



## Project Development Guide

The review of proposed water and wastewater extensions is performed in conjunction with the City of Steamboat Springs and other core agencies. Engineered water and sewer utility plans are required for any proposed water or sewer main extension whether public or private. Drawings for system extensions shall be prepared in conjunction with a development and/or permit application and by an engineer registered in the state of Colorado.

The following core agencies consistently review, meet to discuss, and provide comments on most development and permit applications within the District:

- Mount Werner Water and Sanitation District
- Planning and Community Development Department
- Public Works Engineering Division
- Fire Protection District
- Routt County Regional Building Department
- City Attorney's Office

The intent of the following guide is to provide a general outline and timeline for required submittals, project milestones, and to help you coordinate and complete a successful and compliant project within the Mount Werner Water and Sanitation District. All proposed water and wastewater extensions are to be in accordance with the full requirements of the latest edition of the Mount Werner Water [Rules](#), [Regulations](#), and [Standard Specifications](#).

### Water and Sanitary Sewer Construction Drawing Requirements

Detailed construction drawings for system extensions shall be prepared for District review in conjunction with the development and/or permit application and through the [City View permit/plan portal](#). All submitted plans must be in accordance with the latest edition of the Mount Werner Water District's Rules, Regulations, and Standard Specifications. Refer to Appendix B for full list of required construction drawing requirements.

- 1) A preliminary engineered utility plan is required and will be reviewed in context to the other submitted plans such as site, grading, drainage, and landscaping plans.
  - a. Engineered water and sewer utility plans are required for any water or sewer main line extension, whether public or private. Construction plans shall be prepared by a Professional Engineer registered in the State of Colorado.
  - b. Minimum Plan Set Requirements:
    - I. Site Plan
    - II. Grading Plan
    - III. Water and Wastewater Plan and Easements
    - IV. Wastewater and Water Main Profile Sheet
    - V. Detail Sheet
    - VI. Dry Utility Plan (w/Wet Utilities Shown)



- VII. Landscape Plan (w/Wet Utilities and Easements Shown)
- VIII. Profile of existing mains impacted by grading.
- IX. Plat and Dedications (if applicable)

- 2) Mount Werner Water will review development, permit applications and submittals within 10-20 working days depending on the project scope and provide initial comments. The District will recommend approval of the development plan in conjunction with the City of Steamboat and the Routt County Building Department after all issues are resolved.
- 3) For multi-unit developments a [Request for Water and Sewer Services and Waiver and Acknowledgement \(Appendix H\)](#) must be signed and recorded with real property records of Routt County and a copy provided to Mount Werner Water prior to approval of the development plan.
- 4) Easements, Plats, and Agreements must be executed, and [Plant Investment Fees](#) paid in full prior to approval of a building permit. Follow the [Plant Investment Fee](#) link to download the self-calculating form and return to Mount Werner Water for review.
- 5) Once all documents are received and approved, a Project Kick Off and Pre-Construction Meeting will be scheduled if applicable.

### **Construction**

- 1) Addenda and modifications to the drawings and specifications take precedence over the original documents and shall be re-submitted to the District and uploaded to the applicable permit via CityView. Addenda and modifications to original approve permit documents are subject to a one-week review and approval through the proper channels before work changes can occur. Reference the Changed Conditions or Deficient work section of the Standard Specifications.
- 2) Should there be a conflict within the specifications or on the drawings, the District shall maintain the ultimate authority to decide the best path forward for completion of acceptable water and sewer infrastructure.
- 3) Completion of Testing and Quality Control in conjunction with MWW staff.

### **Request for Preliminary Acceptance**

- a. Joint inspection with MWW staff generating punch list for any deficiencies.
- b. Within 30 days of preliminary acceptance, provide record drawings in PDF and .DWG format of all water and sewer infrastructure included in the project with appropriate locations, coordinates, appurtenances, elevations, and profiles. Prepared by modifying



approved engineered project drawings to as built conditions and labeling record drawings in top/middle and side of drawings.

- c. If revisions are required, revised record drawings are to be provided within 14 days of notification.
- d. Summary of required record drawing contents listed below. For full requirements of final submittal contents reference [Standard Specifications](#).
  - i. **Cover Sheet with Appurtenances Tables:** All Surface level appurtenances (e.g., valve boxes, manholes, cleanouts, fire hydrants, PRV's, air release valves, curb stops, sewer stubs, locate stations, etc.) are to be described, located, and surveyed using state plan coordinates.
  - ii. **Profiles and Elevations:** All below grade sewer mains fittings surveyed for GPS data prior to backfill.
  - iii. **3 Point Tie Sheets:** including all appurtenances.
  - iv. **Daily Observation Logs, Water & Sewer Testing Summary, Photos and Video.**
  - v. **Statement by the Engineer:** signed and stamped letter by Engineer of Record indicating all water and sewer work completed to Mount Werner Water Specifications
- e. Once the preliminary inspection is complete, deficiencies corrected, and all documents are accepted, the project will be granted written preliminary acceptance which allows for the service lines to buildings and service provided and begins the 1-year warranty period.

**Final Acceptance** is granted upon request after the 1-year preliminary acceptance period and based on a final inspection and completion of all remaining punch list items. Written final acceptance will be delivered.