

PROJECT: _____

EAST LARIMER COUNTY WATER DISTRICT
PROJECT MANAGEMENT CHECKLIST

	Developer	Engineer	Contractor	ELCO
Plan Review & Approval	Determine project feasibility and service availability			
		Submit project plans for review and approval		Notify developer/engineer of fees due
		Provide required submittals		
				Sign Mylars
Pre-Construction	Pay plan review and construction phase fees	Provide 2 sets of signed plans to ELCO	Provide proof of workman's comp and general liability insurance to ELCO	
				Hold pre-construction meeting
Project Construction	Provide Street addresses to ELCO		Provide as-built utility plan to ELCO upon construction completion	
			Provide construction costs to ELCO	Project inspection
				Preliminary approval. Begin 2 year warranty period
Meter Installation				If applicable, refund portion of construction phase fee to developer
	Pay plant investment fee (PIF) and meter cost to ELCO			Release building permit(s)
	Meet raw water requirements		Contractor must provide ELCO with proof of insurance before pit installation	
				Install meter
Final Approval				Final inspection before end of 2 year warranty period

PROJECT: _____

EAST LARIMER COUNTY WATER DISTRICT CHECKLIST FOR PLAN REVIEW, INSPECTION AND ACCEPTANCE OF NEW WATER LINES

SUBMITTALS

Plan Review (due prior to signing mylars):

- Engineer - One (1) set of unsigned utility plans, held until ELCO has received 2 sets of signed plans
- Engineer - One (1) hard copy and one (1) AutoCAD version of the filing plat (if applicable)

Pre-construction (due prior to ELCO pre-construction meeting)

- Engineer - Two (2) sets of signed plans
- Developer - Payment of construction and plan review fees
- Contractor - Provide to ELCO proof of workman's compensation and general liability insurance

Project Construction (due prior to giving preliminary approval to the project)

- Contractor/Engineer - One (1) copy of as-built utility plans
- Developer - Street addresses for all new lots within the project
- Contractor - Construction costs for all labor and material that went into the project

Meter Installation (due prior to the installation of any water meter)

- Developer - Plant Investment Fee (PIF) must be paid
- Developer - Meter costs must be paid
- Developer - Raw water requirements must be satisfied

PRE-CONSTRUCTION

Contractor Name: _____

Contractor Address: _____

Representative: _____ Telephone: _____

- | | | |
|---|---|-------------|
| <input type="checkbox"/> Pre-construction Meeting | By: _____ | Date: _____ |
| <input type="checkbox"/> Approved construction plans | <input type="checkbox"/> Road access permit(s) | |
| <input type="checkbox"/> Construction schedule | <input type="checkbox"/> Standard construction specifications | |
| <input type="checkbox"/> Special conditions | <input type="checkbox"/> Field Change Orders and As-Built recording | |
| <input type="checkbox"/> Plan Review Fees Paid | <input type="checkbox"/> Contractor's License | |
| <input type="checkbox"/> Construction Phase Fees Paid | <input type="checkbox"/> Proof of Insurance | |

NOTE: Effective May 1, 1994 all contractors installing utility improvements within the East Larimer County Water District must be licensed within the City of Fort Collins, City of Loveland or City of Greeley. Evidence of such license must be submitted in writing prior to commencing any construction of improvements to be approved for acceptance by the District.

CONSTRUCTION

- | | | |
|--|-----------|-------------|
| <input type="checkbox"/> Chlorination test & approval | By: _____ | Date: _____ |
| <input type="checkbox"/> Pressure test & approval | By: _____ | Date: _____ |
| <input type="checkbox"/> Bacteriological test & approval | By: _____ | Date: _____ |
| <input type="checkbox"/> Soil compaction tests & approval | By: _____ | Date: _____ |
| <input type="checkbox"/> Continuity check of locate wiring | By: _____ | Date: _____ |
| <input type="checkbox"/> Field inspection for approval | By: _____ | Date: _____ |

PROJECT: _____

PRELIMINARY APPROVAL

NOTE: Effective February 7, 2002 no project issued Preliminary Approval shall be provided utility locate service until such time as all other related utility main improvements are completed; i.e., gas, electric, telephone, sanitary sewer, etc.

- As-Built Drawings received By: _____ Date: _____
- One complete set of reproducible drawings, including Filing Plat, marked *As-Built*
- Two complete sets of bound blueprints, including Filing Plat, marked *As-Built*
- Filing Plat in AutoCAD file format (*preferred*) or 8-1/2" X 11" reduction
- Written statement of total construction costs (water system only)
- Street addressing as assigned by U.S. Postal Service
- Easements Completed and Executed (*if required*)
- Preliminary Approval Given By: _____ Date: _____
- System Activated By: _____ Date: _____
(Two year warranty period begins)

FINAL APPROVAL

- Pre-construction Final Approval Inspection By: _____ Date: _____
- Pre-construction Final Approval Given & Improvements Accepted by District
(Two year warranty period ends) By: _____ Date: _____

NOTE: This form represents condensed outline of procedural information as detailed in ELCO document titled "PROCEDURE FOR PLAN REVIEW, INSPECTION AND ACCEPTANCE OF NEW WATER LINES (Revised September 9, 1992)" and is to be utilized in conjunction with said document.

Revision Date: May 5, 2005