



Arapahoe County Water and Wastewater Authority
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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 \$10,000 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 approximately \$2,500, ACWWA will review the account to determine if there are sufficient funds in the Imprest account to cover the remaining costs of the development. If it is determined that the balance is not sufficient, ACWWA will invoice the Applicant an amount determined to adequately replenish the account to cover the remaining costs. 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 ACWWA 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.