



**CITY OF EDGEWOOD – SEWER
Developer Pre-Design Application**

Applicant shall indicate that the required information has been provided or is not applicable to the project by placing the appropriate mark in the first column of this checklist. Missing or incomplete information will cause Lakehaven to declare the application “incomplete” and will delay processing. Please complete form legibly:

√ OR N/A	REQUIRED INFORMATION	RESPONSE/COMMENTS
	Project Name	
	Project Location	
	Tax Parcel Number(s)	
	Developer Name	
	Mailing Address	
	City/State/Zip Code	
	Contact Person	
	E-mail Address	
	Telephone Number	
	FAX Number	
	Property Owner Name (If different from Developer)	
	Mailing Address	
	City/State/Zip Code	
	Contact Person	
	E-mail Address	
	Telephone Number	
	FAX Number	
	Engineering Consultant Name	
	Mailing Address	
	City/State/Zip Code	
	Contact Person	
	E-mail Address	
	Telephone Number	
	FAX Number	



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√ OR N/A	REQUIRED INFORMATION	RESPONSE/COMMENTS
Use Classification		
	Single Family Residential	
	Number of Lots	
	Multi-Family Residential	
	Number of Units	
	<p>Non-residential (Commercial, Industrial, Public Authority, etc.) - Indicate specific type of non-residential use (i.e., Restaurant, Retail Shop, Office, Laundry, Warehouse, Car/Truck Wash, Medical, Dry Cleaning, Auto Service Station, etc.) for each structure. All non-residential structures are required to complete a Sewer Use Survey at time of application for side sewer connection. All food processing facilities, restaurants, vehicle service stations, any facility using chemical contaminants and other facilities designated by the District will require a Discharge Agreement prior to connection to the sanitary sewer system, in addition to the installation of an external oil/water separator. (Attach a separate sheet for additional structures.)</p>	
	Type of Non-residential Use	
	<p>Preliminary site plan, showing sanitary sewer facilities proposed for construction.</p>	
	<p>A non-refundable application fee of \$540.60 (\$510.00 fee + \$30.60 excise tax), to cover Lakehaven’s costs associated with the application & the review of preliminary site/utility plans for proposed sanitary sewer facilities, & including a pre-design meeting with follow-up correspondence regarding formal system facilities extension(s) &/or sewer service connection requirements.</p>	
<p>APPLICANT: I have read and fully understand the foregoing conditions and agree to adhere to the procedures outlined in the development handout provided.</p>		<i>Print Name</i>
		<i>Signature</i>
		<i>Date</i>

DETACH AND RETAIN FOR YOUR INFORMATION

DEVELOPER PRE-DESIGN TYPICAL PROCEDURES

(NOTE: This is an optional process for use by/at the Developer's discretion. Most property development projects can skip/omit this optional process & move straight to Lakehaven's Developer Extension Agreement process)

- 1.** Applicant completes the Pre-Design Application/Checklist form and submits it to Lakehaven, together with the preliminary site/utility plan and required fee amount.
Non-Refundable Application Fee: \$540.60 (\$510 fee + \$30.60 excise tax).
- 2.** Lakehaven receives and processes the application and schedules a pre-design meeting (typically 2-3 weeks following receipt of application & deposit). Pre-Design meetings are typically held on Tuesdays at either 2:00 P.M. or 3:00 P.M. The meeting schedule is transmitted via e-mail to the Applicant. Applicant is encouraged to have their Civil Engineer attend the Pre-Design meeting with them. If the Applicant cannot attend the scheduled Pre-Design meeting, the Applicant shall notify Lakehaven at their earliest convenience and Lakehaven will reschedule the meeting for a later date.
- 3.** Following the meeting Lakehaven will prepare and transmit formal comments to the Applicant (typically 1-2 weeks following the Pre-Design meeting). These comments should allow the Applicant to provide direction to their Civil Engineer for formal plan preparation for a Developer Extension Agreement application.