



## CITY OF ST. CLOUD WATER/SEWER REQUEST REQUIREMENTS AND CHECKLIST

### Pre Application Meeting

- Submit Pre-Application Meeting Request Form
- Once Meeting Request Form is received, meeting will be scheduled

### Water & Wastewater Service Agreement (once Negotiated)

- Signed Agreement
- Fee
  - Water/Sewer Agreement: \$4,500 (Small Scale- 10 Acres or Less)
  - Water/Sewer Agreement: \$4,900 (Large Scale- greater than 10 Acres)
- Certificate of Title (original, executed within the last 60 days)
- Notice of Encumbrance
- 1 Sealed Survey
- Legal Description (in Word- CD or email to [dawn.kent@stcloud.org](mailto:dawn.kent@stcloud.org))
- Approved PSP from County (if applicable)

### DRC Application for Review

- DRC Processing Fees:
  - Water/Sewer Request (Individual Residential Connection): \$500.00
  - Construction Plans- Water/Sewer Line Extension: \$2600.00
  - \*Resubmittal Fee (2<sup>nd</sup> Resubmittal and on) -50% of Original Fee

### Concurrency Management Application

- Concurrency Processing Fee:
  - Individual Single Family of Duplex Residential dwelling unit of structure: \$50.00
  - Single Family Residential Subdivision, Single Family Residential Subdivision Phase, Multi Family Site Plans and Multi Family Site Plan Phase:
    - 4-30 Dwelling Units: \$250.00
    - 31-300 Dwelling Units: \$500.00
    - Over 300 Dwelling Units: \$1000.00
  - Commercial, Industrial, Professional or Institutional Subdivision or Subdivision Phase:
    - Less than 5 lots/developable tracts or less: \$250.00
    - 6-10 Lots/developable tracts: \$500.00
    - Over 300 Dwelling units: \$1000.00
  - Commercial, Industrial, Professional, or Institutional Site Plan, Phase or Non-Residential Addition:
    - Less than 10,000 total square feet of floor area: \$250.00
    - 10-001- 30,000 total square feet of floor area: \$500.00
    - Over 30,000 total square feet of floor area: \$1000.00
- 1 Set of Construction Plans, Folded
- 1 Disk containing Construction Plans
- 2 Original sets of Hydraulic Reports for Water, Sewer & Reclaimed Water (if applicable)
- Agent Authorization Form

### \* After DRC Approval, Submission of 9 Sets of Construction Plans, Folded, for Stamping

Any questions can be directed to Dawn Kent @ 407-957-7264

Updated 3/2020