

Name of Development: \_\_\_\_\_

**DEVELOPER/BUILDER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**ENGINEER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTRACTOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

License No.: \_\_\_\_\_

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**THE DEVELOPER MUST COMPLETE ALL TASKS IN EACH SECTION OF THE CHECKLIST BEFORE PROCEEDING TO SUBSEQUENT SECTIONS.**

**OTHER THAN THOSE TASKS DESIGNATED AS "NOT APPLICABLE", EXCEPTIONS MAY BE MADE IN WRITING BY WEST SOUND UTILITY DISTRICT.**

<b>Section A</b>	<b><u>Required Designs Task by Developer’s Engineer</u></b>	<b>Responsible Party</b>
_____	1. Submit two (2) sets of preliminary plans	Developer
_____	2. Plan review fees paid (\$ _____)	Developer
_____	3. Create project green folder and folder structure in Water Sewer Projects	District
<b>Section B</b>	<b><u>Required submittals before Board of Commissioners project approval</u></b>	
_____	1. Submit three (3) sets (Kitsap County) or four (4) sets (City of Port Orchard) of final plans to WSUD for District stamping	Developer/District
_____	2. Submit executed Developer Extension Contract	Developer
_____	3. Submit Performance Bond or equivalent	Developer
_____	4. Submit evidence of insurance and endorsement	Developer
_____	5. Annexation or Utility Service Agreement submitted (if applicable)	Developer/District
<b>Section C</b>	<b><u>Required before water or sewer construction is started</u></b>	
_____	1. DEC approval by Board of Commissioners Resolution No: _____	District
_____	2. Submit applicable permits (ROW, land use, etc.)	Developer
_____	3. Material submittals approved by District	Developer/District
_____	4. Application for Water/Sewer 2-year Limited Binding Reservation	Developer
_____	5. Preliminary estimate of Water and Sewer connection fees	District
_____	6. Water and Sewer fees paid	Developer
	a. 2-Year Limited Binding Reservation	
	Water: (\$ _____)	
	Sewer: (\$ _____)	
	b. Latecomers or Local facility charges (if applicable)	
	(\$ _____)	
	c. Construction inspection fee	
	(\$ _____)	
_____	7. Water/Sewer 2-year Limited Binding Certificate issued	District
_____	8. Preconstruction conference held and minutes distributed	Developer/District
_____	9. Create GIS information in VUEWORKS and move project folder to main directory	District

<b>Section D</b>	<b><u>Required submittals <i>before</i> Board of Commissioners project acceptance</u></b>	<b>Responsible Party</b>
_____	1. All testing and inspection of water and/or sewer mains must be completed and approved	Developer/District
_____	2. Lift station construction complete including start up, training, O&M manuals provided and county or city permits complete (if applicable)	Developer/District
_____	3. As-built drawings submitted electronically for review, approval and verification with GIS Department	Developer/District
_____	4. Approved As-built drawings submitted on Mylar in standard map size and in AutoCAD format	Developer/District
_____	5. Executed Bill of Sale and Conveyance	Developer
_____	6. Affidavit of No Liens	Developer
_____	7. Easement Agreement for Utility Transmission Lines	Developer
_____	8. Application for Reimbursement Agreement (if applicable)	Developer
_____	9. Two (2) year Maintenance Bond or equivalent submitted	Developer
_____	10. Release Performance Bond upon submittal of Maintenance Bond	District
_____	11. Hydrant meter returned and fees paid	Developer

<b>Section E</b>	<b><u>Required <i>after</i> Board of Commissioners project acceptance</u></b>	
_____	1. System Accepted by Resolution No.: _____	District
_____	2. Documents recorded to Kitsap County office	District
	a. Utility Easements for all water and sewer main extensions	
	b. Reimbursement agreement (if applicable)	
	c. Annexation or Utility Service Agreement (if applicable)	
_____	3. GIS Department create Maintenance Bond work order	District