



Anchorage Water & Wastewater Utility

Customer Service Division



Application for Private System Submittal

A complete application, submittal of all required documents & supporting information, and payment of fees and deposits are required before the plan review will begin. Once all items are received, please allow up to 10 business days for redlines to be drafted. All submittals are to be submitted in office or sent to awwufieldservices@awwu.biz.

Property Owner – Applicant Information

Name: _____ Date: _____
Last First

Mailing Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Will the owner be paying for the fees and deposit? YES NO

Consulting Engineer – Applicant Information

Name: _____ Date: _____
Last First

Mailing Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

License #: _____ Exp Date: _____

Will the consulting engineer be paying for the fees and deposit? YES NO

Note: Fill out the below information in the event, neither the property owner nor consulting engineer will be paying the private system plan review. This information is required, in the event after project completion and closure, a reimbursement is to be issued.

Fees and Deposit Payee Information

Name: _____ Date: _____
Last First

Mailing Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Owner Responsible for The Improvements:

Name: _____
Last First

Title: _____
(e.g.: Individual, Partner, General Partner, President, Managing Member, Other)

Phone: _____ Email: _____
Provide: Business organizational documentation and letter of signature authority/article of organization/incorporation.

All documents or supporting information listed below are required at time of submittal. Failure to provide the required documents or supporting information at time of project submittal, will only delay the plan review and permitting process.

Information To Be Provided with Application

All items below are to be filled in. If not applicable to the submittal, please put N/A.

Property Tax Lot ID: _____
Required for all sewer project submittals – List property tax lot ID as listed by MOA Property Appraisal.

Properties Existing Legal Description: _____
Required for all project submittals – List legal description as listed by MOA Property Appraisal.



Information To Be Provided with Application, Cont.

Filed Plat Number: _____
Required for all project submittals

Fire Department Approval: _____
** Required for all water project submittals – Must be stamped off for approval by Anchorage Fire Department.
** Indicate on this application if it is being submitted with the package or mark N/A for non-water submittals.*

Notice of Intent to Discharge: _____
** Required for all sewer project submittals – Must be signed and dated by a principle executive officer or designee.
** Indicate on this application if it is being submitted with the package or mark N/A for non-sewer submittals.*

ROW Type: _____
Will the project take place within a Right-of-Way? I.e. DOT, MOA, AIDA, Other

Development Type: _____
What kind of development will be taking place? I.e. Commercial, Industrial, Residential, Other

Estimated Number of Units: _____
Required for all project submittals

Max Water Demand (GPM): _____
Required for AWWU to appropriately allocate the correct sized water meter.

Platting Case Number: _____
Provide for when there is an active replating case through MOA Planning Department. If no platting action is taking place, mark this as N/A.

Properties Proposed Legal Description: _____
Provide for when there is an active replating case through MOA Planning Department. If no platting action is taking place, mark this as N/A.

Is this part of a Private Development? YES NO

On-property sanitary sewer and/or water (service line) extension permits will be issued only after the AWWU inspector deems the main to have passed a final inspection and provides written notice of same to the AWWU Field Services Permits Office. AWWU Field Service will provide water (valve turn-on) to the service extensions upon receipt and approval of private development record drawings.



The Private System Plan Review fees and Construction Permit Deposits are due at submittal. Follow on for a breakdown of the Plan Review fee structure.

Plan Review Fees

<u>Small Plan:</u>	<u>Deposit Amounts:</u>
Does Not Include Fire Hydrants	Water.....\$215.00 (Deposit)
May Include One Manhole	Sewer.....\$123.00 (Deposit)
One Water Service Line	
One Sewer Service Line	
Involves One Structure ***only***	

<u>Large Plan:</u>	<u>Deposit Amounts:</u>
All that are not in Small Category	Water.....\$580.00 (Deposit)
	Sewer.....\$217.00 (Deposit)

Construction / Permit Inspection Fees and Deposits

Permit Fee:

- Water or Sewer Permit - \$77 + RCC (Regulatory Cost Charge)

Water Inspection for Private System:

- Small Private System Deposit for Inspection - \$1,121
- Large Private System Deposit for Inspection - \$1,905

Sewer Inspection for Private System:

- Small Private System Deposit for Inspection - \$170
- Large Private System Deposit for Inspection - \$509

AWWU Live Tap (Right of Way Permit to be obtained by Contractor):

Large taps can only be performed by AWWU Tapping Crew. AWWU does not allow option of cutting in a tee in lieu of live tap in order to minimize fees.

- 6” Deposit for Tapping Crew and Materials - \$2,700
- 8” Deposit for Tapping Crew and Materials - \$3,600
- Over 8” – Deposit to be determined by System Maintenance Foreman in charge of live taps.



****Please Note: Deposits are calculated based on taps performed during regular business hours. Taps performed on overtime may exceed deposit; any and all overages will be billed to the permittee. Labor and material required for vertical hydrant raises performed by O&M are not included in the deposits for construction. The permittee will be billed for this service on a reimbursable account basis.***

AWWU reserves the right to refuse an application if is incomplete, missing supporting documents, and unaccompanied by requisite cash deposits; or, the applicant is delinquent on payments due MOA/AWWU; or, applicant is in default on other agreements with MOA/AWWU.

Private System plan submittals that are not in adherence to the most current edition of the Municipality of Anchorage Standard Specifications for Streets-Drainage-Utilities-Parks (MASS), The AWWU Design and Construction Practices Manual, and the Special Provisions, will be rejected and asked to resubmit. To streamline the review process AWWU Field Services wants to review the design and not design by review.

Supporting Documentation for Permits

The Owner or designee must provide AWWU Field Services the following support documents prior to AWWU issuing any permits.

- A copy of the contractor's MOA Right Of Way permit (for projects requiring work in the ROW).
- A copy of all required Federal, State and Municipal permits/waivers (i.e., wetlands, well encroachments, Fish & Game, etc.)
- To eliminate delays in the issuance of permits, the Owner or Engineer shall notify AWWU Field Services 2 business days in advance of the date permits are required.

Alaska Department of Transportation (ADOT) Project Submittals

AWWU is required by State ADOT&PF to submit private system plans for all projects that will be within a State DOT Right-of-Way. It is incumbent upon the Consulting Engineer to submit private system plans that adhere to the most current version of Alaska Department of Transportation and Public Facilities Standard Specifications for Highway Construction. Not doing so will only further delay the review process and will cause the submittal to be rejected by AWWU Field Services.

Below are additional items that will be required if the project being submitted on will be within a State DOT Right-of-Way. It is important to get private system plans submitted as early in the year as possible. ADOT&PF Utility Permits can take upwards of 6 months to gain ADOT&PF Approval.



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- A. Engineer's Quality Control Program.
- a) The Consultant Engineer or a representative of the Consultant Engineer will be required to be on-site for the entire duration of excavation work and remediation of existing ROW conditions. Daily inspection reports and photos will be required to be submitted to AWWU Field Services daily. This is to ensure all conditions are met per the specifications called out within the ADOT&PF Utilities Permit. AWWU assumes no responsibility for the cost of this time.
- B. Contractor's Construction Schedule.
- C. Stormwater Pollution Prevention Plan (electronic copy) – If applicable
- D. AWWU will require a pre-construction meeting for any projects that require an ADOT Right-of-Way Permit. AWWU reserves the right to waive this requirement. The following people should attend this meeting:
- AWWU Private System Coordinator (Permit Office Supervisor)
 - AWWU Field Service Superintendent
 - AWWU Field Service General Foreman
 - AWWU Inspector
 - Owner (optional)
 - Owner's Engineer
 - Owner's Excavation Contractor
 - Paving Contractor (case by case, depending on roadway)
- E. An ADOT&PF warranty guarantee bond will need to be in place before work permits will be issued for construction. This can be secured with either a cash deposit in which AWWU will create a reimbursable account to withhold the funds until the end of warranty period is signed off on by ADOT&PF; or a surety bond which can be issued through an insurance agency. The amount required for the bond will be based on the estimated cost of the work taking place within the ADOT&PF plus a 10 percent contingency. This amount is to be supplied by the Consultant Engineer at the request of AWWU Field Services.

Acceptance under Warranty

- The Developer or their Engineer shall request a final inspection by AWWU of the sanitary sewer and water facilities prior to project being placed under warranty by AWWU. The State must notify AWWU of the project status change prior to being placed under warranty. AWWU will schedule an End of Warranty Inspection with the State of Alaska, Department of Transportation Utility Inspector prior to the expiration of the two (2) year warranty period.

