



# Taylorsville-Bennion Improvement District

## Project Development Process

### **Step 1: Preliminary Review Meeting**

#### Developer Responsibilities:

- Set up a meeting with District staff, developer and engineer to review proposed scope of the project.
- Submit the Information Form identifying the contact people for the project including the designated contact and any proposed information on the project. (Where possible, the developer should obtain approval for the fire hydrant plan from the jurisdictional authority.)

#### District Responsibilities:

- Review the District's development process, District fees and District's design standards.
- Determine if the project will need to proceed with steps 2-6.
- If applicable, assess an application fee that will need to be paid prior to proceeding with further steps.

### **Step 2: Preliminary Plan Review**

#### Developer Responsibilities:

- *Pay application fee*
- *Submit Development Plan which incorporates approved (by applicable jurisdiction) fire hydrant and storm drain design*

#### District Responsibilities:

- *Review proposed preliminary development plan*

### **Step 3: Final Plan Review**

#### Developer Responsibilities:

- *Submit Final plans incorporating any comments from District, City, and other jurisdictional authorities*

#### District Responsibilities:

- *Review of water and sewer mains for conformance with District standards*
- *Assess Fees and Deposits*
- *Issue the Board of Health /Availability letter*
- *Prepare extension agreement*
- *Determine if easements will be required.*

#### **Step 4: Final Plan Approval**

##### Developer Responsibilities:

- *Pay fees and deposits*
- *Provide fixture unit count for commercial developments and for common areas in residential developments*
- *Execute extension/development agreement with the District*
- *Bond for the project (when required)*
- *Provide Final site plan approval from jurisdictional authority*
- *Submit electronic CADD files of project*
- *Provide easement descriptions*
- *Provide Engineers estimate for the sewer and water construction*

##### District Responsibilities:

- *Review and Approval of water and sewer design- stamp plans as approved (if additional reviews of plans are needed for approval- additional review fees will be assessed)*
- *Schedule pre-construction meeting*
- *Assess Connection and Impact Fees*
- *Review easement descriptions and prepare easement forms*

#### **Step 5: Construction**

##### Developer Responsibilities:

- *Pay connection and impact fees*
- *Attend pre-construction meeting with contractor doing the work.*
- *Stake the sewer and water line per the District Staking requirements.*
- *Cause the contractor to install the water and sewer lines to district standards and coordinate inspection with the District inspector.*
- *Provide executed easement documents*
- *Excavate, fill and compact trenches for lateral connections*

##### District Responsibilities:

- *Review the cut sheet*
- *Inspect lines during construction*
- *Tap the main line for ¾", 1", 1.5" and 2" service laterals*
- *Install or inspect water service lines (main to the curb)*
- *Collect as-built condition data*

## **Step 6: Closeout**

### Developer Responsibilities:

- *Request final inspection and development closeout*
- *Pay contractor*

### District Responsibilities:

- *TV and flush the sewer line*
- *Confirm work is complete and acceptable to the District*
- *Return Construction Deposits*
- *Prepare As-built Drawings*