



Utility Extension Procedures

For Office Use Only

Project # _____

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The following procedures are to be used in the extensions of the water and sewer systems.

Utility Extension Procedures

- Engineered plans will be required for water and sewer extensions.
 - Once Public Works staff receives plans, comments will be returned within 7 working days.
 - When revised plans are received, Public Works staff will have comments returned within 5 working days.
- Once the final plans are approved, material submittals will be required to be submitted to Public Works staff.
 - Staff will review the material submittals and provide comments back within 5 working days prior to scheduling a pre-construction meeting.
- A pre-construction meeting will need to be scheduled with City Staff, developer, and the utility contractor.
 - Developer and utility contractor will need to bring the engineered plans and list of materials to the meeting.
- Prior to the start of construction, the developer and utility contractor will receive a formal Notice to Proceed letter.
- During the construction, the assigned City inspector will conduct required inspections.
 - Throughout construction, the utility contractor will be required to keep up-to-date as-builts.
- Once the construction is complete and the inspector completes the final inspections, as-built plans will need to be submitted to the City.
- The utility contractor and developer will receive a formal letter from the City that accepts the utilities as public infrastructure.
- The Final Plat will be filed by the Planning and Zoning Department after the infrastructure is accepted.

Important Resources

- [Civil Engineering Plan Standards & Checklist](#)
- [Development Resources](#)
- [Site Plan Checklist](#)
- [Requirements for Public Improvements and Design: Chapter 22 Article IV](#)
- [Utilities: Chapter 26](#)

City of Denison

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