WATER SYSTEM CONNECTION
DEVELOPMENT PROCESS

Follow these steps for developments connecting directly to the Washington County Water Conservancy District's system.

WASHINGTON COUNTY WATER CONSERVANCY DISTRICT

PHASE 1 WILL-SERVE LETTER

Developer actions

- ☐ Will-serve application
- ☐ Preliminary feasibility evaluation fee
- ☐ Conceptual drawing & number of equivalent residential connections
- ☐ Preliminary Hydraulic Model
- ☐ Preliminary project cost information (O&M, repair and replacement)
  If the development falls outside of the district's regional system, the developer submits:
  - ☐ Water rights information
  - ☐ DEQ approved preliminary evaluation report
  - ☐ Proposed treatment information

District actions

- ☐ Development initiation meeting
- ☐ Review submitted information for feasibility
- ☐ Will-serve letter finalized and approved by the board
- ☐ Issue preliminary will-serve letter

PHASE 2 SIGNED CONSTRUCTION PLANS

Developer actions

- ☐ Plan review fee
- ☐ Preliminary plat
- ☐ Updated Hydraulic Model
- ☐ Construction drawings
- ☐ Secure DEQ approval (if applicable)
- ☐ Submission of water rights change application (if applicable)
- ☐ Pay inspection fee

District actions

- ☐ Review drawings and provide comments as needed
- ☐ Review preliminary plat and provide comments as needed
- ☐ Approve and sign plans

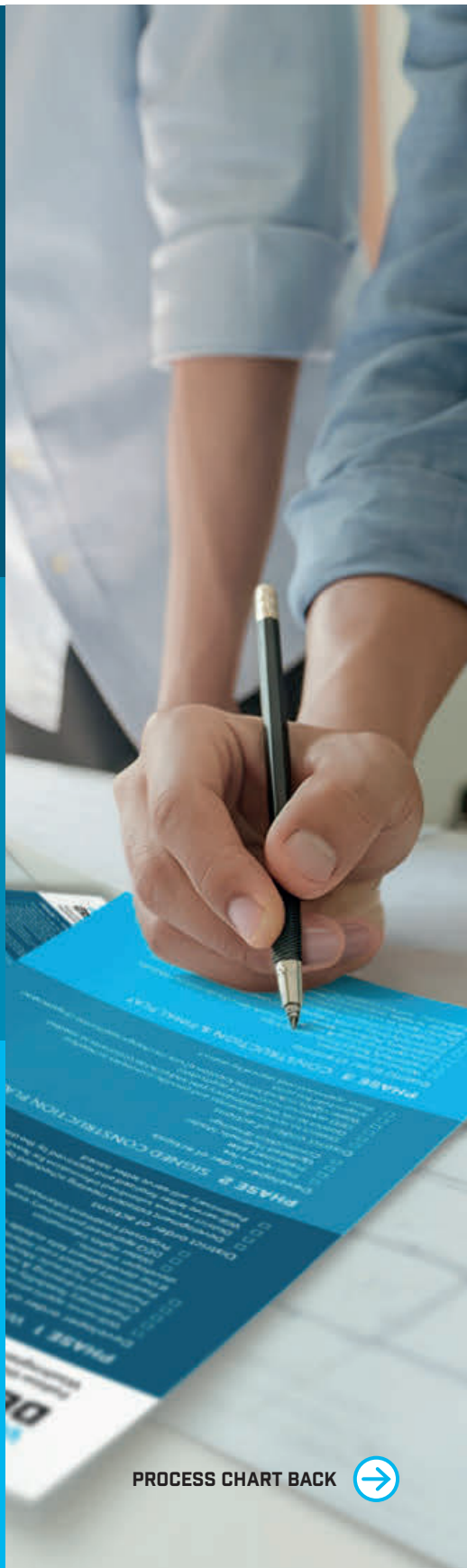
PHASE 3 CONSTRUCTION & FINAL PLAT

Developer actions

- ☐ Submit certificates of insurance
- ☐ Submit final plat review fee
- ☐ Construct infrastructure
- ☐ Start one-year bond and warranty
- ☐ Transfer infrastructure and water rights to district
- ☐ Submit all record drawings and other required documentation to the district
- ☐ Final plat approved and recorded

District actions

- ☐ Pre-construction conference
- ☐ Inspect infrastructure
- ☐ Hold rate hearing



PROCESS CHART BACK

PHASE 1 WILL-SERVE LETTER

Developer Actions:
- Will-serve application
- Preliminary feasibility evaluation fee
- Conceptual drawing & number of equivalent residential connections
- Preliminary hydraulic model
- Preliminary project cost information (O&M, repair and replacement)

If development falls outside district regional system

Developer also submits:
- Water rights information
- DEQ approved preliminary evaluation report
- Proposed treatment information

Development initiation meeting scheduled by district

District reviews submitted information for feasibility

Will-serve letter finalized and approved by the district's board

Preliminary will-serve letter issued (go to PHASE 2)

PHASE 2 SIGNED CONSTRUCTION PLANS

Developer Actions:
- Plan review fee
- Preliminary plat
- Updated Hydraulic Model
- Construction drawings

District reviews drawings and provides comments as needed

District reviews preliminary plat and provides comments as needed

Secure DEQ approval (if applicable)

Water rights moved to the location of use by a change application (if applicable)

Pay inspection fee

Plans approved and signed by district (go to PHASE 3)

PHASE 3 CONSTRUCTION & FINAL FLAT

Pre-construction conference held

Submit certificates of insurance

Submit final plat review fee

Infrastructure constructed and inspected

One-year bond and warranty started

Infrastructure and water rights transferred to district

All record drawings and other required documentation submitted to the district

Rate hearing held by the district

Final plat approved and recorded

WASHINGTON COUNTY WATER CONSERVANCY DISTRICT

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