

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; five (5) sets if a water or sewer pump station is included;
4. Certificate of Title (sample attached);
5. Draft easement document and plan, *if required*; and
6. 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, including one set of signed and stamped mylars;
2. Final easement document and plan, if required (one signed and notarized original, and one copy signed and Stamped.);
3. Estimate of construction costs of final facilities; and
4. Payment of deposit and any applicable charges to The Metropolitan District and signatures of the developer and contractor on the DPA.
6. Disc containing AutoCad.dxf and .dwg files **showing the latest revisions to the proposed MDC facilities**; and 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;