



# LCWSA New Subdivision Process

## Pre-Plan Submission

1. Submit to LCWSA:
  - Service Availability Request Letter Review Fee: \$1,000 water/ \$1,000 sewer
  - Service Availability Request Letter
2. LCWSA returns (usually within 4-6 weeks):
  - Service Availability Letter

## Pre-Construction

1. Submit to LCWSA:
  - Plan Review Fee: \$50 x # lots water/ \$50 x # lots sewer
  - Plans: 1 Hard Copy, 1 Digital
2. LCWSA returns within 14 days:
  - Drawing comments
  - Opinion of Cost
  - Other documents as needed
3. Return digital copy of plans with comments addressed.
4. Repeat steps 2 and 3 as needed.
5. LCWSA notifies engineer and signs signature block when construction plans and an extra cover sheet are brought in
  - \*Review is good for 1 year from date of signature
6. Submit to LCWSA
  - Signed Construction Plans: 1 Hard Copy, 1 Digital
  - Impact Fees: \$1,000 per lot water/\$1,000 per lot sewer
  - Construction Inspection Fees: (doubled if water and sewer)
    1. Subdivision with 2-3 lots = \$250 + \$100 x # lots
    2. Subdivision with 4+ lots = \$1,500 + \$100 x # lots
  - Water Submittal Package
7. Pre-Construction meeting with LCWSA representative



## Pre-Acceptance

1. Submit to LCWSA:
  - Email notice to be put on the board agenda no later than the 10th of the month
  - Digital copy of as-built plan no later than a week before the upcoming board meeting
    - a. Board meeting is usually the 4<sup>th</sup> Thursday of each month
2. Walkthrough of Subdivision with LCWSA representative(s)
3. LCWSA returns comments on walkthrough
4. Comments addressed by contractor; BAC-T sample taken by LCWSA inspector; etc.
5. Submit to LCWSA no later than 12pm on the day of the Board meeting:
  - Dedication Letter and Official Statement
  - Maintenance Bond-19 months starting the day of the LCWSA board meeting
  - Any required off-site fees
6. LCWSA signs final plat after approval at Board meeting