

## Charlotte Water Alternate Installation Process

Charlotte Water's Alternate Install program allows a Developer/Customer to install CLTWater new service connections (to existing CLTWater water/sewer mains) under CLTWater approval and inspection. Developers/Customers have the option to pay Plan Review/Inspection fees for each service in lieu of Connections fees for services. The Developer/Customer will execute a contract with CLTWater prior to starting construction. Once construction of the new service connections is completed and approved by CLTWater the Developer/Customer will donate the service infrastructure to CLTWater for ownership and maintenance.

- Definitions

- Developer/Customer- Entity or person requesting water or sewer service from CLTWater.
- CLTWater- The Charlotte Water Department, a department of the City of Charlotte
- IDS- Installation and Development Services division of CLTWater
- Customer Service – The customer service division of CLTWater
- Alternate Install- A process where a developer/contractor can hire a licensed utility contractor to install water or sewer service connections
- Utility Contractor- The licensed contractor hired by the Developer/Customer to perform the construction work
- Inspector- The assigned CLTWater Construction Inspector for the project
- Developers Engineer- A licensed civil engineer hired by the Developer/Customer
- Plan Review/Inspection Fees(PR/I)- Fees paid to CLTWater for the Alternate Install process.
- Connection Fees- Fees paid to CLTWater for services to be installed by CLTWater.
- Request for Contract form- A form to be completed by the Developer/Customer indicating their request for an Alternate Install contract.
- Contract Agreement- A contractual agreement between CLTWater and the Developer/Customer regarding the obligations of both parties.
- Start Letter- A letter completed by the Developer/Contractor listing their Utility Contractors information and anticipated start date.
- COI- Certification of Insurance held by the Utility Contractor

- How to request an Alternate Install

- The Developer/Customer will receive a quote letter that outlines the fees due for each method of service installation, CLTWater-installed or Alternate Install.
- For service types/sizes that do not require a quote from CLTWater, the Developer/Customer shall request an Alternate Install quote from the Charlotte Water/Engineering Installation and Development Services group.

- The customer shall submit application and payment for the Plan Review/Inspection (PR/I) fees to CLTWater Customer Service.
  - CLTWater IDS division will send the Developer/Customer the Request for Contract form to start the Alternate Install process.
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- Process
    - The Developer/Customer shall complete the Request for Contract form and return to CLTWater.
    - A Contract Agreement will be generated by CLTWater and sent to the Developer/Customer and the appropriate CLTWater staff for signatures.
    - CLTWater will provide the executed Contract Agreement to the Developer/Customer along with a Start Letter template form.
    - The Developer/Customer shall return the completed Start Letter along with their Utility Contractor's COI.
    - CLTWater will issue a Project Startup notice to all parties and assign an Inspector.
    - Developer's Utility Contractor coordinates a pre-construction meeting with the assigned Inspector and coordinates all construction with the Inspector.
    - The Utility Contractor requests a final inspection with the Inspector. Developer's Utility Contractor completes any and all necessary punchlist items from the final inspection.
    - CLTWater accepts the infrastructure for ownership and maintenance