



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

Private Development Plan Review and Permitting Process Water Main Extensions

Primary Contacts

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

Step 1: Pre-Application and Application

The developer/developer’s engineer should contact the Market Development Coordinator for information and requirements on applying for a water main extension. The Market Development Coordinator will direct the developer/developer’s engineer to contact the Engineering Specialist (Water). The Engineering Specialist (Water) 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
- AutoCAD file with standard drawing blocks
- **Hydraulics Analysis Required Information Form**

NOTE: The developer/developer’s engineer should submit a **Notice of Intent to Construct a Water Main Extension (NOI)** (State Form 49008) to the Engineering Specialist (Water), who will review the NOI and submit it to the Indiana Department of Environmental Management (IDEM). The NOI must be submitted to IDEM during the review process.

Step 2: Review Process

Once the necessary documentation has been uploaded to OneDrive, the developer’s engineer should notify the Engineering Specialist (Water) that plans have been submitted. The Engineering Specialist (Water) submits a hydraulic analysis request to Underground Asset Management at Citizens to check that the proposed site demands and layout meet Citizens’ standards. This request takes approximately 2 weeks to complete. Once the hydraulic analysis is complete, the Engineering Specialist (Water) reviews the plans, provides comments and plan markups on the OneDrive project folder, and notifies the engineer via email that review comments have been made.



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Standard turnaround time for the first plan review is **two (2) weeks** after the necessary documents have been uploaded and the Engineering Specialist (Water) is notified. Standard turnaround time for subsequent reviews is **one (1) week**. Time between resubmittals for review is dependent on the developer/developer's engineer. There are typically at least two submittals for each application, and often more.

Step 3: Contracts and Permits

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

Step 4: Release for Construction

The Engineering Specialist (Water) will prepare and deliver to the project inspector an inspection folder with the final approved plans. The Engineering Specialist (Water) will prepare and send the developer and developer's engineer a Release for Construction letter via email. The Release for Construction letter will provide contact details and information to coordinate construction and inspection.

Step 5: Project Acceptance and Close-out

Once construction and inspection of the main is complete, and hydrostatic pressure and water quality testing have passed, final tie-in of the main to the existing water distribution system can occur. Once final tie-in of the main has occurred, the Engineering Specialist (Water) will issue a Release for Fire Protection letter.

The developer will send close-out documents, as outlined in the contract cover memo, to the Engineering Specialist (Water). Once all of the appropriate close-out documents have been received, the Engineering Specialist (Water) will send the developer a Release for Service letter and notify Citizens colleagues that the project is completed and ready to be release for connection.