INITIATION PHASE

The Initiation Phase starts the formal Developer Extension Agreement (DEA) process between the Developer and District. The Initiation Phase starts with the Application and ends with an approved DEA and provision of Certificates of Water and/or Sewer Availability.

1. **Application for DEA**
   
   **Who**
   - Applicant
   - Property Owners
   - Engineer (if known)
   - Agent (if applicable)

   **Where**
   - Tax Parcels

   **Scope**
   - Describe Project
   - Size of Water Meters
   - Number of Water Meters
   - Sewer or Septic

   **Owners’ Signatures**

2. **Application Fee**

   $1,500.

   Paid when completed Application for a DEA is provided to the District. The fee is non-refundable.

3. **District Prepares DEA**

   District uses information on the Application to fill out the DEA for this specific project, including identification of anticipated fees based on the specific property and scope of the project.

4. **Applicant and Owner Sign and Return the DEA**

   Both the applicant and property owner must sign the DEA before it is returned to the District. The signatures must be notarized as well.
If the property is held jointly (e.g. married couple), both owners must sign the DEA, or provide the paperwork that indicates the individual’s right to sign for the ownership group.

5. **Partial General Facility Charge (GFC) Payment**

Water: $1,000 per ERU  
Sewer: $1,000 per ERU  

ERU = Equivalent Residential Unit

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<thead>
<tr>
<th>Meter Size</th>
<th>ERUs</th>
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<tbody>
<tr>
<td>3/4-inch</td>
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Paid when the signed DEA is provided to the District for approval.

If the project is terminated following payment of the Partial GFC only a portion may be refundable. The refund, if approved by the District Board of Commissioners, may be up to:

- Maximum Refund of Water GFC: $500 per ERU  
- Maximum Refund of Sewer GFC: $500 per ERU

6. **Development Services Deposit**

- > 9 single family lots &  
  - 1-9 single family lots  
  - All other projects  

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<thead>
<tr>
<th></th>
<th>1-9 single family lots</th>
<th>All other projects</th>
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<tr>
<td></td>
<td>$5,000</td>
<td>$10,000</td>
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Paid when the signed DEA is provided to the District for approval.

- Deposit is held until successful completion of the project and then refunded.  
- Deposit may be used to cover any unpaid fees or charges.

7. **DEA Scheduled before Board of Commissioners**

When a complete DEA Application, Partial GFC Payment and Development Services Deposit has been received, District staff will schedule DEA approvals for the next available Board of Commissioner meeting.

The Board of Commissioners normally meet the first, second and third Mondays of each month. Items must be received by the Monday preceding the meeting.

8. **Board of Commissioners Approves DEA**

The Board of Commissioners will consider and may approve the DEA, by resolution. Following Board approval a Notice of DEA Obligation will be recorded against the property included in the DEA.

9. **District provides Certificates of Availability**

Certificates of Water and/or Sewer Availability will be prepared following Board approval of the DEA.
The Certificates of Availability are valid for one year following issuance for use with submittal to the City or County with the development proposal. Once the City or County has received the Certificates as part of a complete application proposal, the Certificates stay valid as part of that development project. If a project is terminated by the City or County, new Certificates will be required for re-application.

If the development proposal covered by the DEA does not require Certificates of Availability, this step is skipped.

10. Development Services Payments

Starting after Board of Commissioners approval of the DEA, the District’s labor costs and expenses will be billed to the Developer on a Time and Materials basis throughout the development project.

Invoices will be provided on a monthly basis and charges are due within 30 days.
DEVELOPER EXTENSION AGREEMENT (DEA) PROCESS – ADDITIONAL DETAIL INFORMATION

Numbers Refer to DEA Process Chart

DESIGN PHASE

The Design Phase starts with a Pre-Design meeting between the Developer’s Engineer and District Project Manager, and ends with final approved construction plans.

11. Development Services Payments

Bills for the District’s labor costs and expenses will be billed to the Developer on a Time and Materials basis throughout the development project.

Invoices will be provided on a monthly basis and charges are due within 30 days.

12. Pre-Design Meeting

A Pre-Design meeting is strongly encouraged to gain an understanding of District facility requirements and expectations, and to limit District review time and expense.

Design Standards are available on the District website. Provide link to standards

13. Developer’s Engineer Designs Facilities & District Reviews Design

Developer’s Engineer provides 3-sets of hard copy plans for the water and/or sewer facilities for District review.

The design/review process is an iterative process. Almost no plans are approved following their first review.

The District Project Manager will review the plans and provide comments back to the Developer’s Engineer. Normally very specific comments are provided, and paying close attention to the review comments can limit the number of reviews.

The reviews may take 2-4 weeks to complete. The review time provided is only an estimate. The actual review time will be dependent upon the complexity of the project and the work load associated with other active projects.

14. Remaining General Facility Charge (GFC) Payment

Remaining GFCs can be paid any time between Application for DEA and District Approval of Plans. They must be paid prior to District Approval of the Plans.

- Payment of Remaining GFCs locks the GFC rate for those ERUs.
• The number of ERUs will be re-evaluated prior to payment to adjust for any changes in project scope.

Water = $6,704 per ERU – less Partial GFC Payment
Sewer = $3,064 per ERU – less Partial GFC Payment
ERU = Equivalent Residential Unit

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If the project is terminated following payment of the Remaining GFCs only a portion of the GFC may be refundable. The refund, if approved by the District Board of Commissioners, may be up to:

- Maximum Refund of Water GFC: $500 per ERU
- Maximum Refund of Sewer GFC: $500 per ERU

Any GFC amounts not refunded will stay with the property as a credit toward future water and/or sewer GFC payments.

15. District Approves Plans

The District will approve the plans for the water and/or sewer facilities after all comments noted in the design review process have been addressed.

In addition, all Remaining General Facility Charges must be paid, and all Development Services bills sent to date be paid in full.

District approval is noted by District General Manager signature in the District signature block on the final plan mylars.

Following District signature the Developer provides the District with the following full Plan sets:

- 3 Full-size with Standards
- 2 Half-size with Standards
- Electronic – PDF format

Additional copies may be required for permit or other agency approvals.
Developer Extension Agreement (DEA) Process – Additional Detail Information

Numbers Refer to DEA Process Chart

PRE-CONSTRUCTION PHASE
The Pre-Construction Phase includes provision of all required permits and easements, and submittal of documents and guarantees required for the project construction. The Pre-Construction Phase ends with the Pre-Construction meetings.

16. Development Services Payments
Bills for the District’s labor costs and expenses will be billed to the Developer on a Time and Materials basis throughout the development project.
Invoices will be provided on a monthly basis and charges are due within 30 days.

17. District Applies for Right-of-Way Permits
The District will apply for Right-of-Way permits with the appropriate City or County. This covers work in existing rights-of-way.
Costs associated with the Right-of-Way Permit application and City or County charges will be included in the Development Services Payments.

18. Developer Provides Easements and Permits
The Developer is responsible for obtaining all permits except Right-of-Way permits. This may include, but is not limited to, Clear and Grading, Shoreline and Special Use permits. The permits must be provided prior to the pre-construction meeting.
Developer is also responsible for obtaining any offsite easements prior to the pre-construction meeting. [Easements that are located on the property being developed may be provided at the end of construction.]

19. Developer Provides Submittals
The Developer or their contractor must provide submittals, including but not limited to:
- Materials and Equipment Submittals
- Certificate of Insurance
- Itemized construction bids for the water and/or sewer facilities
The submittals must be provided with enough time for District review prior to the Pre-Construction meeting. 3 copies provided at least 10 days prior to the proposed start of construction. The construction bids must be provided a minimum of 5-days prior to the Pre-Construction meeting.

20. Performance Guarantee Provided

The Developer must provide a Performance Guarantee in the amount of 100 percent of the water and/or sewer facility construction bid. The Performance Guarantee forms include Performance Surety Bond and Cash Performance and Pledge of Monies Agreement.

The Performance Guarantee remains in effect until the District has accepted the work, received all required paperwork and payments, and a Maintenance Guarantee has been provided.

21. District Reviews Submittals

District will review all Developer submittals including

- Permits
- Easements
- Materials and equipment information
- Certificate of Insurance – for each contractor who will be working on the water and/or sewer facilities
- Water and/or sewer facility itemized construction bids
- Performance Guarantee.

The submittals may be returned for re-submittal if they are found to be incorrect or incomplete.

22. District Approves Submittals

District will approve Developer submittals after a review indicates they are correct. Following approval, the Developer may request to schedule a Pre-Construction meeting.

23. Right-of-Way Permits Approved

City or County officials must approve the right-of-way permits requested by the District prior to scheduling the Pre-Construction meetings.

24. Pre-Construction Meetings

There are normally two pre-construction meetings for a project.

- Office Meeting
- Field Right-of-Way Meeting with City or County inspector

The Pre-Construction meeting must be held at least 48 hours prior to the start of construction. All contractors and sub-contractors that will be working on the water and/or sewer facilities must be present.
CONSTRUCTION PHASE

The Construction Phase covers all construction, inspection and testing of the new water and/or sewer facilities. At the conclusion of the Construction Phase the facilities should be ready for service.

25. Development Services Payments

Bills for the District’s labor costs and expenses will be billed to the Developer on a Time and Materials basis throughout the development project.

Invoices will be provided on a monthly basis and charges are due within 30 days.

26. Developer Contractor Installs Facilities subject to District Inspection

Developer’s Contractor installs the water and/or sewer facilities, with inspection by District inspector throughout the construction.

27. Field Tests

Inspection of the water and/or sewer facility installation includes field tests including, but not limited to, the following:

Water Systems
- Pressure Testing
- Purity Tests
- Cross-Connection Review and Backflow Assembly Tests

Sewer Systems
- Air Test
- Jetting system
- Close-Caption TV review
28. Punchlist Inspection and Final Corrections

The Developer indicates the water and/or sewer construction is complete by provision of:

- Contractor Declaration of Construction Completion
- Contractor Markups on Construction Plans and Field Notes
- Surveyor Final As-Built Locations
- Engineer Point-Plot Map superimposed on Approved Construction Plans
- Draft As-built Plans (2 sets plus Electronic Auto-Cad Files)

The District Inspector will review the as-built information and complete a Punchlist inspection. The District will provide the Developer and Contractor with a list of items that need correction.

The Punchlist inspection and correction will be repeated until all corrections have been satisfactorily completed.

In addition, the District will provide notes on any required modifications to the draft As-built Plans.

29. District Accepts Facilities

The District accepts the water and/or sewer facilities.

This is acceptance of the field facilities only.
ACCEPTANCE PHASE

The Acceptance Phase covers provision of submittals and documents representing the water and/or sewer facilities, as constructed. During the Acceptance Phase the District will commence provision of water and/or sewer service to the new development. If final paving is being phased, the Acceptance Phase also includes completion of adjustments of the water and/or sewer facilities in the final pavement.

30. Development Services Payments

Bills for the District’s labor costs and expenses will be billed to the Developer on a Time and Materials basis throughout the development project.

Invoices will be provided on a monthly basis and charges are due within 30 days.

31. Engineer Provides As-Built Drawings

As-Built drawings should depict annotations from construction and any changes to the facilities from the approved plans.

The Mylar As-Built drawing is provided to the District for approval signature.

After the Mylar As-Built drawing has been signed, the Developer provides the Final As-Built drawings in the following formats:

- 1 full size with standards
- 3 full size without standards
- 1 half size (11”x17”) without standards
- Scanned PDF
- As-built AutoCAD files including point-plot files
32. Developer Provides Final Paperwork

Examples of paperwork required at final acceptance of facilities may include, but not be limited to the following:

- Development documents to be recorded (e.g. plat, short plat)
- Easements
- Bills of Sale (for water and/or sewer facilities)
- Final Cost Summaries of water and/or sewer work
- Executed Agreements if applicable (Reimbursement, Future Sewer Connection, Interim Sewer Use)
- Maintenance Guarantee: minimum 2-year guarantee at 20% of cost of the water and/or sewer facilities
  - The Maintenance Guarantee forms include Maintenance Surety Bond and Cash Performance and Pledge of Monies Agreement.
  - $7,500 minimum

33. District Reviews Submittals

District will review all Developer submittals including

- Easements
- Development documents to be recorded (e.g. plat, short plat)
- Bills of Sale
- Final Cost Summaries of water and/or sewer work
- Executed Agreements
- Maintenance Guarantee

The submittals may be returned for re-submittal if they are found to be incorrect or incomplete.

34. District Approves Submittals

District will approve Developer submittals after a review indicates they are correct.

35. Final Acceptance Fees

Non-Single Family Connections – including irrigation in single-family developments
- Meter Fees
- Side Sewer Fees
- Regional Capital Facility Charges (RCFC – passed through to Cascade Water Alliance)

For All Connections – including irrigation in single-family developments
- Local Facility Charges – Property specific
- General Facility Charge adjustments – for Scope Changes

For Developments phasing final paving (See Phasing Final Pavement)
- Phasing Deposits

36. District Provides Letter of Acceptance and Allows Water & Sewer Service

District will provide a letter to the City or County indicating the water and/or sewer facilities are accepted and approved for use.

Also known as a Health Letter.

Water and/or sewer service applications are available for service to the development.
Note: In Single-Family developments, connection charges and fees not paid through the DEA will need to be paid prior to providing service:

- Meter Fees
- Side Sewer Fees
- Regional Capital Facility Charges (RCFC – passed through to Cascade Water Alliance)

37. Phasing Final Pavement
When the District accepts water and/or sewer facilities for use prior to completion of the final paving, the Acceptance Phase is extended and includes:

- Deposit to cover potential corrections to facilities in final lift of pavement
- Inspection of the facilities finish in the final lift of pavement.
- Maintenance Guarantee Term

Developer enters into an Agreement for Water/Sewer Facilities System Use Prior to Final Asphalt Lift.

38. Final Paving Deferred – Phasing Deposit
The Phasing Deposit is based on the number and type of facilities that will need to be adjusted when final paving is completed.

- Deposit is held until the adjustment of the water and/or sewer facilities in the final paving of the project is successfully completed, and then refunded.
- Deposit may be used to cover any costs associated with District work for adjustment of facilities in final paving that are not paid directly by the Developer or through Development Services billing.

39. Final Phasing Corrections and District Phasing Punchlist Inspection
Developer’s Contractor completes the water and/or sewer facilities in the final lift of pavement, with inspection by District Inspector.

The District will provide the Developer and Contractor with a list of items that need correction. The Punchlist Inspection and corrections will be repeated until all corrections have been satisfactorily completed.

40. District Accepts Facilities
The District accepts the water and/or sewer facilities in the final lift of pavement, and the Agreement for Water/Sewer Facilities System Use Prior to Final Asphalt Lift is terminated.

Acceptance of the water and/or sewer facilities in the final lift of pavement starts the final 2-year term of the Maintenance Guarantee.

41. Phasing Deposit Returned to Developer
The District returns the Phasing Deposit to the Developer, less any amounts that were required to complete the Phasing corrections.
CLOSE-OUT PHASE

The Close-Out Phase is for the final check of the facilities after they have been in service for at least 24 months. At the conclusion, final accounting will be completed including any final payments and refunds of deposits.

42. Development Services Payments

Bills for the District’s labor costs and expenses will be billed to the Developer on a Time and Materials basis throughout the development project.

Invoices will be provided on a monthly basis and charges are due within 30 days.

43. 23-Month Inspection

The Maintenance Guarantee period starts when the District accepts the facilities at the end of the Construction Phase.

The Maintenance Guarantee period is for 2-years if final paving was completed when the facilities were accepted.

If the final paving was phased, the Maintenance Guarantee period will be extended until 2-years after the District has accepted the adjustment of facilities in the final paving.

The last inspection occurs at approximately 23 months into the final 2-year Maintenance Guarantee period.

Inspection of water and/or sewer facilities before release of Maintenance Guarantee

- Developer jets the sewer system
- District performs final inspection and notifies Developer of any items needing correction Inspection and corrections will be repeated until all corrections have been satisfactorily completed.
- Developer provides current backflow assembly test reports.

44. District Accepts Corrections

The District accepts the water and/or sewer facilities after corrections identified during the 23-Month Inspection have been completed.
45. Final District Accounting
   Provide the final bill to the Developer for the last inspection work and verify all invoices
   for District work have been paid.
   - Release Maintenance Guarantee
   - Refund Development Services Deposit

46. Maintenance Guarantee Returned to Developer
   Release Maintenance Guarantee to the Developer, either as a letter to release the surety
   bond, or as refunding the funds pledged under the Cash Maintenance and Pledge of
   Monies Agreement.

47. Remaining Deposits Returned to Developer
   Refund the Development Services Deposit collected at initiation of the DEA.