



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
 - Any required off-site fees



7. Pre-Construction meeting with LCWSA representative

- Contractor must have a signed set at the Pre-Construction meeting and keep the signed set on site during water/sewer installation.

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 4th 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 4:30pm the day before the Board meeting:

- Dedication Letter and Official Statement
- Maintenance Bond/LOC- with a duration of 19 months starting the day of the LCWSA board meeting

6. LCWSA signs final plat after approval at Board meeting