



WASECA WATER UTILITY AND WASTEWATER UTILITY PLAN REVIEW CHECK LIST

DIRECTIONS: This simplified checklist includes typical areas of interest only. It is the responsibility of the private property owner to research project needs through City staff well in advance of anticipated construction. Building internal plumbing is reviewed by the City Building Official.

RETURN THIS COMPLETED FORM TO THE OFFICE OF THE CITY UTILITIES DIRECTOR.

PROJECT _____ DATE _____ REVIEWER _____

ADDRESS _____ CONTACT NAME & PHONE _____

CITY WATER MAIN (Review requires project plan submittal to City Utilities)

	COMMENTS	YES	NO	FOLLOW UP
Is city main of adequate size?				
Based on sizes of services and main, how should the service be tapped (refer to Engineering specifications)?				
Is there a pre-existing service? If yes, will it be abandoned (refer to City Council Policy)?				
Pre-existing service verification				
Curb stop location				
Tap Permit				
Engineering Plans				
Excavate to locate water shut-off (owner's responsibility).				

Notes:

PROPERTY SERVICE (Review requires project plan submittal to City Utilities)

	COMMENTS	YES	NO	FOLLOW UP
Is there a curb stop or gate valve?				
Are main isolation valves necessary (Answer yes, if 3" service line or larger)?				
For a designated fire line as an upgrade, there is no tap fee (refer to City Council Policy).				
Do all items meet City Specifications?				
1. Fire Hydrant				
2. Water Piping				
3. All Fittings				
4. Valves				
5. Locating Markers				
6. Copy As-Built Drawings To City				
Is there a deferred assessment or other agreement?				
1. City Records Verification				
2. Property Owner discussion				
Should a utility covenant be considered based on shared utilities or use of pre-existing services which may be inadequate?				

Notes:

PROPERTY PLUMBING (Review requires City Utilities review of plumbing plans)

	COMMENTS	YES	NO	FOLLOW UP
City water meter required. Private ownership of meter is case dependent. Property owner shall purchase meter setting device.				
Are backflow prevention devices required (refer to City Building Official)?				
Is a water meter specified; strainer; 10 pipe diameters upstream and 5 pipe diameters downstream for turbo meters (minimum is 5 & 2); meter isolation valves; meter bypass line?				
Use of building: check meters for water usage that is not sewer.				

CITY COUNCIL POLICES AND CODES

	COMMENTS	YES	NO	FOLLOW UP
Building water fee				
Sewer Access Charge (SAC)				
Water Access Charge (WAC)				
Council Policy – Chapter 3				
Council Policy – Chapter 7				
City Code, Title V – Public Utilities (surcharge wastes)				
City Code, Title XV – Land Usage - Chapter 154.020, E.8 Twin Homes				

UTILITY BILLING NOTIFICATION

	COMPLETED
Notify Utility Billing to establish accurate account set up?	