

REQUIREMENTS FOR SITE UTILITY PLANS

The following guidelines and procedures have been developed to assure the MWS Development Services Center provides the most efficient and timely service possible to customers.

- Before an application can be approved for a Codes building permit:
 - The Development Review section of MWS must have completed the ten to fourteen day capacity study process.
 - The customer must have paid the minimum of related fees as stated in the capacity letter.
 - The availability letter establishing the point of connection to the public water and sewer mains will be issued after payment is received.
 - All commercial sites making new service taps over 1-inch on water mains require engineered stamped drawings showing how the water and sewer connections are to be installed.
 - Two sets of site utility plans (24" x 36" – stamped by an engineer) must be brought to the Development Services Center. A complete set of plans is not necessary and may not be accepted.
 - The site utility plan must include the following:
 - Name, address and phone number of contact person
 - Location of existing water and sewer main location
 - Location of water and sewer service connections
 - Location of all backflow devices on site
 - Details of proposed service connections
 - Details for existing services to be cut and capped at main
 - Type and size of pipe to be used as well as all valves (property line, gate and OS&Y valves)
 - All commercial sites are required to install a main line backflow preventer on their water supply line unless they are deemed or considered "low hazard" with a variance.
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 - A copy of Fire Marshall approval on all fire protection
- Plans submitted in accordance with MWS specifications may be approved on initial review by MWS staff. Plans requiring resubmittal will be reviewed as soon as received. If water or sewer main extensions are involved, pre-construction meetings must be completed and appropriate construction permits signed prior to approval on building application.