

# **CITY UTILITIES DESIGN STANDARDS MANUAL**

**Book 1  
General Requirements (GR)  
GR4 Contracts, Fees, and Permits**

June 2015

### GR4.01 Purpose

This Chapter provides information on the contract requirements, fees, and permitting that pertain to stormwater and/or, sanitary sewer collection systems and/or water distribution systems within the City Utilities Service Area. General requirements are provided for permitting by City Utilities. Guidance and reference to permits required by other regulatory agencies (county, state, federal, etc.) is provided for information, however, it is not intended to be an exhaustive listing.

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### GR4.02 Developer Contracts

Prior to a private developer extending a public storm sewer, sanitary sewer, or water system, the developer shall be required to enter into a public utility extension contract with City Utilities. Copies of the standard contract documents are available from Development Services (DVS) upon request. All public main extension contracts are subject to the rules and regulations of the Indiana Utility Regulatory Commission and City Utilities. DVS shall be consulted for contract questions.

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### GR4.03 Fees

Permit application fees for local, state, and federal permits will be determined by the respective agency at the time of permit application.

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### GR4.04 Permit Responsibility

For DVS Projects, all applicable permits shall be obtained before starting construction. Copies of permits shall be provided as required or requested by DVS.

For CUE Projects, permitting responsibility involves the design engineer, CUE and/or the contractor.

Where required, all permits for work within the public right-of-way shall be obtained.

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### GR4.05 Permit Compliance with Other Standards

#### Compliance with Other Standards and Regulations

Adherence to these standards does not eliminate the need to comply with other applicable City, County, State and Federal ordinances and regulations. These may include, but are not limited to:

- Submission and approval of preliminary and final subdivision plats
- Construction in a Floodway permits, including any required by Department of Planning Services (DPS)
- IDEM permits (IDEM or City issued) for sanitary and water facilities construction
- Indiana Department of Natural Resources (IDNR) permits

- Army Corps of Engineers permits
  - Allen County Drainage Board permits
  - Indiana Department of Transportation (INDOT) permits
  - Road right-of-way and building and zoning permits (City or County)
  - Construction inspections
  - Appeals and similar matters
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#### GR4.06 DVS Permits

Permits required by private development for City Utilities are administered by DVS. These permits are listed in [Exhibit GR4-1](#).

1. Application Forms

The permit application forms are available from DVS. The Local Unit Construction Permit application for Potable Water is provided in [Exhibit GR4-2](#). Permit application forms for local sanitary sewer construction are provided in [Exhibit GR4-3](#), [Exhibit GR4-4](#), and [Exhibit GR4-5](#).

2. Exemptions

There are no exemptions to the permitting requirements.

3. Expiration of Permits

Permit expiration information is specific to each permit. Review the permit and/or contact DVS for additional information.

4. Changes to Application Information

For any changes to information on a permit application, contact DVS before the start of construction.

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#### GR4.07 Other Permits

Projects may require permits that are obtained from regulatory agencies other than City Utilities.

For DVS Projects, all plan changes required by other agency permits shall be submitted to DVS for approval. Additional review may be required.

For CUE Projects, all plan changes required by other agencies shall be submitted to the project manager.

While not intended to be complete or all inclusive, permits typically required by other agencies for storm water and/or sanitary sewer collection systems and/or potable water distribution system are listed in [Exhibit GR4-6](#).