Developer Extension Deposit.
- 2.. Developer provides two sets of engineered plans – **one set must have current fire marshal's stamped approval.**
- 3. DE Technician sets up project file, which includes:
 - A. 3-ring binder for the DE shelf.
 - B. DE tracking database. (Access)
 - C. DE Billing Book.
 - D. Plans are stamped received and given to Construction Department Supervisor to start plan review.
 - E. DE Technician calls Developer to pick up redline plans for corrections, if necessary.
- 8. Developer returns 1 AutoCad disc, 5 paper sets (hard copies) and one (1) Mylar set of corrected plans to Highline Water District for signature by District Engineer.
- 9. Mylars are signed by District Engineer and returned to Developer to copy for bids & sub-contractors.
- 10. Project submitted to Highline Water District Board of Commissioners by the DE Coordinator who prepares an Agenda Item form for signature by the District Engineer including the following:
 - A. Legal description of the property.

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- B. Area map
- C. Signed DE Contract.
- D. Prepared agenda item

- 11. The approved Agenda documents are given to the Executive Secretary to prepare a resolution for the Board of Commissioners to authorize the project for construction.
- 12. Right of Way (ROW) permits obtained by Highline Water District. Three hard copy sets and a traffic control plan provided by the Developer and delivered to the appropriate local jurisdiction (City / County) for ROW permits for any work within the ROW.
- 13. Developer provides a Performance Bond as required by D.E. Contract. (100% of projected construction cost to install the water system as determined by the developer's engineer and approved by the District).
- 14. Developers' contractor provides Statement of Insurance naming Highline Water District as additional insured. Certificate must include General Liability Endorsements for on-going operations and completed projects.
- 15. A pre-construction meeting is scheduled between Highline Water District and the Developer/Contractor.
- 16. Developer/Contractor notifies the assigned Highline Water District Project Inspector regarding job start date. The Project Inspector oversees all water-related activities, such as:
 - A. Wet taps
 - B. Connections
 - C. Pressure Tests
 - D. Purity Tests
 - E. Compaction Tests
 - F. Backflow Tests

- 18. Highline Water District performs on site materials inspection; District personnel to be on site during all connections, pressure & water quality tests.
- 19. Developer provides as-built drawings, stamped by a surveyor licensed in the State of Washington, on Mylar & disc. (AutoCad® 14 or higher disk)
- 20. Waterline Easements and Right-of-Entry (if required) provided to Highline Water District by Developer, including all necessary exhibits.
 - A. Easements may be recorded when the Developer records the plat with King County. A copy of the recorded plat is provided to HWD for the easement file.
 - B. Water line easements may be delivered to HWD for recording with King County.

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PROJECT CONCLUSION

- 21. Bill of Sale including itemized statement provided to Highline Water District by Developer.
- 22. Developer pays connection fees (GFCs, Service Installation and / or Meter Hang Fees)
- 23. A punch list inspection by Highline Water District is performed after the Owner / Developer notifies the District when the project is substantially complete.
- 23. Contractor corrects punch list items and requests the Project Inspector to re-inspect the project.
- 24. After Bill of Sale is approved, Developer provides a two-year maintenance bond equal to 50% of the actual cost to install the new water system.
- 25. Project final billing is prepared and the project file reviewed by the District Engineer.
- 26. The DE Coordinator prepares an Agenda Item form of project acceptance for signature by the District Engineer. This form and other information noted below is given to the Executive Secretary to prepare a resolution for acceptance by the Board of Commissioners.
 - A. Project location map.
 - B. Signed and notarized Bill of Sale.
 - C. Maintenance Bond
- 27. A copy of the signed resolution is sent to the Developer.
- 28. End of two-year period Highline Water District performs a Maintenance Bond release inspection.
- 30. Developer corrects items on Bond release inspection.
- 31. A letter releasing the Maintenance Bond along with the original Bond is sent to Developer from Highline Water District.

* The time involved from actual plan submittal to job start authorization could take anywhere from a few weeks to months depending upon the accuracy and timely manner in which Highline Water District receives the information necessary to authorize construction.

This checklist is for guidance only. It does not relieve the Contractor/Developer of any contract obligations.