



Roosevelt Water Association Inc.
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(360) 568-3450 Fax (360) 563-5369

DEVELOPER EXTENSION CHECKLIST

Extension Title _____	Developer _____		
Location/ Description _____	Contact person for billing _____		
_____	Address _____		
Project Manager _____	Phone# _____	City _____	State _____ Zip Code _____
Email: _____	Fax# _____		

- A. APPLICATION:** _____ **DATE** _____
1. Pre-Application Meeting at Developer's option at RWA Office.
 Note: RWA Manager available set day(s) only _____
 - a) Developer or developer engineer to provide preliminary project information
 - b) Determination if annexation or feasibility study required
 - c) Notify developer of application/deposit requirements (if req'd)

IF ANNEXATION OR A FEASIBILITY STUDY IS REQUIRED, THE DEVELOPER EXTENSION AGREEMENT APPLICATION AND DEPOSIT WILL NOT BE ACCEPTED. PUT A HOLD ON DEA APPLICATION PROCESS AND PROCEED TO ANNEXATION AND/OR FEASIBILITY STUDY PROCESS.

2. Developer submits 3 copies of information needed at application meeting, including application, preliminary plat plan, preliminary water plans, legal description, vicinity map, current title insurance report.

Start of 28-Day Completeness Review Process

3. **RWA manager schedules Application Meeting** _____ *AM/PM* _____
 - a) Discuss special requirements: e.g. reimbursables due or created, ULID credits or charges, off-site easements/bonds, permits
4. RWA manager issues Application Meeting notes (if required) _____
5. RWA manager requests additional information from the Developer to prepare DEA **28-Day Clock Stops.** _____
6. Developer submits additional application information per RWA Manager if request. **28-Day Clock Resumes.** _____
7. RWA manager issues application completeness determination. _____
End 28-Day Completeness Review Process.

- B. DEA CONTRACT:**
1. RWA manager prepares DEA connection information and exhibits; forwards with copies of the application, title reports & engineering information to the RWA Attorney w/ request to prepare the DEA contract _____
 2. RWA Attorney provides DEA to RWA manager, w/ copy to District _____
 3. RWA manager forwards DEA to Developer for signature _____
 4. Developer returns executed DEA to RWA for execution and recordation _____

DATE

- 5. RWA Trustees approve DEA. District signs and records DEA, and authorizes RWA manager to begin design review process _____

C. DESIGN:

- 1. Developer provides 3 sets of Water Design Plans RWA manager (1st submittal to include Road, Grading, Drainage and Utility Plans) _____
- 2. RWA manager solicits comments and provides initial plan review letter to Developer _____
 - a) Developer requested to complete SEPA Checklist (if requested) _____
 - b) Developer notified of need for ROW permit, traffic control plan, and possibly a lane closure permit (if requested; RWA to obtain) _____
 - c) Developer requested to provide permit determination(s) (if requested) _____
 - d) Developer notified of easement requirements, issues, and other utilities _____
- 3. SEPA Process (if requested):
 - a) Developer provides completed SEPA Checklist to RWA manager _____
 - b) RWA manager provides SEPA checklist, completed Threshold Determination, and list of SEPA recipients to RWA _____
 - c) District issues SEPA Threshold determination with required advertising, posting and comment period _____
 - d) District provides copy of signed determination to RWA manager _____
- 5-4. Additional Plan review (if requested) coordinated through RWA manager notifies RWA of pending plan approval (agenda item) _____
- 6-5. RWA manager approves Water Plans and requests 6 sets from Developer _____
- 7-6. RWA manager initiates administration process for off-site construction (if requested):
 - a) Developer requested to provide water construction costs for Performance Bond calculation _____
 - b) Developer provides cost information to RWA manager _____
 - c) RWA manager calculates Performance Bond amount and notifies Developer, copy of notice to RWA (Incl. Allied Costs) _____
 - d) Developer requested to provide off-site easements (if requested) _____
 - e) Developer requested to provide off-site permit determination(s) (if requested) _____
- 8-7. Developer provides plan sets to RWA manager for signature _____
- 9-8. Trustees approve and sign water Plans (3 sets) _____
- 9-8. 3 remaining sets stamped _____
- 10-9. _____ RWA retains one signed set of approved Plans and forwards remaining sets to RWA manager. _____
- 11-10. _____ RWA manager distributes approved Plans _____

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D. SPECIAL PERMITS, OFF-SITE EASEMENTS, PERFORMANCE BONDS - IF REQUIRED:

- 1. Developer notifies RWA manager of preliminary plat approval by the County (prior to ROW Permit Application) _____
- 2. RWA manager provides completed ROW Permit Application package to RWA _____
- 3. RWA submits ROW Permit App. to County _____
- 4. County informs RWA of ROW bond amount – RWA forwards letter to Developer _____
- 5. RWA receives approved ROW Permit _____
- 6. Developer provides copy of required permits to RWA manager: _____
- 7. Developer provides off-site easements (if requested) to RWA manager _____
- 8. RWA manager approves Off-site Easements and forwards originals to RWA for recordation _____

DATE _____

- 9. RW records off-site easements _____
- 10. Developer provides Performance Bond to RWA manager _____

CHECKLIST MAY BE EXPANDED BY THE RWA MANAGER WHERE REQUIRED FOR REVIEW AND APPROVAL OF ANY PROPOSED CHANGES TO THE APPROVED PLANS

E. PRECONSTRUCTION:

- 1. RWA manager verifies with the RWA that the Contractor registration is current including license and insurance _____
- 2. RWA manager provides Pre-Con documentation to RWA for file (Permits, Off-Site Easements, Performance Bond) _____
- 3. Developer provides partial/complete cut sheets to RWA manager a minimum of 2 working days prior to Pre-Con _____
- 4. RWA manager approves partial/complete cut sheets and provides authorization for partial/full construction of the planned water facilities at Pre-Con _____
- 5. RWA to check Developer account balance _____
- 6. **RWA manager schedules Pre-Con** _____ AM/PM _____
(MINIMUM 2 WORK DAYS NOTICE TO ALL PARTIES)
- 7. RWA manager issues Pre-Con notes _____

AUTHORIZATION TO CONSTRUCT WATER FACILITIES IS CONTINGENT UPON REVIEW AND APPROVAL OF THE CUT SHEETS FOR THE APPLICABLE FACILITIES. ALLOW A MINIMUM OF 2 WORKING DAYS FOR REVIEW AND APPROVAL OF CUT SHEETS.

F. MAINTENANCE & OPERATION RECOMMENDATION:

- 1. RWA manager administers product review process (if requested) *Complete:* _____
- 2. RWA manager provides forms packet to Developer w/ cover letter. _____
- 3. O&M Manuals review (if requested) _____
- 4. RWA manager approves O&M Manuals (if requested) _____
- 5. Developer provides final copies of O&M Manuals (if requested) To RWA manager _____
- 6. RWA manager provides O&M Manual copies (if requested) to District _____
- 7. **Developer requests lift station startup/training (if requested):** @ _____ AM/PM _____
- 8. Developer requests punch list inspection from RWA manager _____
- 9. RWA manager provides punch list letter (if requested) to Developer _____
- 10. Developer provides copy of permit sign-offs to RWA manager _____
- 11. RWA manager verifies utility account set-up _____
- 12. Developer notifies RWA manager when ready for final inspection (if requested) _____
- 13. RWA manager notifies Developer that construction is approved and requests submittal of Record Drawings, Surveyor's Checklist and On-Site Easements for concurrent review. _____

ABOVE ITEMS MUST BE COMPLETE PRIOR TO RECORDING TITLE TRANSFER OF DONATED FACILITIES

- 34-14. _____ RWA manager provides
Snohomish County and Health District
"No Objection to Final Recordation" letter to Developer for County plat
recordation. _____
- 35-15. _____ **RWA records Title Transfer**
of Donated Facilities (Acceptance for Operation);
RWA assumes operation of systems
- 36-16. _____ RWA manager notifies
contractor to pull the plug at the connecting manhole
(Individual Side Water Permits can be applied for) _____

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DATE

~~37.17.~~ Performance Bond (if applicable) District releases

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H. TWO YEAR WARRANTY PERIOD:

- 1. Developer provides Final Plat Recordation to the RWA manager _____
- 2. RWA manager forwards Final Plat Recordation to the RWA _____
- 3. At 22 months, RWA manager notifies Developer of pending warranty inspection (w/ reminder of associated costs & invitation to walk-through) _____

Developer to coordinate with RWA Manager for inspection once final paving complete

- 4. RWA manager provides warranty inspection punch list letter (if requested) to Developer _____
- 5. Developer notifies RWA manager when ready for final inspection (if requested) _____
- 6. RWA receives ROW Permit Final Approval from County, indicating County inspection and acceptance of ROW work (if requested) and forwards to RWA manager _____
- 7. RWA manager recommends project for final acceptance by RWA _____
- 8. RWA releases Warranty Bond _____
- 9. RWA manager notifies RWA at final billing _____
- 10. Developer pays final engineering costs _____
- 11. RWA returns Developer Deposit (Check # _____) \$ _____