



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.

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

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
- 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
- Attend a Pre-Construction meeting
- Review Pre-Construction Information

Step 6 – Construction

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



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

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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