

Check List ✓

- 1:** Submit request for water and sewer availability to CUB's Water & Sewer Dept. Director
- 2:** Director preforms a capacity study and schedules a Conceptual Development or Pre-Design meeting with Owner/Developer and/or their Engineer
- 3:** Director sends letter of availability and outlines requirements for service to Owner/Developer
- 4:** Is the construction of a water or sewer extension necessary to serve the proposed development?
No? Skip to step 14
Yes? Continue
- 5:** Submit two sets of construction plans to Director for approval and signature
- 6:** Submit CUB's approved/signed drawings to the appropriate Plans Review Section at (TDEC) along with fees as may be required.
- 7:** CUB and Owner's Engineer receive approval letters and stamped plans from TDEC.
- 8:** Pre-construction meeting is scheduled with Director
- 9:** Owner/Developer/Contractor constructs water and or sewer extensions . (*CUB Standards*)

- 10:** Schedule CUB's inspector to review and approve all construction prior to backfilling operations.
- 11:** Owner/Developer/Contractor pressure tests new construction and disinfects new water mains. (*CUB Standards*)
- 12:** After sampling and testing are satisfactorily completed, and all checklist items have been satisfactorily addressed, and after Owner/Developer/Contractor delivers copies of recorded easements and construction As-Built Documents to CUB, CUB approves construction of new mains and accepts them for ownership and maintenance.
- 13:** For **new water and sewer main construction:** The contractor makes the ¾ or 1-inch taps on the water mains, and 6-inch taps on the sewer mains, and completes service line construction to property lines or rights-of-way as appropriate, per CUB's current *Standard Specifications for Construction of Water and Sewer Utilitie:*



- 14:** For developments where there are **existing mains**, developer calls CUB to schedule a CUB construction crew to make the water and/or sewer tap(s). Developer's appropriately licensed contractor performs the construction of the water and/or sewer service lateral from the main "tap" to the edge of Right of Way or property line to be served as determined by CUB.
- 15:** Owner/Developer's contractor installs the water meter box, meter setters, and service line. (*CUB Standards*)
- 16:** Developer contacts CUB's Water & Sewer Department to request inspection of completed service lateral prior to backfilling operations. Contractor is required to also contact appropriate agencies with jurisdiction to ensure compliance with their requirements for backfilling materials, operations and inspections, including asphalt and concrete surface repairs or replacement.

Process End: Once all items pass final inspection and all required charges are paid, CUB accepts the approved improvements for ownership. Applications for Water and Sewer service can be made at this time.