

Private Development Plan Review and Permitting Process

Sanitary Sewer Laterals

Step 1: Visit www.CitizensEnergyGroup.com/Permits for Sanitary Sewer Lateral Application to complete online form. The property owner and/or designated representative (i.e. private contractor) will need relevant project information such as property address, property owner name, private contractor information and proposed lateral information. If additional assistance is required, please call the New Service Contact Center.

Please note: This process typically takes a few days, but may take longer if the application contains incorrect or missing information. If required, incorrect and missing information will be requested.

Step 2: If application requires a technical review, the typical turnaround time is five (5) business days. If multiple reviews are required, the time between reviews is dependent on the applicant and when updates/revisions are submitted for further review.

Step 3: Once the application has been processed, the applicant will receive an email notifying them of permit issuance pending payment of permitting fees.*

*All applicants must pay a \$236 Permit fee. Each new connection is also charged an additional connection fee based on water meter size. The standard connection fee for a single family home is \$2,530, but can be more if the home or business has a larger-than-standard domestic water meter. Additionally, properties connecting to a private development main installed less than ten (10) years ago may also be required to pay a Subsequent Connector Fee.

Please note: The Subsequent Connector Fee will be determined as part of the review process and will be collected when permitting fees are due.

Step 4: The property owner and/or designated representative (i.e. private contractor) will be responsible for all materials, labor and additional costs associated with the installation of their lateral and low-pressure system grinder pump (if applicable). Upon completion of the installation, the contractor must order an inspection of the lateral through the Citizens website.

Please note: The trench must be left open in order for Citizens to complete their inspection. All installations must follow the Citizens Sanitary Standards available at www.CitizensEnergyGroup.com/Permits.