



SANITARY SEWER PROJECT CHECKLIST

The following checklist is to be used to ensure that all items have been sent ILAW for the acceptance of the Developer Installed Sanitary Sewer Main. This chart has a brief description of all tasks that are required by ILAW

Construction Agreement and Pre-Construction Approval <i>(The following items need to be completed prior to Approval for Construction)</i>					
Item No	Form	Description	Initiated By	Date Submitted	Date Completed
1	D-1B	Developer/Engineer will provide to the Water Company a completed Project Application Form.	Developer / Engineer		
2		1 sets of Preliminary Plans for the sanitary sewer main installation. The Plans must meet the Minimum Standards for Drawings (Appendix D) and the Illinois American Water Company Technical Specifications for Developer Installed Sanitary Sewer Mains (Appendix K). Water Company will review Preliminary Plans and provide the Developer with a Plan Review Letter and/or a Plan Approval Letter. Allow at least 21 days for review and response to the initial Plan submittal. The actual initial review time may vary. Water and sanitary utility drawings may be submitted together on the same plan.	Developer / Engineer		
3	D-2B	Developer will provide to the Water Company the completed Estimated Cost Form for the installation of the sanitary sewer mains and appurtenances and 3% of the estimated cost of the main extension.	Developer / Engineer		
4		Developer will provide to the Water Company a copy of their IRS W9 Form.	Developer		
5		Engineer will submit a Population Equivalent (PE) calculation in support of the IEPA Application to the Water Company for review.	Developer / Engineer		
6		Developer will submit 3 copies of the completed IEPA Application for Construction Permit along with 3 sets of plans and a check for the applicable IEPA fee to the Water Company for our review and execution. The executed application will be mailed directly to IEPA with the developer being copied on the correspondence. Note: All IEPA Application forms and sets of plans must have original signatures and seal.	Developer		
7	D-3B	Developer will provide to the Water Company the name of the main installation contractor	Developer		
8	D-5B	Developer will provide to the Water Company the name of the Inspector selected from the prequalified list provided by the Water Company or otherwise approved by the Water Company in writing.	Developer		

Project Registration and Design <i>(The following items need to be completed prior to Sanitary Service Agreement and Approval for Construction)</i>					
Item No	Form	Description	Initiated By	Date Submitted	Date Completed
9	D-4A D-4B	Developer will provide to the Water Company the necessary recorded Easement and Right of Way Agreement for all properties involved. (Form 0-4A to be used for individual landowners or trusts and Form 0-48 to be used for Corporations)	Developer		
10	D-2B	After the execution of the agreement, the Water Company will provide to the Developer a letter, with a copy of the executed Sanitary Sewer Service Connection Agreement, which will advise them that all the pre-construction requirements have been met.	Water Company		
11		Developer will provide to the Water Company copies of all approved construction permits and must provide verification that requirements were fulfilled.	Developer		
12		Water Company will provide Authorization for Construction Letter to Developer. <u>Developer cannot begin to install sanitary sewer until Authorization for Construction has been received.</u>	Water Company		
13		Contractor CANNOT start sanitary sewer installation without a copy of the plans that have been signed and stamped by a Water company Representative during Pre-Construction Meeting.			
14	D-3B	A Pre-Construction meeting will be arranged by Developer's contractor prior to the start of work on site. The meeting should be attended by representatives from the Developers Engineer, the inspector, the Contractor and a representative from Illinois American Water.			
15	E-2B	The inspector will provide daily written progress reports with photos of all manholes, fitting and connections using the provided Inspection form. Forms are to be submitted to the Water Company no less than once per week.	Developer		

Main and Manhole Testing <i>(The following items need to be completed at the end of construction activities)</i>					
Item No	Form	Description	Initiated By	Date Submitted	Date Completed
16		Contractor will be responsible for the sanitary main being pressure tested, deflection tested, televised and for manholes being vacuum tested. A minimum of 48 hour notice must be given to the Water Company prior to beginning this process.	Contractor		
17	E-3B	Contractor must complete the air pressure test. (Equipment utilized for testing must have available certification of calibration upon request) The test must be witnessed by a Water Company representative.	Contractor		
18	E-3B	Contractor must complete manhole vacuum testing. (Equipment utilized for testing must have available certification of calibration upon request) The test must be witnessed by a Water Company representative.	Contractor		
19	E-3B	Contractor must complete deflection testing. The test must be witnessed by a Water Company representative.	Contractor		
20		Contractor must produce a record video as outlined in our Sanitary Sewer Standards.	Contractor		
21		The Water Company, the Developer, the Contractor and the Engineering Firm will make a final field inspection of the sanitary sewer construction. Items not in accordance with the requirements of the Water Company will be outlined for completion by the Developer.	All		
22		The inspector will provide two sets of certified record drawings to the Water Company. (As-built drawings must be detailed showing fitting to fitting measurements & each fitting and manhole should be tied down from right-of-way to the centerline of the road. In addition, coordinates shall be provided for each fitting and manhole. Such coordinates shall be post processed to provide sub foot accuracy.)	Engineer		

Post Construction and Pre-Acceptance <i>(The following items need to be completed prior to Acceptance of the Sanitary Sewer Main)</i>					
Item No	Form	Description	Initiated By	Date Submitted	Date Completed
23	E-4B	The Developer's Engineer will complete the Certification By Engineer Form and provide it to the Water Company.	Engineer		
24	D-7B	The Developer will complete the Final Actual Cost Form and sign the section at the bottom of the form titled Certified Statement of Materials.	Developer		
25	C-8B/ C-9B	The Developer will complete the Release of Liens Forms and provide it to the Water Company.	Developer		
26	D-8B	The Developer will complete the Bill of Sale Form and provide it to the Water Company.	Developer		
27	D-9B	The Developer will provide the completed Transfer of Ownership of Developer Installed Mains, which transfers ownership of the mains to the Water Company	Developer		
28		Developer will provide to the Water Company the final recorded plat.	Developer		
29		The Water Company will provide a letter to the Developer accepting the main installation after all documents are reviewed and approved.	Water Company		
30		Sanitary Service can now be provided	Water Company		