

DEVELOPER INSTALLED MAIN EXTENSION INSTRUCTIONS AND APPLICATION

If you are a developer, business owner or other entity that would like to extend water or wastewater infrastructure to a new development, either within or near an existing service area, this is the place to start. We are committed to providing an easy, efficient process to help bring these resources to your development.

To begin the submittal process, please complete the attached Developer Water/Wastewater Main Extension Application. Once completed, email the document to INAW Developer Services at: inaw.developerservices@amwater.com INAW Developer Services will review the application and determine if a main extension is necessary for the development. The Developer Portal can be accessed by multiple people. All email addresses listed on the application will receive an invitation to join the Developer Portal via email.

The Developer Portal will be used to submit documents for INAW Developer Services to review. The Developer Portal will contain all the required main extension documents.

- Stage 1:** **Design Stage:** Follow instructions in the Developer Portal Stage 1 folder to design the main extension. In this folder you will find the design requirements, technical specifications, and standard details (PDF and autoCAD).
- Stage 2:** **Review Stage:** Follow instructions in the Developer Portal Stage 2 folder to submit the plans for review. Primary Developer Contact must send a notification email to INAW Developer Services once the plans have been uploaded and are ready for review. INAW Developer Services will start the review process. **The review process will not start until the email is sent to Developer Services.** Please allow a minimum of two weeks for the first submittal plus an additional week for each resubmittal. All contacts listed on the Developer Portal will receive an email once reviewed documents have been added to their Developer Portal.
- a. If a revise and resubmit is required, please address all comments on the memo and upload revised plans to the Developer Portal. Send an email notification to INAW Developer Services once the revised plans have been uploaded for review.
 - b. When the review has been completed, INAW Developer Services will send the NOI to IDEM to start the mandatory 30 day waiting period. **NOTE: review and NOI are only valid for 1 year.**
- Stage 3:** **Agreement Stage:** Follow instructions in the Developer Portal Stage 3: Agreement folder. Before construction can begin, a water main extension agreement must be signed by all parties. Once the review is complete, the Developer will need to upload the required main extension agreement documents to the Developer Portal: Project Sheet, Estimated Cost Form, Fire Department Review Form and recorded easements (if required). After the agreement has been signed by all parties, you will be able to schedule the pre-con meeting. **NOTE: Developer must start construction within 120 days of signing the agreement or agreement is no longer valid and must be re-issued.**
- Stage 4:** **Transfer of Ownership Stage:** Follow instructions in the Developer Portal Stage 4: Transfer of Ownership folder. Upon completion of the water main extension, Developer will upload all required final paperwork to the Developer Portal Stage 4: Transfer of Ownership folder and notify INAW Developer Services via email.

NOTE: All checks to be mailed to:
ATTN: Developer Services
Indiana American Water
153 N. Emerson Ave.
Greenwood, IN 46143

INAW Developer Services will review the final documents to ensure that everything is in order. If additional information is required, Developer Services will advise of additional requirements. Once all documents have been accepted, Developer Services will send Developer an acceptance letter via email and release the main for taps.



**DEVELOPER INSTALLED
WATER/WASTEWATER MAIN EXTENSION APPLICATION**

To assist INAW with your application, please provide as much information as possible. INAW updates our Guidelines and Specifications on a regular basis. Additional information available on our website: <https://amwater.com/inaw/about-us/doing-business-with-us/developers>

DEVELOPMENT NAME:

DEVELOPMENT CITY:

CHECK APPROPRIATE MAIN EXTENSION TYPE

TYPE OF MAIN EXTENSION: WATER AND/OR WASTEWATER

Developer Contact Information - Who is executing an agreement with INAW? - Application will be rejected if this information is not provided at the time of application.

Company:

Name:

Phone:

Email:

Engineer of Record - Who will be designing the main extension?

Company:

Name:

Phone:

Email:

List any additional emails for users that require access to the project files here.

Email:

Email:

Email:

Email:

Please provide a brief description of the Development

(This area is currently blank for providing a description of the development.)