

**INSTRUCTIONS TO DEVELOPERS FOR  
INSTALLATION OF PUBLIC WATER OR SEWER LINES 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:

**INITIAL SUBMITTAL**

1. DPA Application Form (attached);
2. Check(s) for \$500 deposit for water and \$500 deposit for sewer;
3. Four sets of plans depicting all proposed underground utilities;
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; and
6. Draft easement document and plan, *if required*, (sample document will be provided, if needed).

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

**FINAL SUBMITTAL**

Upon the MDC's approval of the proposed facilities, the following items are required:

1. Ten sets (sewer or water only) or 15 sets (sewer and water) of revised plans;
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 (two original documents, one mylar of the plan, and five blueprint copies of the plan);
4. Payment of deposit and any applicable charges to The Metropolitan District and signatures of the developer and contractor on the DPA; and
5. Upon completion of placement of new pipeline and subsequent to trench consolidation and air testing, all newly installed sewers are to be inspected utilizing color closed circuit television equipment. One copy of the sewer inspection video in VHS format shall be submitted to The District, at the developer's expense.

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**DEVELOPER'S CHECKLIST**

1. Submit application form, check(s) for \$500 each for water and sewer, four sets of plans, certificate of title, disk and easement document and plan, if required. DATE: \_\_\_\_\_
2. Attend public hearing, if required. DATE: \_\_\_\_\_
3. Submit 10 sets (water or sewer only) or 15 sets (water and sewer) of revised "Approved" plans and, if required revised "Approved" easement document and plan. DATE: \_\_\_\_\_
4. Submit payment to The Metropolitan District and sign agreement(s) with the District Clerk's office. DATE: \_\_\_\_\_
5. Call project engineer to schedule pre-construction conference: DATE: \_\_\_\_\_
6. Attend pre-construction conference with contractor. DATE: \_\_\_\_\_
7. Submit materials cut sheets to project engineer. DATE: \_\_\_\_\_
8. Begin construction. DATE: \_\_\_\_\_
9. Obtain permits for water and sewer connections to individual houses through Utility Services Activity. DATE: \_\_\_\_\_
10. Submit one copy of sewer inspection video in VHS format. DATE: \_\_\_\_\_