

Dear Applicant:

The purpose of this letter is to outline the City's procedure for water line extensions.

1. The water main extension application and sketch is submitted to the Engineering Division. This application is then evaluated to determine the adequacy of the water supply, main sizes, and the effect of the new main on the existing city system. If the evaluation is acceptable then the agreement is sent to the City Manager's office for his approval. If approved by the City Manager, design of the water main will begin. If disapproved, notification will be made to the developer.
2. After final design review, several sets of the official water main plans are sealed and sent to the appropriate offices. The Water Division receives one copy of the plans so valves and hydrants may be ordered, the Missouri Department of Natural Resources receives two plan sets for permitting and two sets are set aside for the developer to be used for construction. The developer will receive two letters stating that his plans are ready and that valves and hydrants may be picked up at the Water Division. One of these original letters must be presented to the Water Division personnel in order to receive the needed valves and hydrants. Alternatively, the developer may choose to order valves and hydrants meeting the City's specifications and be reimbursed at the City's purchase price. This alternate should be indicated on the main extension application.
3. After receiving the Missouri Department of Natural Resources construction permit, installation of the water line may begin.
4. Once the water line is constructed, as shown on the plans, the water main will be tested for leaks and sanitation. After all tests have been completed and passed and any needed easement received, the improvement will be presented to the City Council for acceptance into the City's system. The water main will be charged and service taps allowed following Council acceptance.

# REQUEST FOR WATER MAIN EXTENSION

This request, if approved, becomes an agreement to the following:

**I AGREE** that this extension shall extend to and across the entire frontage or other dimensions of the tract to be served.

**I AGREE** to locate and construct this extension in accordance with the regulations, specifications, plans and requirements as provided by the City of Cape Girardeau.

**I AGREE** to assume the entire cost of this extension, except the City shall provide fire hydrants and valves and shall bear the material costs thereof.

**I AGREE** to provide necessary easements and such other documents as to transfer ownership of this extension to the City. The City shall thereafter operate and maintain this extension.

*Attach plan sheet showing the desired extension location and approximate length.*

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature

Approval

Disapproval \_\_\_\_\_

\_\_\_\_\_

City Manager's Office

Approval

Disapproval \_\_\_\_\_

\_\_\_\_\_

Developers will provide valves and hydrants meeting the city's specifications. Reimbursement will be at the city's purchase price.

Developer supplied design