



2150 Dr. Martin Luther King Jr. St. | Indianapolis, IN | 46202  
CitizensEnergyGroup.com

## Private Development Plan Review and Permitting Process Sanitary Main Extensions

### Primary Contacts

<p><b>Market Development Coordinators:</b> Citizens Energy Group 2020 N. Meridian Street Indianapolis, IN 46202</p>	<p><b>Business Contact Center</b> (317) 927-4328 Monday to Friday, 8:00 am to 5:00 pm</p>
<p><b>Citizens Energy Group (Citizens) Website Permits and Forms Homepage</b> <a href="http://www.citizensenergygroup.com/permits">www.citizensenergygroup.com/permits</a></p>	

#### Step 1: Pre-Application and Application

The developer/developer’s engineer should contact the Market Development Coordinators for information and requirements on applying for a sanitary main extension. The Market Development Coordinator will direct the developer/developer’s engineer to apply for a sanitary main extension permit on Citizens’ website.

Once the application has been submitted, Wastewater Permitting will process the application. This process typically takes a few days, but may take longer if the application contains missing or incorrect information. After the application is processed, the Engineering Specialist (Wastewater) will be notified. The Engineering Specialist (Wastewater) will create an online project folder on Microsoft OneDrive and invite the developer/developer’s engineer to submit required documents to the project folder for review. Required documents include:

- Full Construction Plans
- **Citizens Energy Group Sanitary Sewer Design Summary** (available on Citizens’ website)

#### Step 2: Review Process

Once the necessary documentation has been uploaded to the project folder on OneDrive, the developer’s engineer should notify the Engineering Specialist (Wastewater) of plan submittal. The Engineering Specialist (Wastewater) will notify the Reviewer and review will be initiated. The Reviewer will provide comments and plan markups back to the project folder and notify the engineer.

Standard turnaround time for the first plan review is **two (2) weeks** after the necessary documents have been uploaded and the Reviewer notified. Standard turnaround time for subsequent reviews is **one (1) week**. Time between resubmittals



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for review is dependent on the developer/developer's engineer. There are typically at least two submittals for each application, and often more.

Once the flows from the **Citizens Energy Group Sanitary Sewer Design Summary Form** have been approved by the Reviewer, Citizens will sign and send a copy of the IDEM Capacity Certification/Allocation Letter to IDEM and the developer's engineer. This letter is one of the required documents in the **Application for Sanitary Sewer Construction Permit Per 327 IAC 3**.

NOTE: The developer/developer's engineer should submit an **Application for Sanitary Sewer Construction Permit Per 327 IAC 3** to Indiana Department of Environmental Management (IDEM), independently of Citizens' application process. IDEM issues an IDEM permit to the developer/developer's engineer and sends a copy to the Citizens. The IDEM permit must be obtained during the review process.

### **Step 3: Contracts and Permits**

Once the Reviewer has approved the construction plans, the Engineering Specialist (Wastewater) will send the developer and developer's engineer an email notification of approval with an approval letter and the appropriate standard contract documents. The developer will submit documents as outlined in the approval letter to the Engineering Specialist (Wastewater).

The Engineering Specialist (Wastewater) will send the contract documents to Citizens colleagues for review, approval, and contract execution. Standard turnaround time by Citizens is **one (1) to two (2) weeks**. Once all of the documents have been received and executed, the Engineering Specialist (Wastewater) will notify the Wastewater Permitting to collect fees and issue the permit.

### **Step 4: Release for Construction**

The developer will contact the Engineering Specialist (Wastewater) to set up a pre-construction meeting with the developer, developer's engineer, contractor, Engineering Specialist (Wastewater), and the Inspector. The developer/developer's engineer should upload final approved construction plans to the project folder and bring (at a minimum) two (2) full sized sets of final approved construction plans to the pre-construction meeting to be stamped "Release for Construction" by the Engineering Specialist (Wastewater). The Inspector will keep one of set of the stamped plans and the second set should be kept on the project site. Additional copies may be utilized by the developer/developer's engineer/contractor as needed. From this point, the contractor and Inspector will coordinate as needed for construction and associated inspection.

### **Step 5: Project Acceptance and Close-Out**

Once construction and the final inspection are complete, the developer's engineer will complete as-built drawings with the Inspector observing. The developer's engineer will submit to the Inspector approved as-built drawings for review. Once reviewed, the inspector will deliver the mylar and digital copies of the as-built drawings to the Engineering Specialist (Wastewater). Citizens will review the as-built drawings and accept them if they meet Citizens' digital submission standards.

The developer will send close-out documents, as outlined in the approval letter, to the Engineering Specialist (Wastewater). Once the as-built drawings have been accepted and all of the appropriate close-out documents have been received, Citizens will release the Performance Bond and notify Wastewater Permitting that the project is completed and ready to be release for lateral connection.