

CHAPTER 2 DEVELOPMENT PROCEDURES

SECTION 201 GENERAL

201.1 Minimum Requirements

- A. The procedures contained in this Chapter include the minimum requirements necessary for developing wastewater facilities in the SBWRD service area.
- B. Additional meetings, submittals, reviews, etc., may be necessary during the development process as determined by SBWRD.

201.2 Early Contact with SBWRD

- A. Developers are encouraged to contact SBWRD early in the development process for all projects in the SBWRD.
- B. Because of the historic nature and varied terrain of Park City and surrounding areas, public wastewater service in some areas may be unavailable or limited.

201.3 Submittal Schedules

- A. It is the responsibility of the Developer, homeowner, builder, building owner or facility owner to coordinate all requests and submittals to meet the schedules listed in the following procedures.
- B. These deadlines should be considered as such, but depending upon the current workload of SBWRD, submittals which are received just prior to these deadlines may not receive reviews in time to meet desired schedules.
- C. The Developer should consider adequate review time by SBWRD in all requests and submittals.

SECTION 202 PUBLIC WASTEWATER SYSTEM EXTENSIONS AND MODIFICATIONS

202.1 Applicability

- A. The development procedures contained in Section 202 shall apply to the extension or modification of the Public Wastewater System and shall be used when extension or modification of the Public Wastewater System is necessary to provide wastewater service to a project.
- B. The procedure to connect individual buildings or facilities to the Public Wastewater System through a Private Lateral Wastewater Line is a separate and distinct procedure and shall follow the requirements contained in Section 203.

202.2 LEA Required

- A. Approval to design and construct new wastewater facilities intended to become part of the Public

Wastewater System or certain Private Wastewater Systems proposed to be connected to the existing Public Wastewater System shall first be obtained from the Board of Trustees.

- B. Approval is obtained by following the requirements of Section 202.

202.3 Service Provider Letter

- A. The Summit County Planning Department and Park City Planning Department may require the Developer to obtain a Service Provider or Will Serve Letter from SBWRD during the planning process to demonstrate that Public Wastewater Service is available to a Project.
- B. SBWRD will issue Service Provider letters only after the Initial Developer Meeting, as discussed in Section 202.4, has been held.
- C. Service Provider Letters will state that the proposed Project is within the SBWRD service area and that SBWRD can provide wastewater service to the Project provided the established procedures for obtaining said wastewater service are followed as outlined in appropriate sections of the Snyderville Basin or Park City Development Codes and these SBWRD Standards.

202.4 Initial Developer Meeting

- A. Prior to submittal of an LEA the Developer and the Project Engineer shall meet with the SBWRD District Engineer to explain the proposed project.
- B. The Developer shall provide the following information at this meeting:
 - 1. Drawings and maps indicating the location, boundary and configuration of the proposed project.
 - 2. The type of development being proposed.
 - 3. The phasing of the proposed project.
 - 4. The proposed number of Residential Equivalents.
 - 5. The type of wastewater that will be generated by the project.
 - 6. The proposed method of providing public wastewater service to the project.
- C. The SBWRD District Engineer will explain SBWRD development procedures, advise the Developer of the Board of Trustees meeting schedule and provide the Developer with a copy of these SBWRD Standards which include an LEA.

202.5 Acceptance of LEA

- A. The Developer and Project Engineer shall become familiar with these SBWRD Standards and the LEA in Appendix A.

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- B. The Developer shall submit the following items to SBWRD a minimum of two weeks prior to a regularly-scheduled meeting of the Board of Trustees.
1. The completed LEA form.
 2. LEA Application Fee and Engineering Services prepayment fee. The amount of these fees shall be according to the LEA form in Appendix A.
 3. Preliminary wastewater master plan for development prepared according to the requirements of Section 302.2 in the form of AutoCad or compatible electronic files. Provide one paper copy.
 4. Preliminary Title Report as of a date within 30 days of the date of submission to SBWRD, for the property being developed and for all other properties where easements for proposed wastewater lines required to provide wastewater service to the project will be necessary.
 5. Other information required by the SBWRD District Engineer which will allow for a complete evaluation of the application.
- C. The SBWRD District Engineer will review the capacity of the existing Public Wastewater System to determine if the existing system has adequate capacity for the proposed development. Capacity issues will be addressed according to the LEA.
- D. The SBWRD District Engineer will review the information submitted and provide comments or recommendations regarding the preliminary wastewater master plan and other information to the Developer and Project Engineer for incorporation into the drawings.
- E. The SBWRD District Engineer will present the LEA with the preliminary master plan and other information to the Board of Trustees at a regularly scheduled Board meeting for consideration.
- F. If the LEA is accepted by the Board of Trustees, SBWRD will notify the Developer of this acceptance and provide a copy of the executed LEA. SBWRD will retain the original in its files.
- G. Approval of the LEA by SBWRD authorizes the Developer to begin the design of the Public Wastewater System extension or modification.
- applicable, the preliminary site plan.
- C. The SBWRD District Engineer will review the wastewater master plan, preliminary design drawings, and preliminary plat or site plan.
- D. The SBWRD District Engineer will send a letter of review comments and the "red-lined" wastewater master plan, preliminary design drawings and preliminary plat or site plan to the Developer and/or the Project Engineer.
- E. The Developer and the Project Engineer shall prepare final wastewater master plans and final design drawings according to the requirements of Chapter 3 and a final plat or site plan according to the requirements of Section 204, make corrections and address issues contained in the preliminary design review letter and submit the following to the SBWRD District Engineer for review.
1. "Red-lined" wastewater master plan, preliminary design drawings and preliminary plat or site plan.
 2. One copy of the revised wastewater master plan.
 3. One set of final design drawings.
 4. Copies of unsigned grant of easement documents, in an approved form, including descriptions and displays for all wastewater easements required for the project, and if not previously submitted, current Preliminary Title Report for all properties where easements are being granted.
 5. One copy of the final plat or final site plan.
 6. Any special agreements or permits required for construction of the project.
 7. Other information required by the preliminary design review letter.
- F. The SBWRD District Engineer will review the final wastewater master plan, final design drawings, easement documents, plat and final site plan, and special agreements or permits and send a letter of review comments and "red-lined" final wastewater master plan and final design drawings to the Developer and the Project Engineer.
- G. The Developer and the Project Engineer shall make corrections or address issues contained in the final design review letter and submit the following to the SBWRD District Engineer for review and approval.
1. "Red-lined" final wastewater master plan, final design drawings and final plat or site plan.
 2. Four sets of revised full size(24"x36") final design drawings.
 3. One set of revised half-size (11"x17") final design drawings.
 4. Original executed approved grant of easement documents with descriptions and displays.
 5. Final Title Report for the property being developed and for all other properties where easements are being granted. The date of the Final Title Report shall be within 30 days of the

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submittal.

6. Final plat or final site plan.
 7. Executed special agreements or permits.
 8. Construction cost estimate for proposed wastewater system improvements prepared in accordance with the requirements of Section 302.8.
- H. The SBWRD District Engineer will review the cost estimate and send a letter to the Developer and the Project Engineer which establishes the Improvement Completion Agreement amount and the Engineering Services Fee amount in accordance with the requirements of the LEA.
- I. The Developer shall pay the balance of Engineering Services Fees and establish an Improvement Completion Agreement according to the requirements of Section 205.
- J. Upon satisfactory completion of all requirements for Final Design Approval, payment of required Engineering Services Fees, and establishment of an Improvement Completion Agreement, the SBWRD District Engineer will issue a Final Design Approval letter and will stamp and sign the five sets of final design drawings which become the Approved Construction Drawings.
- K. Proposed modifications to the Approved Construction Drawings, plat or final site plan, shall be submitted in writing to the SBWRD District Engineer for review and approval prior to incorporation into the project.

202.7 Construction and Inspection

- A. Contractor Submittals shall be made according to the requirements of Section 501.2.
- B. After all Contractor Submittals are approved by the SBWRD District Engineer, a Preconstruction Meeting shall be held according to the requirements of Section 501.3.
- C. The Contractor shall construct the project according to the Approved Construction Drawings and the requirements of Chapter 4 and Chapter 5.
- D. The SBWRD Inspector will conduct periodic inspections, preliminary inspection and final inspection of the project according to the requirements of Section 501.
- E. Proposed modifications to the Approved Construction Drawings, plat or final site plan shall be submitted in writing to the SBWRD District Engineer for review and approval prior to incorporation into the project.

202.8 Substantial Completion

- A. In special and limited circumstances, and at the discretion of SBWRD, Substantial Completion of a project may be granted prior to Final Project Approval.
- B. Substantial Completion is granted only when there is a need to issue an Authorization to Use for a building or facility as required in Section 203.2, prior to Final

Project Approval and SBWRD finds that the project can be placed into service while protecting the public health and safety.

- C. The Developer shall request in writing that SBWRD grant Substantial Completion. The request shall be submitted a minimum of two weeks prior to the regularly-scheduled meeting of the Board of Trustees where Substantial Completion Approval is being requested.
 1. The request shall include the specific units or lots for which Substantial Completion is needed
 2. The request shall state that the Developer assumes all responsibility for the wastewater system in the project with respect to ownership, maintenance, and repair or replacement, including all liability from blockages and associated property damage, until Final Project Approval is granted.
- D. The following items require completion, submittal and/or approval by the SBWRD District Engineer prior to requesting Substantial Completion.
 1. Completion of all construction "punch list" items except adjusting manholes to final grade after the final lift of paving is installed.
 2. Installation of temporary plywood bottoms in all manholes which require adjustment to final grade.
 3. Submittal of passing acceptance test results as required by Section 515.
 4. Submittal of Record Drawings as required by Section 302.9.
 5. Submittal of Operation and Maintenance Manuals, if applicable, as required by Section 302.10.
 6. Submittal of all executed easements and special agreements required for the project.
 7. Payment of all Engineering Services Fees.
 8. Establishment of an Improvement Completion Agreement for the wastewater system improvements.
 9. Final Project Approval of the downstream Public Wastewater System by SBWRD.
- E. Upon completion of these items the SBWRD District Engineer will recommend Substantial Completion of the wastewater system improvements to the Board of Trustees.
- F. Substantial Completion is granted by the Board of Trustees at a regularly-scheduled Board meeting.
- G. The wastewater system improvements shall remain the responsibility of the Developer with respect to ownership, maintenance, and repair or replacement until Final Project Approval is granted.

202.9 Final Project Approval

- A. The Developer shall request Final Project Approval of the completed wastewater system improvements. The request shall be submitted a minimum of two weeks

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- prior to the regularly-scheduled meeting of the Board of Trustees where Final Project Approval is being requested.
- B. The following items require completion, submittal, and/or approval by the SBWRD District Engineer prior to requesting Final Project Approval.
1. Completion and approval of all final construction "punch list" items.
 2. Submittal and approval of passing acceptance test results as required by Section 515.
 3. Submittal and approval of Record Drawings as required by Section 302.9.
 4. Submittal and approval of Operation and Maintenance Manuals, if applicable, as required by Section 302.10.
 5. Submittal and approval of all executed easements and special agreements required for the project.
 6. Payment of all Engineering Services Fees.
 7. Establishment of an Improvement Completion Agreement for the wastewater system improvements.
 8. Final Project Approval of the downstream Public Wastewater System by SBWRD.
- C. Upon completion of these items the SBWRD District Engineer will recommend Final Project Approval of the wastewater system improvements to the Board of Trustees.
- D. Final Project Approval of the wastewater system improvements is granted by the Board of Trustees at a regularly-scheduled Board meeting.
- E. Final Project Approval of the wastewater system improvements results in the following.
1. The start of the warranty period.
 2. SBWRD accepts ownership, responsibility, and maintenance of the wastewater system improvements.
 3. The Improvement Completion Agreement amount may be reduced according to the requirements of Section 205.4.
- D. The Improvement Completion Agreement shall remain in effect during the warranty period according to the requirements of Section 205.
- E. Toward the end of the warranty period, SBWRD will perform a project warranty inspection which will include a video inspection of the installed wastewater system by SBWRD personnel. A warranty inspection letter with a "punch list" of deficient items will be issued and sent to the Developer, the Project Engineer and the Contractor.
- F. Upon satisfactory completion of the warranty inspection "punch list" items by the Developer, as verified by the SBWRD Inspector, and at the expiration of the warranty period, the SBWRD District Engineer will recommend to the Board of Trustees the release of the remaining amount in the Improvement Completion Agreement to the Developer according to the requirements of Section 205.
- G. The Board of Trustees approves the release of the Improvement Completion Agreement at a regularly-scheduled board meeting.

SECTION 203 PRIVATE LATERAL WASTEWATER LINE CONNECTIONS TO THE PUBLIC WASTEWATER SYSTEM

203.1 Applicability

- A. The development procedures contained in Section 203 shall apply to the actual connection of buildings and other facilities to the Public Wastewater System through a Private Lateral Wastewater Line. This procedure is separate and distinct from the procedure for Public Wastewater System Extensions and Modifications contained in Section 202.
- B. Projects that require extension or modifications of the Public Wastewater System shall follow the procedures contained in Section 202 for those extensions and modifications and shall follow the procedures in Section 203 for the actual connection of the building or other facility to the Public Wastewater System.
- C. Projects that require issuance of a Service Provider or Will Serve letter by SBWRD shall follow the requirements of Section 202.3.

203.2 Wastewater Service Application and Authorization To Use Letter Required

- A. Prior to connecting any residence, building or other facility to the Public Wastewater System, or prior to remodeling any existing residence, building or other facility that is connected to the Public Wastewater System, the homeowner, building owner, facility owner or authorized representative shall submit a Wastewater Service Application to SBWRD and pay appropriate Application and Impact fees. Evidence of payment of fees to SBWRD is required by the Summit

202.10 Warranty Period

- A. The warranty period for projects with no off-road wastewater lines shall extend to the latter of one year from the date of Final Project Approval or the date when all warranty "punch list" items are completed and approved by SBWRD.
- B. If an off-road wastewater line is part of a project, the warranty period on that off-road portion shall extend to the latter of two years from the date of Final Project Approval or the date when all warranty "punch list" items are completed and approved by SBWRD.
- C. During the warranty period the Developer shall remain responsible for problems due to defects in materials and workmanship (this also includes elimination of infiltration and inflow) and correcting incomplete or incorrect information on the Record Drawings.

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County and Park City Building Departments prior to issuance of a Building Permit.

- B. Prior to occupying any new or remodeled residence, building or facility in the SBWRD service area, the homeowner, building owner, facility owner, or authorized representative shall acquire an Authorization To Use letter from SBWRD. The Authorization To Use letter is required by the Summit County and Park City Building Departments prior to issuance of a Certificate of Occupancy/Compliance.

203.3 Approved Public Wastewater System

- A. Prior to receiving an Authorization to Use letter from SBWRD for any residence, building or other facility connecting to the Public Wastewater System, all portions of the Public Wastewater System downstream of the Private Lateral Wastewater Line connection shall have received Final Project Approval according to Section 202.9 or, in special circumstances, Substantial Completion according to Section 202.8.
- B. In special limited circumstances and at the discretion of SBWRD, the actual physical connection of the Private Lateral Wastewater Line to the Public Wastewater System may be allowed on a case by case basis prior to Final Project Approval or Substantial Completion of the downstream Public Wastewater System. The following information shall be submitted for evaluation by SBWRD.
1. The Developer shall request in writing that SBWRD allow the connection.
 - a. The request shall include the specific units or lots for which connection is needed.
 - b. The request shall describe the current status of the Public Wastewater System extension or modification.
 - c. The request shall describe the proposed schedule for completion of all items required for Final Project Approval of the Public Wastewater System extension or modification as outlined in Section 202.9.
 - d. The request shall state that the Developer assumes all responsibility for connections to the Public Wastewater System in the project until Final Project Approval is granted.
 2. The homeowner, builder or authorized representative proposing to connect a Private Lateral Wastewater Line to the Public Wastewater System shall request in writing that SBWRD allow the connection.
 - a. The request shall include the lot requesting authorization to connect.
 - b. The request shall describe the proposed schedule for completion of the home or building and the anticipated date when an Authorization to Use will be needed.
 - c. The request shall state that the homeowner, builder or authorized representative

acknowledges that the Public Wastewater System required to provide service to the home or building has not received Final Project Approval and that an Authorization to Use letter will not be issued by SBWRD until the Developer has met the requirements for Final Project Approval or Substantial Completion.

3. SBWRD will evaluate the status of the downstream system and the information submitted and, if appropriate, allow the connection.
4. The authorization to physically connect to the Public Wastewater System prior to Final Project Approval or Substantial Completion of the downstream Public Wastewater System will not constitute an Authorization to Use by SBWRD.

203.4 Wastewater Service Application and Payment Of Fees For New or Remodeled Single Family Residences

- A. The homeowner, builder or authorized representative shall apply to SBWRD for wastewater service by submitting the following information.
1. Wastewater Service Application Information form as contained in Appendix B.
 2. Floor plan of all levels of the proposed residence.
 3. Site plan indicating the following items.
 - a. Property lines of the subject property and adjacent properties.
 - b. Adjacent streets.
 - c. Proposed location of the building on the property.
 - d. Proposed driveways, retaining walls, landscaping, and other site features that may affect the routing and construction of the Private Lateral.
 - e. Existing utility easements. Encroachment into these existing easements is not allowed.
- B. Additional information may be required by SBWRD for lots with non-typical Private Lateral installations. Non-typical installations include lots requiring ejector pumps, lots requiring long or complicated lateral routing and other similar installations. SBWRD will advise the applicant of the additional information required for review.
- C. The SBWRD District Engineer and Accounting Department will review the information submitted and provide the following information to the homeowner, builder or authorized representative at the time Fees are paid. For typical Private Lateral installations this information will generally be available 24 hours (excluding weekends) after application is made. Additional time may be required during periods of high demand or if additional information from the homeowner, builder, or authorized representative is

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required.

1. Impact Fees and Administration Fees as determined by the Impact Fee Calculation form.
 2. Notification if a floor plan check, after construction of the residence, is required.
 3. Private Lateral construction specifications, details, and other applicable special conditions as contained in the Lateral Construction Information form. This information shall be provided to the contractor constructing the Private Lateral and the Contractor shall have this information on-site when lateral inspections occur.
 4. Copies of available record information contained in SBWRD files that pertain to the Private Lateral connection for this lot. This information shall be provided to the contractor constructing the Private Lateral and the Contractor shall have this information on-site when lateral inspections occur.
- D. The homeowner, builder, or authorized representative shall pay the Impact Fees and Administration Fees to SBWRD. SBWRD will not schedule inspections before fees have been paid.
- E. SBWRD will issue a receipt for payment of Impact Fees and Administration Fees. This receipt is required by the Summit County and Park City Building Departments prior to issuance of a Building Permit.

203.5 Wastewater Service Application And Payment of Fees For New or Remodeled Duplexes, Condominiums, Hotels, Restaurants, Commercial Buildings, Industrial Facilities and Other Similar Facilities

- A. The building or facility owner or authorized representative shall apply to SBWRD for wastewater service by submitting the following information.
1. Wastewater Service Application Information form as contained in Appendix B.
 2. A copy of the Preliminary Site Plan and, if applicable, Preliminary Plat, for the project as required by Summit County or Park City. In addition to the information required by the City or County, the following information shall be included as part of the Preliminary Site Plan submittal to SBWRD.
 - a. Location of the existing Public Wastewater System collection line and, if applicable, the Private Lateral stub to which the Private Lateral will be connected. If this information is not known by the applicant, SBWRD will provide copies of any available record information contained in its files.
 - b. Proposed routing of the Private Lateral with proposed size, lengths, slopes, minimum

depth of bury, etc..

- c. Sizing calculations of the Private Lateral for larger facilities.
 - d. Proposed locations of bends and cleanouts.
 - e. Proposed locations and sizing calculations of grease interceptors and sampling manholes, if required.
 - f. Proposed method of connection of the Private Lateral to the Public Wastewater System (i.e., connect to existing Private Lateral stub, saddle connection on main line, etc.).
3. Floor plan of all levels of the proposed building or facility.
4. Plumbing plans for the building or facility.
5. Industrial Waste and Pretreatment Questionnaire as contained in Appendix B.
- B. The SBWRD District Engineer and Accounting Department will review the information submitted and send a letter of review comments to the building or facility owner.
- C. The building or facility owner shall prepare and submit a Final Site Plan and, if applicable, Final Plat, according to Park City and Summit County requirements and include the corrections or address issues contained in SBWRD review letter.
- D. The SBWRD District Engineer and Accounting Department will review the Final Site Plan and, if applicable, Final Plat, and other information submitted.
- E. SBWRD will advise the building or facility owner concerning the Impact Fees and Administration Fees for the building or facility as determined by the Impact Fee Calculation form in Appendix B.
- F. The building or facility owner shall pay the Impact Fees and Administration Fees.
- G. Upon satisfactory completion of all requirements for Final Site Plan or Final Plat approval and payment of required Impact and Administration Fees, the SBWRD District Engineer will send a letter to the building or facility owner advising that SBWRD is prepared to sign the Final Site Plan or Final Plat.
- H. The building or facility owner shall submit the Final Site Plan or Final Plat original to the SBWRD District Engineer for signature. The signed Final Site Plan or Final Plat is required by the Summit County and Park City Building Departments prior to issuance of a Building Permit.

203.6 Construction and Inspection

- A. The Contractor shall schedule inspections with the SBWRD Inspector and the SBWRD Inspector will conduct inspections of the Private Lateral according to the requirements of Section 502.
- B. The Contractor shall construct the Private Lateral Wastewater Line according to the following.
1. Information provided to the homeowner, builder,

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or authorized representative by SBWRD at the time Fees are paid.

2. Approved plans.
3. The requirements of Chapter 4 and Chapter 5.

203.7 Notice of Conditions

- A. Construction of Private Lateral Wastewater Lines shall meet or exceed SBWRD minimum standards.
- B. In situations where the construction of a Private Lateral Wastewater Line does not meet all SBWRD minimum standards, the homeowner, building owner or facility owner shall correct the deficiencies. However, as allowed on a case by case basis by SBWRD, and after evaluating the deficiencies, the homeowner, building owner or facility owner may choose to sign a Notice of Conditions form contained in Appendix B
 1. The Notice of Conditions identifies what the deficiencies are.
 2. The Notice of Conditions requires a notarized signature of the property owner or authorized agent that has signing authority from the property owner
 3. The Notice of Conditions is recorded against the property and will remain with the property in perpetuity.
 4. After recording, the Notice of Conditions is held in SBWRD files.
- C. In order to remove the Notice of Conditions at some later date, the deficiencies requiring the Notice of Conditions shall be corrected by the homeowner, building owner or facility owner. Repairs must be inspected and approved by SBWRD.

203.8 Authorization to Use

- A. The homeowner, builder, building owner, facility owner or authorized representative shall request that an Authorization to Use be issued.
- B. The following items require completion, submittal, and/or approval by SBWRD prior to requesting issuance of an Authorization to Use.
 1. Payment of Impact fees and Administration fees .
 2. Floor Plan Check by SBWRD, if required.
 3. Construction of the Private Lateral Wastewater Line to SBWRD minimum standards as verified by the SBWRD Inspector or a Notice of Conditions is submitted in accordance with the requirements of Section 203.7.
 4. The Public Wastewater System to which the Private Lateral Wastewater Line connects has received approval in accordance with the requirements of Section 203.3.
- C. Upon completion of these items the SBWRD District Engineer will sign the Authorization to Use form. The completed form will then be made available to the homeowner, builder, building owner or facility owner.

SECTION 204 PLAT AND FINAL SITE PLAN APPROVAL PROCEDURES

204.1 General

- A. Summit County and Park City require review and approval by SBWRD of all plats, including plat amendments, and final site plans for properties within the SBWRD boundary prior to approval of the plat or final site plan.
- B. Approval of the plat or site plan by SBWRD shall be evidenced by the signature of the SBWRD District Engineer on SBWRD signature block.
- C. Plats and final site plans shall meet the requirements of Section 302.5.

204.2 Plat and Site Plan Submittal and Review

- A. The Developer, building owner or facility owner shall submit plats and site plans to SBWRD for review in accordance with Park City or Summit County requirements.
- B. If the project includes the extension or modification of the Public Wastewater System, the Developer, building owner or facility owner shall follow the procedures contained in Section 202.
- C. If the project involves a Private Lateral Wastewater Line connection to the Public Wastewater System, the Developer, building owner or facility owner shall follow the procedures contained in Section 203.

204.3 Plat and Site Plan Approval

- A. Final Plat Approval.
 1. The following items shall be completed, submitted and approved by the SBWRD District Engineer prior to requesting Final Plat approval.
 - a. Final Design Approval, in accordance with Section 202.6 or, if applicable, final site plan approval, in accordance with Section 203.5.
 - b. All Engineering Services Fees paid in accordance with the LEA.
 - c. Off-road Public Wastewater System Maintenance Fee paid, if applicable.
 - d. An Improvement Completion Agreement established in accordance with the requirements of Section 205.
- B. Final Site Plan Approval.
 1. The following items shall be completed, submitted and approved by the SBWRD District Engineer prior to requesting Final Site Plan approval
 - a. All items in Section 204.3.A.
 - b. Impact Fees and Administration Fees paid

**SECTION 205
IMPROVEMENT COMPLETION AGREEMENT
PROCEDURES**

205.1 General

- A. An Improvement Completion Agreement with SBWRD shall be established by the Developer in accordance with the requirements of the LEA.
- B. The Improvement Completion Agreement shall have the form as contained in Appendix A.
- C. The Improvement Completion Agreement shall remain in effect from the time it is established through the Warranty Period.

205.2 When An Improvement Completion Agreement Is Established

- A. An Improvement Completion Agreement shall be established on a project at the earliest occurrence of one of the following.
 - 1. Prior to Final Design Approval.
 - 2. Prior to Plat Approval.
 - 3. Prior to Final Site Plan Approval, if approval of the Final Site Plan for the project is requested prior to Final Design Approval and an extension or modification of the Public Wastewater System is required to provide wastewater service to the project.
 - 4. Prior to acceptance by SBWRD of Impact Fees for any building or facility located in the Project if a building permit from Park City Municipal Corporation or Summit County is requested by the Developer or other builder prior to Final Design Approval and an extension or modification of the Public Wastewater System is required to provide wastewater service to the project.

205.3 Improvement Completion Agreement

- A. The Improvement Completion Agreement amount shall be 125% of the estimated construction cost of the extensions or modifications of the Public Wastewater System required for the Project.
- B. The total estimated construction cost for the wastewater system improvements shall be determined by the SBWRD District Engineer after reviewing an estimate of construction costs prepared by the Project Engineer according to the requirements of Section 202.6.

205.4 Release of Improvement Completion Agreement Funds

- A. Release of Improvement Completion Agreement funds shall be in accordance with the requirements of the Improvement Completion Agreement.
- B. The Developer shall submit a written request to the SBWRD District Engineer for release of the

Improvement Completion Agreement funds. The request shall include a summary of the project status prepared by the Project Engineer. The request shall be submitted a minimum 2 weeks prior to a regularly scheduled Board meeting.

- C. The SBWRD District Engineer will review the request for release and, if appropriate, recommend the release amount to the SBWRD Board of Trustees at a regularly-scheduled Board of Trustees meeting. The release amount is based on the requirements of the Improvement Completion Agreement.
- D. The SBWRD Board of Trustees approves the Improvement Completion Agreement release at a regularly-scheduled Board meeting.