



**Arapahoe County Water and Wastewater Authority**  
13031 E Caley Avenue, Centennial, CO 80111 9364  
Phone (303) 790-4830, Fax (303)790-9364

## **ACWWA Development Process Step by Step Checklist**

Please visit our development webpage “[For Developers](#)” for information on ACWWA’s Development process. ACWWA’s website can be found at [www.acwwa.com](http://www.acwwa.com).

### **Step 1 – Pre-Submittal Meeting**

- Schedule a Pre-submittal meeting. Contact Wade Wheatlake, ACWWA’s Development Review Consultant at 303-353-3683 or [wade.wheatlake@merrick.com](mailto:wade.wheatlake@merrick.com)

### **Step 2 – Establish Imprest Account**

- Imprest Account Established
  - Fill out and submit the Imprest Payment Form and payment
  - Fill out, sign and submit the Imprest Account Agreement

### **Step 3 – Engineering Plan Review**

- Wade Wheatlake, Development Review Consultant – 303-353-3683 or [wade.wheatlake@merrick.com](mailto:wade.wheatlake@merrick.com)
- Submit Plans for review ([ACWWA Development Submittal Information](#))
  - Plans will be reviewed and approved by ACWWA’s Development Review Consultant
  - 1 Bond set & 1 PDF file

### **Step 4 – Approvals, Fees and Permits**

- Submit the ACWWA Discharge Survey (required for Commercial/Industrial)
- Submit Easements and Legal Description
- Pay Tap Permit Application**
- Submit signed Development Agreement
- Provide Financial Guarantee (if required by ACWWA)
- Submit Pre-Construction Packet
- Pre-Construction Meeting Scheduled

If required:

- Submit Special Agreement(s) – MOU/IGA/Access/etc.
- Reg 84 NOA/COE permit approved
- Inclusion into ACWW-Public Improvement District approved

### **Step 5 – Pre-Construction**

- Ed Trujillo, Construction & Inspection Supervisor – 720-645-1415 or [inspections@acwwa.com](mailto:inspections@acwwa.com)
- Attend a Pre-Construction meeting
- Review Pre-Construction Information

### **Step 6 – Construction**

- Construction Close-out Items Complete
  - Contractor’s Daily Reports
  - Compaction Tests Reports



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- Concrete Tickets
- Survey Cut Sheets
- Sewer Test Reports (pressure, vacuum, mandrill)
- Sewer line video
- Fire Department testing - sign off of fire line
- Water pressure test reports, if performed by third party.
- Completion of all punch-list items.

Meter Set

As-Builts Approved

Conveyance and Acceptance of Water/Sewer Utility Lines/Facilities Approved

**Step 7 – Probationary Acceptance Approval**

- Probationary Acceptance Letter received (1-year warranty period begins)
- Provide ACWWA with any change of address
- Imprest final expenses applied and remaining balance refunded (within 90 days)

**Step 8 – Final Acceptance Approval**

- 11-month walk through performed
- Punch list completed
- Final Acceptance Letter Received
- Financial Guarantee released to Applicant (if applicable)

**Note - Details of this form are subject to change and may be revised from time to time**