

Instructions to Developers for Submittal Requirements under a Developer's Permit-Agreement (DPA)

The Metropolitan District requires the following items for processing a Developer's Permit Agreement for both new water mains and sanitary (or storm sewers within Hartford only) sewers.

Pre-Application Meeting:

The Metropolitan District requires a pre-application meeting to discuss the overall process, expected timelines, and determination of need for capacity analysis.

Initial Application Submittal:

1. DPA Application form (attached);
2. Check(s) for \$2,500 deposit for water and \$2,500 deposit for sewer;
3. Four (4) sets of plans depicting all proposed underground utilities; 5 sets if a water or sewer pump station is included;
4. Certificate of Title (sample attached);
5. Disk or CD containing AutoCad.dxf and .dwg files which identify the property corners of the subject parcel(s) or lots appearing on the subdivision plan by the proper coordinates on the Connecticut State Plane Coordinate System for use on our Geographic Information Management System;
6. Draft easement document and plan, *if required*; and
7. Documentation of Planning & Zoning approval of the project.

If a public hearing is required for a developer's project, The Metropolitan District will notify the developer and schedule a hearing.

Final Submittal prior to DPA Execution:

Following an engineering review, and upon the MDC's **Conditional Approval** of the proposed facilities, the following items are required:

1. Eight (8) sets of revised plans including any phased construction documentation;
2. Disk or CD containing an AutoCad .dwg file **showing the latest revisions to the proposed MDC facilities**;
3. Final easement document and plan, if required (one signed and notarized original, one copy signed and stamped, and one completed Tax Conveyance form.);
4. Estimate of construction costs of final facilities; and
5. Payment of deposit and any applicable charges to The Metropolitan District and signatures of the developer and contractor on the DPA.

Preconstruction Submittal:

Upon execution of the DPA with the District, a pre-construction conference is required. The Developer must submit the following items PRIOR to the scheduling of a pre-construction conference:

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| <ul style="list-style-type: none"> • Contractor's name & address • Contractor's certificate of insurance • Copies of Town or State excavation permits • Call Before You dig assigned number | <ul style="list-style-type: none"> • Contractor's emergency contact information • Copies of Contractor's P-1 or P-7 license • All subcontractors and employees appropriate plumbing licenses | <ul style="list-style-type: none"> • List of materials and manufacturers to be installed • Name of surveyor and license number • Identity of contractor's OSHA-competent person • Phasing plan, if applicable |
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