



# ARAPAHOE COUNTY WATER AND WASTEWATER AUTHORITY

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## **APPLICATION PROCEDURE AND FEES FOR NEW DEVELOPMENT, REDEVELOPMENT**

<https://acwwa.com/35/Development>

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# INTRODUCTION

Welcome to Arapahoe County Water and Wastewater Authority “ACWWA”!

ACWWA provides water and sewer service to portions of Arapahoe County, Douglas County, Elbert County, the Town of Foxfield, the City of Centennial and the City of Aurora.

It is our goal to be a great place to do business – we want your experience to be positive and successful. To that end, we strive to build relationships with our customers based on respect, understanding and open communication.

This handbook is provided to assist you in developing your project. Some of the information is not applicable to every project, however the majority of the items included in this handbook will need to be completed in order to receive approvals from ACWWA for the installation of water and sanitation facilities.

Are you in our service area? [ACWWA Service Area Map](#)  
[Elkhorn Ranch Service Area Map](#)

**Please note:** ACWWA is not a Stormwater agency. You may contact Southeast Metro Stormwater Authority “[SEMSWA](#)” for information regarding stormwater requirements.

# GENERAL/CONTACT INFORMATION

## Getting Started

ACWWA requires plans be submitted and approved separately from the Town/City/County. Developers pursuing new projects or renovations of existing commercial property will need to contact the respective city, county or town in which the project is located and submit plans for review and approval separate from the applicants that must be submitted to and approved by ACWWA

You may be contacting ACWWA directly or you may have been referred by one of the Towns, Cities or Counties. In either case, ACWWA is looking forward to helping you through the development process.

As you read through this handbook, you will find materials and links that are provided to offer information that explains what is involved in each step from start to finish of the development review process. In addition, tools are provided in the workbook to help you estimate your water and sewer related tap costs.

Please take a moment and review our Development Process [Step by Step Development Diagram](#). This diagram is provided to help you understand the steps you'll work with ACWWA on throughout the entirety of the process. You may also want to also review our [Step by Step Development Checklist](#). This checklist will introduce you to each of the items that are covered for most of the developments that ACWWA processes. Depending on the complexity of your development, this list may also be tailored to suit your specific needs, which are determined during the Pre-Submittal meeting.

If at any time you would like to speak to someone at ACWWA about your project, please feel free to contact us. You may start your communications at any time by contacting Rhonda Ruiter, who will be able to guide you through the process.

Rhonda Ruiter

Direct: 720-645-1405

Email: [rruiter@acwwa.com](mailto:rruiter@acwwa.com)

# STEP 1: PRE-SUBMITTAL MEETING

Schedule and Attend a Pre-Submittal Meeting.

ACWWA requires a Pre-Submittal meeting for all development projects. We also recommend that you schedule the meeting early in the process. This meeting is offered at no cost to you. Landowners, business owners, developers and their consultants who are interested in proceeding with a specific development project should attend. As a follow up to the meeting, you will be provided detailed notes from the meeting to guide you and your consultants in making your initial submittals.

**To schedule a Pre-Submittal meeting**, complete and submit the [Pre-Submittal Meeting scheduling form](#). The on-line scheduling form provides ACWWA with the general information for your project. You will receive an e-mail confirmation of your request and available times to hold the Pre-Submittal meeting.

At the Pre-Submittal meeting, ACWWA will furnish an information packet to provide you with the necessary information to make the review process as informative and smooth as possible. The packet will include the following review materials; you may click on the respective links to review them in advance of the meeting. We suggest you review these links prior to the meeting:

- [Step by Step Diagram of ACWWA Development Process](#)
- [Step by Step Checklist](#)
- [Tap Fee Schedule](#)
- [Imprest Payment Form](#)
- [Imprest Account Agreement](#)
- GIS Map of water and sanitary lines adjacent to your described development (provided at the pre-submittal meeting)

The Step by Step Checklist (“Checklist”) will be used as a guideline during the Pre-Submittal meeting to help identify project requirements and highlight any special concerns or considerations to incorporate into the plan. The checklist components consist of:

General:

- [The Imprest Account \(Reference\)](#)
- [The Review Process](#)
- [Timeline/Schedule](#)
- [Estimating your Domestic, Irrigation and/or Sewer Tap, Size and Fees](#)

Design-Review:

- [Submittal Requirements](#)
- [Utility Engineering Plans](#)

## Construction

- [Financial Guarantee](#)
- [Construction Process](#)
- [Probationary Acceptance](#)
- [Final Acceptance](#)

## STEP 2: ESTABLISH AN IMPREST ACCOUNT

### Opening your Development Imprest Account.

All developments are required to establish an Imprest Account in order for ACWWA to begin the review process. This requirement applies to all new development, redevelopment projects and Tenant Finish projects. Development and redevelopments projects require a \$7,000 deposit. Tenant Finish projects requires a one-time fee of \$1,000.

The Imprest Account is an account established by ACWWA from funds provided by an Applicant that is to be used by ACWWA to pay for labor and/or materials furnished by ACWWA, or for work done on the Applicant's project. Such work may include plan reviews, design, engineering, construction, legal, consulting and in-house costs.

Throughout the review and construction process, whenever the Imprest account balance reaches \$2,500, ACWWA will invoice the Applicant in the amount to reestablish the Imprest to \$7,000.00. Based upon the magnitude of the project, ACWWA may need to repeat this process until design review and construction is complete and Probationary Acceptance has been granted.

After all costs have been paid, any remaining balance of the Imprest Account will be refunded to the Applicant within Ninety (90) days after Probationary Acceptance has been granted. If remaining funds are not sufficient to cover final costs; upon receipt of a final invoice from ACWWA, the Applicant shall promptly submit final payment to ACWWA.

If during the development process it is determined by the Applicant that the project will not proceed as previously planned, upon written notice from the Applicant that the project is being discontinued and payment of ACWWA's costs, any balance held in the Imprest Account will be returned.

### **To establish an Imprest Account:**

- Complete the [Imprest Payment Form](#), and [Imprest Account Agreement](#). Submit these documents, along with the Imprest Payment to:

Wade Wheatlake, PE  
Merrick  
5970 Greenwood Plaza Blvd  
Greenwood Village, CO 80111

## STEP 3: ENGINEERING PLAN REVIEW

Time to submit your water and/or sewer utility plans for review.

All plans must be prepared by professional engineer(s) and follow specific criteria for each submittal. Submittal information and requirements can be found under the respective links at [ACWWA.com/Development](http://ACWWA.com/Development) and [ACWWA Development Submittal Information](#). Submittals are to include one hard copy and one PDF copy.

Each submittal will be reviewed and comments returned within 10 business days.

The amount of your review fees and the time needed for review of your specific project are related to the size and complexity of the project as well as the quality of the engineering of the proposed facilities. Additional time and fees will be necessary for submittals which request variances from ACWWA's Rules and Regulations and design and construction standards.

The following is a check list of what most developments will need to submit.

### Submittal check list:

Project Information:

- Recorded plat
- Property title information
- Utility study (page 4 of [Development Submittal Information](#))
- [Meter sizing calculations for Domestic and/or Irrigation](#)
- Plumbing Fixture Cut Sheets with Flowrates
- Fire Hydrant Flow Test/Pressure Data
- Construction Cost Estimate (ACWWA Utilities Only)

Plans:

- Plumbing plans

Forms/Legal:

- [Wastewater Discharge Survey](#)
- [Easement legal description and exhibit\(s\)](#) (Page 5)
- [Easement Agreement Form](#)
- [Development Agreement \(Exhibit B\)](#)
- [Letter of Credit \(Exhibit A\)](#)
  - [Financial Guarantee](#)

If required (determined during pre-submittal meeting):

- Submit Special Agreement(s) – MOU/IGA/License/Access/etc.
- [Reg 84 permit](#) (reuse irrigation water)
- Inclusion into ACWW-Public Improvement District approved



**Submit plans to:**

Wade Wheatlake, PE

Merrick

5970 Greenwood Plaza Blvd

Greenwood Village, CO 80111

Direct: 303-353-3683

Email: [Wade.wheatlake@merrick.com](mailto:Wade.wheatlake@merrick.com)

## STEP 4: APPROVALS, FEES AND PERMITS

### Completing the approval process.

Once the plans have been determined to be in compliance with ACWWA standards, the Development Review Engineer will request final documents from the Applicant. Final submittal items listed below will need to be completed and submitted to ACWWA for final approval and processing in conjunction with the final utility plan approval.

### Final Submittal Required Documents:

- Wastewater Discharge Survey
  - One original
- Easement Agreement Form signed
  - One original
- Legal Description and Exhibit
  - One original signed/stamped by a Colorado Land Surveyor
- Development Agreement signed
  - One original
- Letter of Credit or Financial Guarantee
  - One original
- Any additional special agreements or requirements
  - One original
- Five (5) 24"x36" and two (2) 11"x17" originals plan sets signed/stamped by a Colorado Professional Engineer
- Signed Tap Application with payment**
  - One original

Once all documents have been submitted and approved, the Development Review Engineer will issue an approval letter to the Applicant, notifying them that their project has been approved. The Applicant will then need to schedule a pre-construction meeting with ACWWA's Inspections Department. The applicant must complete a [Pre-Construction packet](#) in preparation of the meeting.

ACWWA approved plans will be provided/returned to the developer/engineer at the Pre-Construction meeting.

## STEP 5: PRE-CONSTRUCTION MEETING

The Pre-Construction meeting provides information on how ACWWA will interact with your contractors in the field and can provide advice on how to make the inspections process run smoothly.

How to schedule a Pre-Construction Meeting:

- Developer completes and submits the Pre-Construction Packet to ACWWA's Construction/Inspection Department (developer may request pre-construction meeting at this time)
- Developer requests a Pre-Construction meeting via email or phone
- ACWWA coordinates available times and schedules the Pre-Construction meeting

During the Pre-Construction meeting, ACWWA will review and explain all the information contained in the Pre-Construction packet that was approved by ACWWA and discuss any concerns you may have regarding the construction process. Contractors must be qualified to perform work on ACWWA utilities: [Pre-Qualified Contractors Lists](#)

ACWWA recognizes that changes may occur during construction. Some changes may warrant the need to hold additional pre-construction meetings. The following are examples of such items necessitating subsequent pre-construction meetings:

- Change in general contractor
- Change in utility contractor
- Changes in subsurface / site conditions
- Other issues which, in ACWWA's opinion, need to be addressed before construction commences/continues
- Delays in construction (either starting or during construction) \*

\*The first inspection must occur within 60 days of the original Pre-Construction meeting or the project will be considered a "Delayed Start" and will require another Pre-Construction meeting.

**To schedule your pre-construction meeting contact:**

Ed Trujillo, Construction & Inspection Supervisor  
Direct: 720-645-1415  
Email: [etrujillo@acwwa.com](mailto:etrujillo@acwwa.com)

## STEP 6: CONSTRUCTION

### Completing the Construction Process.

During construction, routine inspections are done by ACWWA's construction/inspection staff to ensure the site continues to comply with ACWWA standards.

The developer or developer's construction contractor must schedule inspections as were defined in the pre-construction meeting. Normal Inspection hours are from 6:00 a.m. to 2:30 p.m., Monday through Friday. The developer or developer's construction contractor is required to ensure the proper elements of the installation have been inspected by ACWWA's construction inspection department.

Weekend work must be scheduled and approved no later than the Wednesday prior to the weekend of the planned work. If an inspector is unavailable that weekend, the trench must be left open for inspection on the following business day.

During the construction process water will be made available for testing purposes, but will be shut off and locked immediately after testing by ACWWA. Water will not be turned on until issuance of Probationary Acceptance.

Once construction is complete and paving that contains any surface features has progressed to the first lift, a walkthrough will be conducted. A punch-list will be created, if any items are found to be unacceptable. Punch-list items and the following construction Close Out items must be submitted and approved 30 days after the date of the walk through.

#### Construction Close Out Items:

- [Approved As-Builts Received](#)
- [Conveyance and Acceptance of Utility Lines/Facilities](#)
- Contractors Daily Reports
- Compaction Tests Reports
- Concrete Tickets
- Survey Cut Sheets
- Sewer Test Reports (pressure, vacuum, mandrill)
- Sewer line video
- Fire Department Testing Sign off of fireline
- Water pressure test reports, if performed by third party.
- Completion of all punch-list items.

## STEP 7: PROBATIONARY ACCEPTANCE

Granting of Probationary Acceptance / Starting the Warranty Period.

Granting of Probationary Acceptance begins the “Warranty Period”. The Standard warranty period runs for one (1) year, but may be extended under certain conditions.

ACWWA will grant Probationary Acceptance when:

- Construction Close Out Items are complete
- Sufficient funds remain in the Imprest Account to cover final expenses
- As-Builts drawings of ACWWA’s facilities have been approved
- Conveyance and Acceptance of facilities have been approved
- ACWWA can continuously use the line(s) or facility(s) for its intended use

A Tap is considered activated at the time the water meter installation is complete; including inspection and acceptance of the installation by ACWWA. Once activated, the customer will begin receiving service.

Once Probationary Acceptance has been granted, the Applicant may request a reduction in the Financial Guarantee (this may have been submitted in the form of a Letter of Credit or cash) per ACWWA’s Rules and Regulations. The reduction may result in a substantial refund/reduction to the Applicant; however, the Applicant must initiate this process. This process is initiated by contacting ACWWA. The request must be received in writing and can be submitted to Rhonda Ruitter at [rruiter@acwwa.com](mailto:rruiter@acwwa.com).

ACWWA will refund any remaining balance in the Imprest Account due to the Applicant within 90 business days from the date Probationary Acceptance was granted. Please be sure to notify ACWWA if there has been any change in the contact or address information so the refund can be sent to the correct place.

The owner will be held responsible for the proper functioning of all items installed, for up to one (1) year from the date Probationary Acceptance was granted. Any malfunction during this period of inspection shall be remedied by the Applicant to the satisfaction of ACWWA at no expense to ACWWA.

ACWWA will inspect the lines or facility(ies) in the 11<sup>th</sup> month of the warranty period and a punch list will be issued which the contractor/developer must complete within 30 days. If the list is not completed within 30 days, ACWWA has the right to contract for completion of the work and deduct that cost of work from the letter of credit or cash deposit and extend the warranty

period as deemed necessary. Any costs incurred by ACWWA over the balance of the Financial Guarantee shall be charged to the owner.

## STEP 8: FINAL ACCEPTANCE

### Completing the Warranty Period – Final Acceptance.

ACWWA will issue Final Acceptance upon the later of completion of all punch list items or at the conclusion of the 12-month warranty period. The Applicant will receive written notification that Final Acceptance has been granted.

Upon Final Acceptance of the project for which the financial guarantee was made as provided in the Development Agreement, Plans and Specifications, and ACWWA's Rules and Regulations, ACWWA shall return the Letter of Credit or the unused portion of the Cash Deposit, without interest, to the Applicant or as directed by the Applicant.

# LEGAL DOCUMENTS

As a part of the permitting process, all legal documents submitted by the Applicant will be reviewed. Any legal document altered from the ACWWA standard form will require review by ACWWA's legal counsel.

- [Imprest Account Agreement](#)  
An account established by the Authority from funds provided by a developer or other applicant that is to be used by the Authority to pay for labor and/or materials furnished by the Authority or for work done on the developer's or applicant's project or petition for inclusion. Such work may include plan reviews, design, engineering, construction, legal, consulting and in-house costs.
- [Easement Agreement Form](#)  
The Easement Agreement with metes and bounds or lot and block legal description, exhibits, and title policy shall be completed and executed by the Owner for any water lines, sanitary sewer lines or other water or sanitary sewer improvements that are to be owned and maintained by ACWWA. These documents shall be submitted to ACWWA prior to approval of the utility construction plans.

Requested changes to ACWWA's standard easement agreement will result in additional costs and additional review time. These costs will be paid by the Applicant.

- [Letter of Credit \(Financial Guarantee\) \(Exhibit A\)](#)  
The Applicant shall provide a Financial Guarantee to ACWWA. This may be in the form of cash or a Letter of Credit (LOC). If a LOC is provided as the Financial Guarantee, such LOC shall be in effect until Final Acceptance has been granted for the water and sanitary sewer improvements.
- [Development Agreement \(Exhibit B\)](#)  
The Development Agreement establishes the obligations of the Applicant and/or Owner to construct the water and sanitary sewer improvements and pay ACWWA's costs relating to the development to be sure that growth pays its own way.
- [Access Agreement](#)  
If a security perimeter (gate, wall, etc.) is installed as condition of service, Owner and Occupant (if different) will be required to enter into an Access Agreement. ACWWA staff will have access to the facility for any purpose, without limitation for the purposes of inspecting, monitoring, testing, constructing, installing, excavating, renovating, expanding, repairing, repurposing, removing or replacing such facilities. A representative signature of the property Owner and Occupant (if different) are required. The signatory must be an authorized officer or equivalent for the form of business organization - examples, LLC (Manager), Partnership (Partner, Managing Partner), etc.



- Special Agreements  
The need and form for any needed Special Agreements – MOU's, IGA's, Service Line Extension, etc., – will be determined on a case-by-case basis.
- License Agreements  
The need and form for any needed License Agreements will be determined on a case-by-case basis.

**Other Documents**

- [Wastewater Discharge Survey](#)

## TENANT FINISH/REMODELING

Tenant finish and remodel projects include the alteration or reconfiguration of existing commercial structures. This type of project may occur within or outside of a structure, but does not include the construction of any new structures or expansion of existing structures.

Tenant finish and remodel projects are often the result of a change in how an existing building space is being used, for example: to accommodate a new business or tenant. Some projects of this type are subject to additional requirements that are identified as "change of use".

Tenant Finish Applicants are required to submit the following:

- A one-time fee of \$1,000
- Wastewater Discharge Survey
- Certified Statement providing total fixture count

A pre-submittal meeting, at no cost to you, is required for your project. You may start your communications at any time by contacting Rhonda Ruitter, who will be able to guide you through the process.

Rhonda Ruitter

Direct: 720-645-1405

Email: [rruiter@acwwa.com](mailto:rruiter@acwwa.com)