Colorado Springs Utilities
Guide for Development and Building

This document is intended to help property owners, developers, engineers and builders understand the process of developing land in Colorado Springs. The purpose is to promote success in your efforts to develop land into an amenity for the Colorado Springs community, while allowing you to streamline your efforts and maximize your efficiency. As a community-owned utility, we go above and beyond what is normally expected of a utility company in assisting as you build the infrastructure and facilities our community relies upon. Please utilize this manual as a resource to help make your development project a success and an asset to the community.

Thank you for your interest in the Colorado Springs Utilities Guide for Development and Building. This document may be updated periodically. To obtain the latest version and to access the links within, the document can be found online at:
https://www.csu.org/CSUDocuments/developmentguide.pdf
The current Colorado Springs Utilities Rules and Regulations and Line Extension and Service Standards as well as Colorado Springs City Code were referenced in the writing of this document. These governing documents will be changed from time to time and could result in this manual having minor inaccuracies. In situations of conflict, the governing documents will take precedence over this guide.

For the purposes of this document the terms owner, developer and owner’s representative are used to indicate the person engaged in a land development or building activity on the behalf of the owner. We have made no attempt to distinguish between these parties and leave it to the owner to determine the proper person to represent them for each stage of the development process.
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Executive Summary

This document was written to help property owners, developers, engineers and builders understand the process of developing land in Colorado Springs. The purpose is to help you be more successful in your efforts to develop the land while allowing you to streamline your efforts and maximize your efficiency in working with review and approval agencies. Please utilize this manual as a resource to help make your development project a success and an asset to the community.

Colorado Springs Utilities provides water, wastewater, natural gas and electric service to all properties within the City of Colorado Springs city limits. It is one of the few community-owned four service utilities in the country. This rare combination allows us to make business decisions that focus on the overall benefit to our citizen ratepayers and limits the number of utility providers the developer must coordinate with while developing land in Colorado Springs.

Colorado Springs Utilities reviews and comments on land planning and entitlement submittals made to the City of Colorado Springs ensuring that approved developments meet all local requirements and can be built with minimal disruptions. Unlike some municipalities, Colorado Springs Utilities does not require that the developer acquire water rights for their development because Colorado Springs Utilities has acquired water rights sufficient to supply water years into the future; however, as a condition of annexation, the water rights for the property being annexed must be assigned to the City of Colorado Springs. In all cases, the builder will be required to pay development charges for connections to the public water and wastewater systems which allow the development to pay their share of the existing infrastructure. The development charges are due before a building permit can be issued and will vary depending on several criteria, generally linked to the water demand for the property.

The design and construction process for the required utility infrastructure varies depending on the utility service being installed. The developer will be responsible to hire the team required to design and install the water and wastewater mains and service lines in accordance with our Standards and the approved land planning submittals. After the water and wastewater systems are designed, the drawings will be reviewed by Colorado Springs Utilities and revised until the design can be approved. After design approval, the developer will have their contractor install the lines, with Colorado Springs Utilities inspecting the installation. Colorado Springs Utilities will review the design and inspect the installation with the intent of accepting ownership of the infrastructure after the warranty period.

The gas and electric infrastructure is constructed through a different process in that Colorado Springs Utilities will perform the design and installation work on these systems with our own resources. The developer will be responsible for the design costs and a portion of the installation costs based on the cost of the extension and the anticipated connected load because a portion of the infrastructure cost is recovered through rates.

Based on the type of infrastructure being installed, we may require that the property owner dedicate easement before the construction drawings will be approved. The required easement width varies depending on the type of service, the size of the service and the bury depth. Easements can be dedicated by plat or by a separate instrument (easement agreement) available on the internet.

The system designs are reviewed to ensure an integrated and functional design and to ensure that the public utility system is not overburdened by the proposed development, which may result in a requirement for off-site system improvements in some cases. Additionally, the Colorado Springs City Code and Colorado Springs Utilities’ Standards related to utility infrastructure extensions generally require that lines be extended within a right-of-way or easement to the furthest extent of the
property. Exceptions can be allowed if the extensions would not be utilized by other properties. In reviewing the plans, Colorado Springs Utilities is looking to ensure that the infrastructure is extended in a manner that results in a logical utility system not only for the current development, but also for future development while also considering our operation and maintenance costs.

To minimize the cost of construction, Colorado Springs Utilities’ Standards allow for water, wastewater and natural gas lines be installed with stubs to the adjacent properties thereby eliminating most street cuts that would otherwise be needed later to install the stubs. Additionally, it is common practice to ensure that electric service is available to each lot before the streets are constructed.

During building construction the building is connected to the existing service stubs. The builder will be responsible for connecting or hiring a qualified person to connect the water, wastewater, small natural gas and residential electric lines. For commercial properties, connection of the electric service is a cooperative effort shared by the electrician and Colorado Springs Utilities and Colorado Springs Utilities will install any large gas service lines.

Colorado Springs Utilities supplies the meters for gas, electric and water services and will be responsible for setting the meter for the gas and water services. In the case of residential and small commercial electric services, the contractor will install the meter sockets and Colorado Springs Utilities will then install the meter. Larger commercial and industrial electric services require more coordination between Colorado Springs Utilities and the contractor with each entity being responsible for different portions of the work.

All of these processes are explained in more detail within the text of this document and the referenced Standards. We would encourage you to look within the appropriate section of this Guide or call us using the phone list in the appendix.

We also would like to encourage you to visit the Colorado Springs Utilities website to find links to other useful information. If you have any questions about steps in the land development process please contact Utilities Development Services at (719) 668-8259. We wish you future success in your development projects and encourage you to contact us if we can be of assistance.
1 Introduction

This Guide for Development and Building ("Guide") is intended to assist those involved in property development as they proceed through the process of obtaining utility service as part of their development project. In general, this Guide is a reference for property development within the city limits of the City of Colorado Springs, Colorado ("City"). However, this Guide could also serve as a reference for property developments outside the City, yet within El Paso County, Colorado and the boundary of Colorado Springs Utilities' service territory for electric or gas utility service. The service territory boundary for water and wastewater utility service is generally limited to the City. It is the responsibility of the Owner to determine the utility service providers for their property. Property owners may request a determination as to whether or not Colorado Springs Utilities will provide utility service to the property by requesting a service availability letter.

1.1 Overview of Colorado Springs Utilities

Colorado Springs Utilities is a community-owned utility that provides reliable electric, natural gas, water and wastewater services to the citizen-owners and customers of Colorado Springs Utilities. Our strategic destination is to improve customer satisfaction by controlling costs. The above guiding principles provide the roadmap to guide us to the right decisions regarding interpretation of questions around utility-related matters.

Strategic planning for Colorado Springs Utilities begins with our citizen-owners, who elect a City Council that serves as the governing entity. The City Council has delegated some of its authority regarding utility matters to a Utilities Board, which is comprised of the same members as the City Council. When the City Council members are sitting in the capacity of the Utilities Board they are acting similar to a board of directors for a company. The Ends Policy and Measurements established by the Utilities Board provides business direction on what Colorado Springs Utilities is expected to achieve. Below the Utilities Board, Colorado Springs Utilities' Officer Team develops and communicates a set of strategies, goals and objectives for the organization. These two groups work together to provide the mechanism to prioritize programs and initiatives to achieve the organizational strategies, goals and objectives.
Colorado Springs Utilities provides water, wastewater, natural gas and electric service to all facilities within the city limits of Colorado Springs. Additionally, Colorado Springs Utilities provides electric and/or gas service to some outlying areas to the south, east and west of the city. Figure 1 is a map which shows the services available from Colorado Springs Utilities within a given area. The map is included to give you a high level idea of what services might be available from Colorado Springs Utilities. For questions regarding a specific parcel please request a service availability letter from our website link given above.

Colorado Springs Utilities has slightly different service territories for each of the four services. The service territories are shown in Figure 1- Service Territory Boundaries. The service areas for each of the four services are identified as described below:

- Water- inside the blue border
- Wastewater- inside the green border
- Natural Gas- inside the yellow border
- Electric- inside the red border
Figure 1- Service Territory Boundaries
1.2 Regulatory Framework
There are several key documents that Colorado Springs Utilities must comply with when making policy and other decisions—namely the City Charter and City Code (“City Code”), Colorado Springs Utilities Rules and Regulations (“URR’s”), the Colorado Springs Utilities Line Extension & Service Standards (“Standards”), and in some instances, state or federal laws. The City Code, URR’s and Standards each have sections that apply to our four primary utility services - water, wastewater, natural gas, and electric. A link to each of these documents is provided in Section 6.

The City Charter, followed by the City Code, has the highest level of authority of any of the regulatory documents listed above. The City Code has been adopted by City Council and can only be amended by ordinances approved by City Council. The City Code is enforceable as law and all decisions made by Colorado Springs Utilities must be in strict compliance with City Code. The URR’s are also approved and amended by City Council and provide the next highest level of governing document. The URR’s define the rates and fees, including development charges, and other conditions for providing utility service. The City Code allows Colorado Springs Utilities to adopt the Standards. The Standards were established to provide the details of how construction drawings are approved, how utility extensions are to be constructed, and how connections are made to the utility infrastructure. Again, Chapter 12 of the City Code, the URR’s and the Standards are the controlling documents for decisions regarding line extensions and how and when connections to the utility infrastructure are allowed or required.

1.3 High-Level Process for Obtaining Utility Service
The role that Colorado Springs Utilities plays in providing utility service to the community can be broken down into two major phases— the Infrastructure phase and the Providing Commodities and Services phase. This Guide focuses on the Infrastructure phase and helps explain the process of how utility lines are planned, designed, installed and connected for new developments.

Before any structures are built on a piece of land, Colorado Springs Utilities will assist you with the design and installation of the utility infrastructure to the site. With Colorado Springs Utilities reviewing your water and wastewater extension designs and designing the gas and electric extensions, we will help ensure that the system meets our Standards, which helps you by minimizing redesign or rework and helps us by guaranteeing we have a system that will be safe and efficient to maintain.

Figure 2 on the next page breaks down the process into two easy-to-understand graphics. The first graphic shows the phases of utility service delivery, breaks the process into four general phases and lists the major activities of each phase. The second graphic shows the main points of interface with Colorado Springs Utilities and other government agencies during these phases.
Figure 2- Phases of Service

**Phases of Service - Major Activities**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Land Planning &amp; Entitlement</th>
<th>Development</th>
<th>Building</th>
<th>Meter Lifecycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Development approvals and entitlement</td>
<td>Extension of utilities to new lots</td>
<td>Connection of services to new structures</td>
<td>Provide utility services and commodities</td>
</tr>
<tr>
<td>Services</td>
<td>-Annexation</td>
<td>-Grading, roads, drainage</td>
<td>-Service</td>
<td>-Metering &amp; customer billing</td>
</tr>
<tr>
<td></td>
<td>-Master Plan</td>
<td>-W &amp; WW approval, inspection, acceptance</td>
<td>-Contract/fees paid</td>
<td>-Customer service</td>
</tr>
<tr>
<td></td>
<td>-Zoning</td>
<td>-E &amp; G design, construction, etc.</td>
<td>-Building permit</td>
<td>-Operate &amp; maintain systems</td>
</tr>
<tr>
<td></td>
<td>-Concept Plan</td>
<td>-Infrastructure records</td>
<td>-Service line extension &amp; connection</td>
<td>-System rehabilitation</td>
</tr>
<tr>
<td></td>
<td>-Development Plan</td>
<td></td>
<td>-Meter sets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Final Plat</td>
<td></td>
<td>-Certificate of Occupancy (CO)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Phases of Service - Interface Points**

<table>
<thead>
<tr>
<th>Utilities</th>
<th>Land Planning &amp; Entitlement</th>
<th>Development</th>
<th>Building</th>
<th>Meter Lifecycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Planning</td>
<td>Development Services</td>
<td>Development Services</td>
<td>Development Services</td>
<td>Customer and Corporate Services Division</td>
</tr>
<tr>
<td>Wastewater Planning</td>
<td></td>
<td></td>
<td></td>
<td>Service Delivery</td>
</tr>
<tr>
<td>Infrastructure Records</td>
<td></td>
<td></td>
<td></td>
<td>Field Services</td>
</tr>
<tr>
<td></td>
<td>Customer and Corporate Services Division</td>
<td>Field Engineering</td>
<td>Field Services</td>
<td>Field Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Energy C&amp;M</td>
<td>E&amp;W Operations</td>
<td>E&amp;W Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service Delivery</td>
<td>Energy C&amp;M</td>
<td>Energy C&amp;M</td>
</tr>
</tbody>
</table>

*And Others

|---------------|----------------|------------------|------------|-------------------------------|-----------------------------------|
The first three steps in the process are described in greater detail in the following sections of this document. For the sake of brevity, they are not described in more detail in this section. For more detail on these steps please see the following sections:

- **Land Planning and Entitlement**  
  Section 2

- **Development**  
  Section 3

- **Building**  
  Section 4

The final step is the meter lifecycle. The meter lifecycle step includes all the activities that occur after the meter is set and service is turned on for the first time. This will include the reading of the meter and the monthly billing cycles, the starting and stopping of service, and changing account billing information. All these activities are handled by simply contacting our call center at (719) 448-4800 and speaking with a customer service representative. These tasks are not addressed in more detail as they fall outside the development process and therefore the scope of this Guide.

Figure 3 on the following two pages is intended to highlight some of the major activities in developing property and includes more detail related to extending utilities and connecting them to the new buildings. The chart is intended to help you understand which tasks the developer will be responsible for completing and which tasks Colorado Springs Utilities will perform. These activities are explained in further detail in the text of the document.
## Figure 3- Development Activities by Phase

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Developer Activities</th>
<th>Colorado Springs Utilities Activities</th>
</tr>
</thead>
</table>
| **Land Planning and Entitlement** | ✓ Annex property if required  
✓ Prepare and submit wastewater master facility report (WWMFR)  
✓ Get approval of planning submittals including Master Plan, Concept Plan, Development Plan and Final Plat as required | ➢ Meet with developer or engineer upon request  
➢ Participate in Land Development Technical Committee (LDTC) meetings  
➢ Review and comment on annexation agreements  
➢ Provide connection options and line extension requirements  
➢ Review and comment on Land Planning and Entitlement submittals including WWMFRs  
➢ Provide service availability letter, if requested |
| **Development**        | ✓ Design and submit water and wastewater construction drawings and utility service plan for approval  
✓ Prepare and execute any required easements  
✓ Prepare and submit Utility Addressing Plan if utilities are to be installed before plat is recorded  
✓ Get approval from CSFD on water construction drawings  
✓ Submit applicable gas and electric load data forms and supporting documentation including CAD drawing of wet utilities (UDCF)  
✓ Hire contractor for water and wastewater main line and service stub installation  
✓ Contact Colorado Springs Utilities for required inspections (48 hour notice for water and wastewater)  
✓ Install water, wastewater and storm sewer lines  
✓ Install curb and gutter for streets  
✓ Pay Extension Contract fees, if applicable, for gas and electric extension | ➢ Model projected fire flows for CSFD  
➢ Review, accept and record any required easements  
➢ Review and approve Utility Addressing Plan and provide UAP number to owner  
➢ Review and approve water and wastewater construction drawings and utility service plans  
➢ Inspection of water and wastewater main lines and service stubs  
➢ Prepare and send Agreement and Bill of Sale for water and wastewater mains  
➢ Design and estimate cost for electric and gas extensions  
➢ Return Gas and Electric design with Extension Contract to developer  
➢ Installation of gas and electric distribution mains |
### Project Phase

<table>
<thead>
<tr>
<th>Building</th>
<th>Developer Activities</th>
<th>Colorado Springs Utilities Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ Pay all fees due to Colorado Springs Utilities with the Service Contract</td>
<td>➢ Prepare Service Contract and collect fees due</td>
</tr>
<tr>
<td></td>
<td>✓ Obtain building permit and other permits as required</td>
<td>➢ Review and approve RBD permit</td>
</tr>
<tr>
<td></td>
<td>✓ Install water and wastewater service lines</td>
<td>➢ Inspection of water and wastewater service lines</td>
</tr>
<tr>
<td></td>
<td>✓ Install on-site electric conduits for electric service line</td>
<td>➢ Inspection of gas and electric service line trenches</td>
</tr>
<tr>
<td></td>
<td>✓ Compact transformer pad for commercial sites</td>
<td>➢ Install gas service lines 2” and larger</td>
</tr>
<tr>
<td></td>
<td>✓ Hire a Licensed Utility Service Installer to install gas service lines smaller than 2”</td>
<td>➢ Tie-in of gas service line to gas stub</td>
</tr>
<tr>
<td></td>
<td>✓ Install gas piping and call for PPRBD inspection of piping internal to building</td>
<td>➢ Installation of gas meters</td>
</tr>
<tr>
<td></td>
<td>✓ Request recovery agreements or oversize main reimbursements as applicable</td>
<td>➢ Installation of electrical transformer and installation of electric service lines</td>
</tr>
<tr>
<td></td>
<td>➢ Prepare Service Contract and collect fees due</td>
<td>➢ Inspection of water meter loop and installation of water meter</td>
</tr>
<tr>
<td></td>
<td>➢ Review and approve RBD permit</td>
<td>➢ Turn services on and off</td>
</tr>
<tr>
<td></td>
<td>➢ Inspection of water and wastewater service lines</td>
<td>➢ Change account owner as required</td>
</tr>
<tr>
<td></td>
<td>➢ Inspection of gas and electric service line trenches</td>
<td>➢ Issue monthly bills</td>
</tr>
<tr>
<td></td>
<td>➢ Install gas service lines 2” and larger</td>
<td>➢ Process or administer recovery agreements or oversize main reimbursements</td>
</tr>
<tr>
<td></td>
<td>➢ Tie-in of gas service line to gas stub</td>
<td>➢ Turn services on and off</td>
</tr>
<tr>
<td></td>
<td>➢ Installation of gas meters</td>
<td>➢ Change account owner as required</td>
</tr>
<tr>
<td></td>
<td>➢ Installation of electrical transformer and installation of electric service lines</td>
<td>➢ Issue monthly bills</td>
</tr>
<tr>
<td></td>
<td>➢ Inspection of water meter loop and installation of water meter</td>
<td>➢ Process or administer recovery agreements or oversize main reimbursements</td>
</tr>
<tr>
<td>Meter Lifecycle</td>
<td>✓ Obtain Certificate of Occupancy</td>
<td>➢ Turn services on and off</td>
</tr>
<tr>
<td>Meter Lifecycle</td>
<td>✓ Request service activation</td>
<td>➢ Change account owner as required</td>
</tr>
<tr>
<td>Meter Lifecycle</td>
<td>✓ Pay monthly bills</td>
<td>➢ Issue monthly bills</td>
</tr>
<tr>
<td>Meter Lifecycle</td>
<td>✓ Change owner of account as applicable</td>
<td>➢ Process or administer recovery agreements or oversize main reimbursements</td>
</tr>
</tbody>
</table>

### 1.4 Water and Wastewater Service

Colorado Springs Utilities provides water and wastewater service to all areas within the city of Colorado Springs and several other areas outside the city limits that receive service through various agreements. If you need information about whether or not Colorado Springs Utilities provides water and wastewater service to your development outside the city limits, please contact Utilities Development Services at (719) 668-8259.

If Colorado Springs Utilities provides water and wastewater service to your development you will be required to design and install the water and wastewater delivery and collection systems (“mains”) in compliance with the respective Standards. After the water and wastewater mains have been inspected and approved by Colorado Springs Utilities, service connections can be made to the system. Colorado Springs Utilities will issue a preliminary bill of sale to the owner and after the two-year warranty period, if there is no further warranty issues, Colorado Springs Utilities will accept ownership and maintenance of the new infrastructure. At that time a copy of the Final Bill of Sale will be sent to the developer.

### 1.5 Natural Gas and Electric Service

Colorado Springs Utilities is the exclusive provider of natural gas and electric service within the city limits of Colorado Springs. There are also other areas that we provide natural gas and electric service, for more information on these areas please see Section 1.1 above.
The design and installation of the gas and electric distribution system is done entirely by Colorado Springs Utilities or its subcontractor and is initiated when a developer submits an application. The developer is responsible for a design fee that covers engineering design costs. Since gas and electric rates are designed to recover infrastructure costs, there may or may not be a fee charged for the cost of the distribution system extension. Any fees due will be estimated when the extension is designed. The process of designing and installing the natural gas and electric infrastructure is explained in detail in sections 3.2.2, 4.4 and 4.5 of this Guide.
2 Land Planning and Entitlement

In the Land Planning and Entitlement phase of a project the developer is seeking to gain approval to develop property in a manner that would add value to the land. Colorado Springs Utilities and other reviewing departments review plans such as concept plans, development plans, final plats, etc. to ensure compliance with City Code and other governing documents. When the land planning and entitlement submittals are approved the developer has a limited amount of time to proceed to the next phase of the development project with the approved plans, generally working toward the goal of building structures or otherwise adding value to the property.

A high-level sequence of land development events has been prepared to help you better understand the land development process in Colorado Springs. The flowchart is included as Figure 6 on the next page, or the most current version is available at the link in the previous sentence. This is available to communicate some of the major tasks during the land planning and entitlement phase, who to interface with and to provide links to internet resources that could be essential during each step of the process. In addition, some of the key points of contact and website links related to the land planning and entitlement phase are given below:

Figure 4- Key Interface Points during Land Planning and Entitlement Phase

<table>
<thead>
<tr>
<th>Key Contact/Role</th>
<th>Phone number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Planning Department (Land Use Review)</td>
<td>(719) 385-5905</td>
<td><a href="http://www.springsgov.com/SectionIndex.aspx?SectionID=25">http://www.springsgov.com/SectionIndex.aspx?SectionID=25</a></td>
</tr>
<tr>
<td>County Planning Department</td>
<td>(719) 520-6300</td>
<td><a href="http://adm.elpasoco.com/Development%20Services/Pages/default.aspx">http://adm.elpasoco.com/Development%20Services/Pages/default.aspx</a></td>
</tr>
</tbody>
</table>

Figure 5- Useful Internet Links during Land Planning and Entitlement Phase

<table>
<thead>
<tr>
<th>Item</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWMFR Templates</td>
<td><a href="https://www.csu.org/CSUDocuments/wwmasterfacilityreport.doc">https://www.csu.org/CSUDocuments/wwmasterfacilityreport.doc</a></td>
</tr>
</tbody>
</table>
2.1 Developer’s Role

The land planning and entitlement process is generally driven by the developer and its team of consultants working with the City of Colorado Springs Planning and Community Development Department- Land Use Review Unit (“Planning”) for developments within the City of Colorado Springs or El Paso County Development Services for developments in unincorporated El Paso County. Since Colorado Springs Utilities works mostly within the City of Colorado Springs city limits this manual is focused on development within the city limits, however many of the processes in the County are similar.

To start the Concept or Development Plan approval process the property owner or their representative is required to submit the Request for a Pre-Application Meeting Form located on the website listed above for Land Planning and Entitlement Applications. The form should be turned in to Planning and contains information about when you will be contacted and when the pre-application meeting will be held. Following that meeting, the Planning department employee (“Planner”) will direct the owner or their representative (“Applicant”) to the proper course of action and will assist the Applicant as they proceed through the review and approval process.

To formally begin the review and approval process, acceptable and complete submittal must be made to the Planner. This must include the proper applications, forms, plans, signatures and submittal fees. The Planner will distribute the appropriate documents to the proper reviewing agencies for their analysis and comment. After all agencies and the Planner have completed their analysis a comprehensive review letter will be provided back to the Applicant. The Applicant will be responsible for following up on the action items provided through this review process. In doing so, the Applicant will need to work with their civil engineer, architect, landscape architect, land main titles and other personnel as necessary.
development consultant and any other personnel involved in the process to address the comments provided by the review agencies. Many times it may be beneficial for the Applicant and their consultants to hold additional meetings with the Planner and/or the review agencies.

Normally during this initial planning stage the Civil Engineer will acquire utility infrastructure maps from our Asset Management Department to determine the most logical connection points for water, wastewater, gas and electric. The maps will give information about the size and location of this infrastructure and also indicate if the site is at the edge of a water or gas pressure zone as well as a wastewater sub-basin. There is a charge for the maps which are acquired at 1521 Hancock Expressway; phone numbers and a fax number are listed in the phone list in section 7.1. Other maps that can be acquired from Colorado Springs Utilities would include aerial photos (ortho photo maps), parcel plot maps and contour maps. While we do not guarantee the accuracy on these maps they can be a very useful tool for some purposes including planning utility tie-in points on a site.

One option available to developers is to have the water and wastewater construction drawings reviewed in a parallel path with the land planning submittals. This special review process is called a commercial-concurrent review and can be done on small commercial developments with limited offsite water and wastewater work. This process generally leads to quicker approvals from Colorado Springs Utilities and can prove to be very beneficial on time-sensitive projects but will require the owner to do more design work early in the project.

2.1.1 Checklists for Land Planning and Entitlement Submittals

As mentioned above, the developer is responsible for assembling the team of professionals that will be used to prepare the required submittal information. When the land planning and entitlement submittal is ready to be submitted the Applicant should download the proper land planning and entitlement application form from the City of Colorado Springs website and follow the instructions on the form.

In addition to the checklist available on the application form, Colorado Springs Utilities uses a checklist to assist in their review of the Development Plan (“DP”). If the DP checklist is used as a tool to prepare the DP, and more specifically the Preliminary Utility Plan within the DP, the amount of redesign and the time required for approval can be minimized.

2.1.2 Submitting Planning Applications

The applications along with all required supporting documentation are submitted to Planning for distribution to the proper agencies for their review. The land planning and entitlement documents can be prepared for one of many goals including approval or amendment of a concept plan, approval or amendment of a DP, approval of master plans, annexations, plats and variances. Each of the land use review requests has a specific application that must be completed and submitted along with the appropriate fee and documentation. A link to the website with these applications is given in Figure 5 above. Below is a description of some of the key planning stage documents that Utilities Development Services currently reviews.
2.1.2.1 Concept Plan
At the pre-application meeting the Planner can advise whether a Concept Plan will be needed for a land development project. A Concept Plan will show a large area of property and is usually used as a guide in preparing a more detailed DP at a later point in time. Concept Plans will delineate basic zoning, lot lines, general uses, approximate building locations, size and height, parking, buffers, easements and access. Landscaping details and final determination of building locations and parking are normally reviewed later with a DP submittal. While a Concept Plan does not require a utility design to be included with the application, doing so would allow the Applicant to get early input related to the utility requirements for a development and help to estimate costs of development related to utilities.

2.1.2.2 Development Plan (DP)
On any project there will need to be an approved DP in place before utility construction plans can be approved and a building permit issued. A DP identifies building footprints, building heights, building elevations, setbacks, land uses, access, circulations, parking, utility alignments, easements, landscaping and other necessary details. Although some zone districts or conditions may require Planning Commission review, most development plans are reviewed administratively with no public hearing required. A DP, once approved, is the legally enforceable guide for the development of real property; all properties subject to an approved development plan shall be developed and maintained in accord with the approved DP.

A DP requires a “Preliminary Utility Plan” to be prepared and included with the application.

2.1.2.3 Final Plats
One important step in the land planning and entitlement process is the platting of the property. The plat will establish a description of the property by lot number and subdivision name rather than relying on a metes and bounds description of the property. In most cases the property will need to have an approved plat before it may be built upon. The plat will establish property boundary lines, access and a legal description of the property and properly convey rights-of-way and easements.

The plat is submitted to the appropriate Planner who will gather the review comments from the different review agencies, including Colorado Springs Utilities. After the Planner determines that the plat meets all applicable parts of City Code and Subdivision Planning Code the Planner will approve it administratively. The applicant is then required to submit a mylar signed by the property owner(s) and notarized by a certified notary. Submittal of the mylar requires the payment of multiple fees, including drainage fees for properties in “planned basins,” and the submittal of supporting documents such as an approved drainage report. The mylar will be signed by several representatives of the review agencies before it is recorded.

2.1.2.4 Wastewater Master Facilities Report (WWMFR)
In order for Colorado Springs Utilities to properly assess the impacts and service demands of any development connecting to Colorado Springs Utilities’ wastewater collection system, we require submission of a WWMFR. The WWMFR must be prepared by a licensed engineer and must be submitted at the DP stage of the land development process in accordance with City Code Section 7.5.502. We would however encourage the owner’s
representative to prepare and submit this earlier in the land development process to identify potential wastewater infrastructure challenges as soon as possible.

A WWMFR is not needed for an interior remodel project, tenant finish project or construction of residential single service additions on existing platted lots. Also for residential areas less than or equal to 17 acres or commercial developments less than or equal to 7 acres, a full WWMFR is not required if the engineer can demonstrate that the development will generate less than 20,000 gallons per day at peak flow. To demonstrate the flow associated with a particular development is less than 20,000 gallons per day the owner’s engineer shall complete the spreadsheet entitled “Flow projections spreadsheet” under Wastewater Planning.

If the development will create more than 20,000 gallons per day the engineer will need to complete and submit the spreadsheet entitled “WWMP_over20000gpd.xls”, available at the same link above, along with a WWMFR Report. To prepare the WWMFR the engineer can download the sample from the same location to use as a template as they prepare the report for their development. Also available on the same website location are copies of the WWMFRs for the overall wastewater collection basins. If a development is planned within one of these larger wastewater collection basins the WWMFR will need to be reviewed by the engineer to ensure the development is compatible with these previously approved WWMFRs for the collection basin. The exact details of the WWMFR are outlined in Chapter 3 of the Wastewater Line Extension and Service Standards also referenced in Section 6 below. For more detailed information regarding Wastewater Master Facility Reports please call Colorado Springs Utilities- Wastewater Planning and Design Department at: (719) 668-8765.

2.2 Colorado Springs Utilities Role
Following receipt of an acceptable application submittal, Planning will distribute the relevant information for review and comment by the review agencies including Colorado Springs Utilities-Utilities Development Services department (“Utilities Development Services”). Utilities Development Services is a reviewing agency for the land planning and entitlement submittals made to the Planning Department. Generally, Utilities Development Services reviews land planning and entitlement applications to ensure that the utility design meets City Code, the Colorado Springs Utilities Rules and Regulations, our Standards and provides a logical extension of utilities in a manner that allows for efficient maintenance and connection for future development. Each of the four utilities is considered when reviewing the submittals and comments are sent from Utilities Development Services to the Planner for incorporation into the land planning review letter.

2.2.1 Review of Land Planning and Entitlement Applications- (Bucksips)
Common land planning and entitlement applications that are submitted to the Planning department are Development Plans, Concept Plans, Master Plans, amendments to each of these, Preliminary and Final Plats, use and non-use variances, property boundary adjustments, replats and waivers of replat. These land planning and entitlement applications are submitted to
Planning who in turn distributes them to the other review agencies. One review agency is Utilities Development Services, who will review and comment on Utility related items.

The item of most interest to Utilities Development Services on the submittals is the preliminary utility layout. When reviewing the submittal, Utilities Development Services will consider existing utilities and easements and make sure that the existing utilities will not be compromised. Additionally, we will ensure any future utilities could be installed in a manner that would be consistent with our Standards. Comments are commonly made regarding the change of grade in utility easements that would result in too much or too little cover for an underground utility, proposed utility easements that need to be realigned or increased in width, buildings and structures or trees proposed in easements or too close to utilities, to name a few. A more comprehensive list of review items can be seen by looking at the DP checklist available on the internet. In addition to reviewing the submitted drawings, Utilities Development Services will check to ensure that the WWMFR (if required) has been approved by the Wastewater Planning and Design department per section 2.2.2 below.

After the submittal has been reviewed, Utilities Development Services will send comments back to the Planner. The comments are grouped into two different categories—action items and informational items. The action items are items that must be addressed before the submittal can be approved. Informational items are either items that do not require immediate action but may in the future, or they may be included simply to help the applicant through the process. Occasionally the Planner will meet with a bucksip reviewer, such as Utilities Development Services, to discuss, clarify, or modify the original comments and create final comments to be included in the formal review. The comments are provided to Planning to be forwarded to the Applicant via the consolidated review letter that Planning sends to the Applicant. Re-submittals by the Applicant are reviewed to ensure that all the action items were addressed and any revisions do not create other issues related to the proposed utilities. To meet about land planning and entitlement submittal comments made by Utilities Development Services please contact Utilities Development Services at (719) 668-8259.

2.2.2 Review of WWMFR

The owner is responsible for having a licensed professional engineer submit a WWMFR for development projects as outlined in section 2.1.2.4 above. The WWMFR must either be submitted with the DP or approved in an earlier submittal such as the Concept Plan. The WWMFR is reviewed by Colorado Springs Utilities- Wastewater Planning and Design department to ensure that design criteria are met. There is an emphasis on ensuring that the proposed mains are of a suitable size to serve the proposed development as well as future development in the basin. The owner’s engineer will perform a flow analysis based on the flow from the development.
Colorado Springs Utilities will review the WWMFR and comment directly back to the submitting engineer on any items that must be addressed. When the WWMFR is approved we will make a note in our database indicating that this requirement has been met, allowing the land planning and entitlement submittal to be recommended for approval by Utilities Development Services.
3 Extension of Utility Systems

The extension of utilities to developed lots is handled differently between the wet utilities (water and wastewater) and the dry utilities (natural gas and electric). Generally speaking, the wet utility main lines and service lines are designed and installed entirely by the owner and the owner’s team of contractors with drawing review and construction inspection by Colorado Springs Utilities. All costs for installation of the wet utilities are borne by the owner.

Colorado Springs Utilities has a larger role in the design and installation of the dry utilities with the primary design and installation work being done by Colorado Springs Utilities. Colorado Springs Utilities will pay for all or a part of the cost of the extension as the Rules and Regulations allow. A more detailed explanation is given in the Rules and Regulations but the key criteria are the length of the extension and the anticipated load of the development. As general guidance, the Rules and Regulations require cost participation from the developer if the capital cost of the line extension cannot be recovered by the rates within a sufficient period of time.

To help you understand the larger picture of the construction drawing approval process, a high-level sequence of activities is available for your use. The flowchart is included as Figure 9 on the next page, or the most current version is available at the link in the previous sentence. It identifies some of the major tasks during the land planning and entitlement phase, key interface points, and provides links to internet resources that could be helpful during the process.

Figure 7- Key Interface Points during Development Phase

<table>
<thead>
<tr>
<th>Key Contact/Role</th>
<th>Phone number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado Springs Utilities Development Services</td>
<td>(719) 668-8259</td>
<td><a href="https://www.csu.org/Pages/development-files-forms.aspx">https://www.csu.org/Pages/development-files-forms.aspx</a></td>
</tr>
<tr>
<td>Colorado Springs Utilities Water Planning &amp; Design</td>
<td>(719) 668-8733</td>
<td>n/a</td>
</tr>
<tr>
<td>Colorado Springs Utilities Water &amp; WW Main Line Inspections</td>
<td>(719) 668-4658 (719) 668-4396</td>
<td>n/a</td>
</tr>
<tr>
<td>Colorado Springs Utilities Field Engineering</td>
<td>(719) 668-4985 (719) 668-5564</td>
<td>n/a</td>
</tr>
<tr>
<td>Colorado Springs Utilities Gas &amp; Electric Inspections</td>
<td>(719) 668-5638 (719) 668-5510</td>
<td>n/a</td>
</tr>
<tr>
<td>Colorado Springs Utilities Gas &amp; Electric Construction Operations</td>
<td>(719) 668-4991 (719) 668-5557</td>
<td>n/a</td>
</tr>
</tbody>
</table>
Figure 8- Useful Internet Links during Development Phase

<table>
<thead>
<tr>
<th>Item</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Development Process-downloadable Gantt Chart</td>
<td><a href="http://www.csu.org/extrx/util_dev_svcs/dev_gantt_chart.mpp">http://www.csu.org/extrx/util_dev_svcs/dev_gantt_chart.mpp</a></td>
</tr>
<tr>
<td>Line Extension and Service Standards</td>
<td><a href="https://www.csu.org/Pages/standards-bulletins.aspx">https://www.csu.org/Pages/standards-bulletins.aspx</a></td>
</tr>
</tbody>
</table>

Figure 9- Construction Drawing Process Flowchart
3.1 Developer’s Role

The developer’s role in the design and installation of water and wastewater infrastructure is much different from their role in the design of gas and electric infrastructure. The developer and their representatives are responsible for the design and installation of the water and wastewater infrastructure. Since 1979 private industry has been responsible for the design of the water and wastewater main lines allowing them to prepare the water and wastewater construction drawings (“CD’s”) for approval. The developer’s role in gas and electric line extensions is condensed into several key tasks summarized in section 3.1.2 below.

To help summarize the entire land development process, Colorado Springs Utilities compiled a sample land development project Gantt chart at the link entitled “Development Gantt Chart (Project).” The Gantt chart was prepared making the assumptions listed in the header of the chart. Additionally it is our intent that you use the Gantt chart as a template and modify it to suit the specifics of your project. Please download the file and use it to your greatest benefit. A simplified version of the Gantt chart is shown below. In order to have it appear in a reasonable space many of the tasks were collapsed:

Figure 10- Land Development Process Gantt Chart
3.1.1 Water and Wastewater

### Figure 11- Interface Points and Phone Numbers for Water and Wastewater Extensions

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Flow Calculations</td>
<td>Water Planning and Design</td>
</tr>
<tr>
<td></td>
<td>(719) 668-8733</td>
</tr>
<tr>
<td>Fire Department Reviews</td>
<td>Development Review Enterprise</td>
</tr>
<tr>
<td></td>
<td>(719) 385-5982</td>
</tr>
<tr>
<td>Construction Plan Reviews</td>
<td>Utilities Development Services</td>
</tr>
<tr>
<td></td>
<td>(719) 668-8259</td>
</tr>
<tr>
<td>Inspections</td>
<td>South- (719) 668-4658</td>
</tr>
<tr>
<td></td>
<td>North- (719) 668-4396</td>
</tr>
<tr>
<td>Oversize Reimbursements and</td>
<td>Customer Contract Administration</td>
</tr>
<tr>
<td>Recovery Agreements</td>
<td>(719) 668-8252</td>
</tr>
</tbody>
</table>

As previously explained, the developer is responsible for all aspects of design and installation of the water and wastewater mains for new development. The developer will need to hire a civil engineer as part of their design team for the project and work with their engineer to ensure that the water and wastewater design will fit the needs of their development. One item that is also required in the preparation of the CD’s is a Utility Service Plan (“USP”) which is one or more sheets that shows how the structures will be connected to the main.

The civil engineer prepares the drawings and submits them to Utilities Development Services in compliance with the Colorado Springs Utilities Line Extension and Service Standards (“Standards”). Utilities Development Services will review the drawings and provide comments. The engineer will then revise the drawings and resubmit them with copies of the red-lined drawings from the last submittal. Through each subsequent review cycle the Engineer will retrieve the drawings from Utilities Development Services and have the revised drawings delivered again. Prior to submittal of the final drawings for signature, the owner will need to sign the owner’s signature block on the drawings indicating they are aware of the owner’s obligations related to the water line. Additionally, Colorado Springs Fire Department must sign construction drawings which show any fire hydrants or fire service lines.

After approval by Utilities Development Services the developer or their engineer will have a couple of choices for how to have the final approved drawings distributed:

1. The owner’s engineer can make copies of those final signed drawings and distribute the proper number of copies to the parties as later outlined in this document.
2. The owner’s engineer can bring in enough copies of the final drawings for final signature and Utilities Development Services will distribute the originals to the proper parties.
   - for mainline plans only bring two sets of plans
   - for service lines only bring two sets of plans
   - for sets containing all of the above plans bring four sets of plans.

If the engineer requests an original back they can bring in an additional set for signature and this one will be signed and returned to them. UDS will then scan one of sets of drawings as an electronic copy and forward the remaining sets to the proper parties within Colorado Springs Utilities.
Following plan approval, the developer will be able to obtain all required permits and hire a contractor along with any other required personnel to construct the mains per the approved drawings.

Figures 12, 14 and 15 are intended to give the developer an understanding of a general time frame for getting services to new buildings. We understand that the timeframe for completion varies tremendously thus the schedules are given as a guide for general understanding. This schedule assumes that there is little to no off-site utility extension work and that the developer completes their tasks in a diligent manner. The schedules are estimates only and there is no guarantee of start or completion dates either implied or specifically stated.

**Figure 12- Typical Schedule for Water and Wastewater Installation**

<table>
<thead>
<tr>
<th>Step</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer hires Engineer and submits water and wastewater design drawings for approval</td>
<td>5 day turnaround</td>
</tr>
<tr>
<td>Colorado Springs Utilities comments on drawings and approves drawings after subsequent revisions and resubmittals</td>
<td></td>
</tr>
<tr>
<td>Customer hires contractor to install water and wastewater lines</td>
<td></td>
</tr>
<tr>
<td>Customer contacts Colorado Springs Utilities inspector to inform them of construction schedule</td>
<td></td>
</tr>
<tr>
<td>Colorado Springs Utilities Inspector witnesses installation and prepares as-built drawings</td>
<td>3-5 Weeks</td>
</tr>
<tr>
<td>Colorado Springs Utilities performs CCTV on wastewater lines and issues preliminary acceptance on lines as appropriate</td>
<td>2 weeks</td>
</tr>
<tr>
<td>2 year warranty period</td>
<td></td>
</tr>
<tr>
<td>Colorado Springs Utilities performs CCTV before final acceptance</td>
<td>3-5 Weeks</td>
</tr>
</tbody>
</table>

Customer Controlled: Drawing approval times and construction times vary depending on the size and complexity of the development. All timeframes listed above are estimates only, there is no guarantee of start or completion dates either implied or specifically stated.
3.1.2 Electric and Natural Gas

Table 13- Interface Points and Phone Numbers for Gas and Electric Extensions

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design of Main Lines and Service Stubs</td>
<td>Field Engineering</td>
</tr>
<tr>
<td></td>
<td>*North- (719) 668-4985</td>
</tr>
<tr>
<td></td>
<td>*South- (719) 668-5564</td>
</tr>
<tr>
<td>Payment of Fees (if required)</td>
<td>Customer Contract Administration</td>
</tr>
<tr>
<td></td>
<td>(719) 668-8111</td>
</tr>
<tr>
<td>Inspections</td>
<td>Construction Quality Control</td>
</tr>
<tr>
<td></td>
<td>*North- (719) 668-5638</td>
</tr>
<tr>
<td></td>
<td>*South- (719) 668-5510</td>
</tr>
<tr>
<td>Construction Scheduling</td>
<td>Construction Operations</td>
</tr>
<tr>
<td></td>
<td>*North- (719) 668-4991</td>
</tr>
<tr>
<td></td>
<td>*South- (719) 668-5557</td>
</tr>
</tbody>
</table>

* Generally, the dividing line between north and south is Austin Bluffs Parkway/Garden of the Gods Road and Barnes Road.

The role of the developer in the design and installation of the electric and gas infrastructure is condensed into several key tasks including submitting the extension applications and related development information, signing the extension contract, paying any amount due and ensuring the site is properly prepared. Although the role of the developer is smaller for the dry utilities we would like to encourage the developer to speak to their assigned Field Engineer early in the process, preferably during the Development Plan approval process to identify any unusual requirements early.

Figures 14 and 15 are intended to give the developer an understanding of a general time frame for getting services to newly constructed buildings. We understand that the timeframe for completion varies tremendously thus the schedules are given as a guide for very early project understanding. This schedule assumes that there is little to no off-site utility extension work and that the Developer completes their tasks in a diligent manner. The schedules are estimates only and there is no guarantee of start or completion dates either implied or specifically stated.
**Figure 14- Typical Schedule for Underground Electric Service**

**Underground Electric Service Design and Construction Schedule**

- Customer submits Load Data Form to request electric service
- 2-3 Weeks: Field Engineer prepares electric extension design and sends Extension Contract and design to customer
- Customer approves design, pays fees and prepares site (1)
- Colorado Springs Utilities Quality Control inspects site and confirms it is ready for installation
- Colorado Springs Utilities installs electric infrastructure
- 3-5 Weeks: Customer completes electrical installation
- Inspection and approval by RBD
- Final department inspection and release of service and metering equipment
- Department energizes service and sets meter
- Customer Controlled

(1) Site preparation work varies depending on the type of development (residential or commercial)

All timeframes listed above are estimates only, there is no guarantee of start or completion dates either implied or specifically stated.

**Figure 15- Typical Schedule for Natural Gas Service**

**Natural Gas Design and Construction Schedule**

- Customer submits request for natural gas service
- 2-3 Weeks: Field Engineer prepares gas extension design and sends Extension Contract and design to customer
- Customer approves design, executes extension contract and prepares site
- Colorado Springs Utilities Quality Control inspects site and confirms it is ready for installation
- Colorado Springs Utilities installs natural gas infrastructure
- 3-5 Weeks: Customer executes Refund Contract and installs service lines (1)
- Inspection and approval by RBD
- Colorado Springs Utilities inspection and release of metering equipment
- Field Services department sets meter
- Customer Controlled

(1) Large service lines and steel service lines installed by Colorado Springs Utilities on a time and material contract

All timeframes listed above are estimates only, there is no guarantee of start or completion dates either implied or specifically stated.
3.2 **Colorado Springs Utilities’ Role**

Utilities Development Services will review and approve the water and wastewater main line construction drawings from two major standpoints. The first is to ensure that the mains will be built per our Standards. The second is to ensure proper planning for the entire community which may entail rerouting of lines, extension of mains to the farthest points of the property, installation of lift stations or pressure reducing valves or increasing the size of the line, etc. If Colorado Springs Utilities requires the size of a water line to be increased in order to serve other developments then an oversize reimbursement may be allowed for a portion of the construction costs. See Section 3.2.1.6 for additional details regarding eligibility.

After Water and Wastewater Inspections (“Inspections”) receives the approved plans the contractor must notify Inspections and get the name of the assigned inspector. The contractor will be required to keep the inspector advised of progress on the project thus obtaining the necessary inspections. As the job progresses the inspector may choose to perform inspections on partially complete jobs and keep notes on a set of drawings. After the project is completed the inspector will sign off on Preliminary Acceptance of the main. The final bill of sale will be issued after the warranty period-assuming no outstanding warranty issues- to document Colorado Springs Utilities agreement to own and maintain the line.

Colorado Springs Utilities will be more involved in the design and installation of the natural gas and electric main lines. Colorado Springs Utilities will complete the design for the infrastructure and forward an extension contract along with the drawings to the owner for their signature. After the owner has approved the design and paid the fees the installation is performed by Colorado Springs Utilities or one of its subcontractors.

3.2.1 **Water and Wastewater Extensions**

The steps in the design and installation approval process for water and wastewater are outlined below in greater detail than given above. For a recommended sequence of activities during the drawing approval process please reference the [construction drawing process flowchart](#) available on our website.

3.2.1.1 **CD Review and Approval in conjunction with the Fire Department**

The process of receiving approval on the water and wastewater mains is officially started by the engineer when they submit the construction drawings (“CD’s”) to Utilities Development Services. However we encourage the engineer to meet with Utilities Development Services staff any time they feel it may help in preparing or revising their design. The first time CD’s are submitted they must be submitted with the appropriate [CD Submittal Checklist](#) as well as a transmittal sheet which indicates the project name, submittal date and contact information for the submitting engineer. Another step that the engineer must complete before the first submittal of the wastewater plans is to contact Inspections at the phone number given in Figure 11 to perform a manhole assessment on any manholes into which the extension will be connected. In addition to the assessment of the manhole, the depth will need to be confirmed at this time to ensure the proposed system design ties-in properly.
Assuming the CD’s have been submitted with the proper information, including checklists, Utilities Development Services will check the drawings in for review and assign a project number that should be retained and included on any subsequent submittals. The CD’s will then be assigned to a reviewer who will review the drawings to ensure they are in compliance with the Water or Wastewater Standards. The reviewer will review the drawings for a number of technical items including line material and size, separation from other utilities, proper depth, slope, restraint, sizing of manholes, proper access and easements to name just a few. The goal is to make all necessary comments on the first submittal with new comments being the exception on any subsequent submittals barring a significant design change such as a change of the route or discovery of a safety concern. Utilities Development Services will attempt to have the plans reviewed by the same reviewer throughout the approval process, but another reviewer may be assigned if the turnaround time can be significantly improved. Any time drawings are resubmitted to Utilities Development Services they should be submitted with a copy of the redline comments from the previous review as well as a new transmittal sheet.

When Utilities Development Services sends red-lined plans back to the engineer they will be sent with a transmittal sheet indicating the name and phone number of the reviewer as well as an overall approval status. The approval status will be one of the following:

- Preliminary Review
- Minor Comments
- Final Review
- Other
- Signed Originals

“Preliminary Review” indicates that the reviewer is recommending that the next submittal be another revision not ready yet for final approval. “Minor Comments” indicates that the reviewer feels the next submittal could be final drawings submitted for signature or another revision, at the discretion of the Engineer. “Final Review” indicates that the reviewer is suggesting that the engineer submit final drawings for signature on the next submittal. “Other” could also be marked with additional direction given. Finally, “Signed Originals” indicates that the reviewer signed the submitted drawings and they are returned as final approved drawings.

If approval time is a concern, the developer would normally seek approval of the water and wastewater construction drawings concurrent with approval of the DP and the final plat and possibly even the PPRBD building permit. In order to comply with City Code section 12.4.414 and 12.5.406, Utilities Development Services will not approve water or
wastewater construction drawings until the DP and a Utility Addressing Plan have been approved and the required easements recorded. Please note the approved CD’s are only valid for one year and must be submitted for re-approval if they expire.

Utilities Development Services also will require that the Colorado Springs Fire Department sign the final approved water construction drawings in advance of Colorado Springs Utilities signing the drawings. The Fire Department review is a separate review process and requires the engineer to work directly with the Fire Department to submit the water construction drawings for their approval.

3.2.1.2 Modeling of Fire Flows and UDCF

The engineer will need to submit a Utilities Design CAD File (UDCF) so the file can be downloaded and used in modeling the fire flows. For more details on the UDCF please follow the link above to Appendix B in the Standards. To submit a UDCF electronically simply follow the instructions in Appendix B of the water or wastewater standards at the first link provided in this document.

The engineer will need to submit one extra copy of the water plans to Utilities Development Services with the first submittal of the construction drawings. Utilities Development Services will forward this drawing to the Water Planning and Design department so the new water mains can be included in a model used to estimate the pressure and flows in the system and generate theoretical flow values for each of the proposed fire hydrants. Utilities Water Planning and Design department will create a fire flow report and send it to the Colorado Springs Fire Department as well as the engineer to include fire flows on future plan submittals. After the fire flow report is completed the engineer will need to request new calculations if the design of the water line is substantially changed.

3.2.1.3 Utility Service Plan Review and Approval

For non-residential services, Utility Service Plans are required for any alteration to an existing service line or any new connection to a water or wastewater main. On many residential jobs the Utility Service Plan is included as part of the water main plans for the subdivision and is generally submitted with the initial set of plans, while on many commercial jobs the Utility Service Plan is prepared separately. The Utility Service Plan should be submitted with the water and wastewater construction drawings and the completed Utility Service Plan checklist.

A common area of confusion with Utility Service Plans involves multi-family units and condominiums. Although many in the development community tend to view these as residential structures due to their use, they are treated as commercial projects for the purposes of plan review and approval. Thus they must have an approved Utility Service Plan before a building permit can be issued. We advise the owner to review the approved Utility Service Plan before beginning the permit approval process to ensure plans were approved within the last twelve months. If the developer cannot locate the approved Utility Service Plan, or the signature is more than twelve months old, the developer should start the approval/re-approval process well in advance of the date a building permit is needed so it does not delay the project.
3.2.1.4 Construction Inspection and Acceptance

As previously mentioned, the owner’s representative will pick up the CD’s and Utility Service Plans following their approval and plans will be routed in one of two methods as described in 3.1.1 above.

The developer is responsible for hiring a licensed contractor to install the water and wastewater mains; you may find it beneficial to use a contractor that has previous experience working within the City of Colorado Springs. Only after the plans have been delivered to Inspections should the contractor call Inspections to give the 48-hour advance notice prior to construction of the mains or service lines. To give the 48-hour advance notice we require that the developer’s contractor call the number given on the phone contact list in Figure 11 above. After the contractor calls, the Inspections supervisor will give the plans to the inspector assigned to the project.

Before the contractor calls to give the advance notification they should make sure that the property corners are clearly staked, the offset staking and potholing of existing utilities has been completed, and the piping and other materials are on-site and ready for inspection. After the contractor gives the advance notice the inspector will speak to the contractor to understand the overall project schedule and visit the site to confirm the above-listed items are complete and the job is ready to begin. The inspector will periodically visit the site and work with the contractor to help them understand what must be done to allow for proper installation and inspection of the line and appurtenances. Throughout the construction of the infrastructure the inspector will make notes, take field measurements and record details of the pipeline and appurtenances so our records will be accurate.

Along with the installation of the wastewater main, the wastewater service stubs are normally installed to a point seven feet inside the property line. After the service stubs are installed, testing of the mains is conducted and witnessed by the inspector as required. After all tests have been completed, an image of the inside of the new main will be recorded by a closed-circuit television (CCTV) crew who will make a videotape of the main and the service connections for review.

Taps to a new water main can only be made after the mains are chlorinated, tested, flushed and the inspector has made the required notes and completed all inspections. The water main tapping process is addressed in sections 4.3.1 and 4.4.1.
The inspections process is the same regardless of whether a system is public or private with the only exception being that an Agreement and Bill of Sale is issued for a public main but not for a private main.

3.2.1.5 Agreement and Bill of Sale

On public mains, the Agreement and Bill of Sale is prepared by Colorado Springs Utilities and sent to the developer for signature. After the Agreement and Bill of Sale has been signed and returned to Colorado Springs Utilities it is signed by Colorado Springs Utilities indicating Preliminary Acceptance and a copy is sent to the developer.

Close to the end of the two-year warranty period the wastewater mains are CCTV’d again to ensure they are still structurally sound. If defects are found then a letter indicating the deficiencies is sent to the developer. If no defects are found then the Agreement and Bill of Sale is again signed indicating Final Acceptance with a copy sent to the developer and the original filed with Colorado Springs Utilities. Likewise, before a final bill of sale is issued for a public water main, the water main will be inspected for any sign of deficiencies related to leaks, valves, hydrants and paving.

For private mains, an Agreement and Bill of Sale will not be issued because Colorado Springs Utilities will not take ownership of the system.

3.2.1.6 Oversize Reimbursements and Recovery Agreements

As previously mentioned, all the costs for the water and wastewater infrastructure are borne by the developer; however there are some cases that allow the developer to have some of the costs recovered or reimbursed. Generally speaking this is when they meet one of three requirements listed below:

- When the developer installs water mains larger than 12” diameter and the mains are larger than required for their planned development. The developer may be eligible for an oversize reimbursement or to file a Recovery Agreement.
- When the developer installs a pressure reducing valve (PRV) the cost for the materials installed inside a vault may be eligible for reimbursement.
- When the developer installs mains past another property which will relieve the other property owner of all or a portion of their responsibility to install a main then the developer may be eligible to file a Recovery Agreement.

Oversize reimbursements must be requested by the developer within six months following Final Acceptance of the main. In order to be eligible for any reimbursement the main must be larger than 12” where a 12” or smaller main would have been acceptable for the
development. The actual size of the main required to serve only that development will be determined by Colorado Springs Utilities Water Planning and Design department in its sole discretion. It is recommended to have the reimbursement approved in advance. The portion of the cost eligible for an oversize reimbursement would be the material cost differential between the larger of a 12” main or a main required to serve just the development and the size of the main installed. The portion of cost eligible for a PRV reimbursement is limited to the cost of the materials inside the PRV vault.

To request the reimbursement the developer should refer to Section 4 of the Water Line Extension and Service Standards. In Section 4 is a checklist of requirements for the request to be approved. When the required information has been gathered and all the necessary information on the checklist has been completed it can be submitted to the following address:

Colorado Springs Utilities
Utilities Development Services
1521 Hancock Expressway
Mail Code 1812
Colorado Springs, CO 80903
Phone - (719) 668-8259

Following submission of the required checklist and documentation the submitter will receive correspondence which will be either a letter indicating what further information might be required before the reimbursement can be processed or a phone call to set up an appointment for the developer to come in and sign an indemnification form and receive the reimbursement check. The reimbursement amount may be adjusted from the amount of the request.

Recovery agreements can be initiated by either the developer or Colorado Springs Utilities. A large majority of the recovery agreements are initiated by the developer to recover a portion of costs incurred when installing required water and wastewater infrastructure to provide service to their development and/or community from locations outside of their specific project area/property ownership. Generally speaking it is expected that the costs of installing the mains will be divided equitably between any and all adjacent properties which will incur a benefit from the installation of the infrastructure even if they are not part of the developer’s project area. Many times the mains are extended adjacent to undeveloped or unserved land and those property owners may not wish to participate financially at the time of installation. The developer installing the mains will pay the full installation costs and may file a recovery agreement application within 365 days after Final Acceptance of the main. The Recovery Agreement is a vehicle to ensure any undeveloped or unserved lands within the determined Recovery Area pay a pro-rata share of the cost of the infrastructure plus a specified interest factor as outlined in the recovery agreement upon connection to the system. The standard duration of a recovery agreement is 20 years during which all new system connections within the assigned Recovery Area shall pay the determined pro-rata share of the Recovery Agreement costs which will be collected by Colorado Springs Utilities and reimbursed monthly to the owner of the Recovery Agreement.

The completed application for a water/wastewater Recovery Agreement, application fee and required documentation as outlined on the application shall be submitted to Customer Contract Administration at the location below:
It is recommended that the applicant first contact Customer Contract Administration to discuss the proposed recovery agreement in advance of submitting a recovery agreement application and fee.

After the application, fee and supporting documentation have been submitted; Colorado Springs Utilities will review the submitted information and determine if the project is eligible for a Recovery Agreement, verify the submitted costs and delineate the Recovery Area. If more information is needed, Colorado Springs Utilities will contact the developer to obtain any additional supporting information and/or documentation. Upon review and approval of the application, Colorado Springs Utilities will create a Recovery Agreement contract and associated maps of the Recovery Area. The contract and maps will be forwarded to the applicant for review and signature, and must be returned to Customer Contract Administration for final approval and signature by the System Extensions Manager. The original, fully-executed agreement will be archived in Colorado Springs Utilities files and a copy will be forwarded to the applicant for their files.

3.2.2 Electric and Natural Gas Distribution System

As previously mentioned, the process for extension of the electric and natural gas distribution systems is significantly different from the process of water and wastewater mainline extensions in that the design is completed by engineers within Colorado Springs Utilities and the installation is performed by Colorado Springs Utilities or one of its subcontractors.

There are many factors that affect the gas and electric design and installation process. This document is intended to provide a general roadmap as to how the design and installation of the gas and electric utilities will be accomplished in most developments. There is more information available in the Standards for gas and electric which go into great detail as to how each of these steps is performed. The links to these documents are given in Chapter 6 below and Figure 16 below can serve as a guide to help you find more detailed information in the appropriate Standards:
Figure 16- Reference Locations within Gas and Electric Standards

<table>
<thead>
<tr>
<th>Extension Type</th>
<th>Standards Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Gas-Distribution System Extension-Commercial</td>
<td>Gas- Chapters 1 and 2</td>
</tr>
<tr>
<td>Electric- Distribution System Extension-Commercial</td>
<td>Electric- Chapter 10</td>
</tr>
<tr>
<td>Natural Gas- Residential Extension</td>
<td>Gas- Chapters 1 and 2</td>
</tr>
<tr>
<td>Electric- Residential Extension</td>
<td>Electric- Chapter 8</td>
</tr>
</tbody>
</table>

It is also pertinent to point out that in all new subdivisions the Colorado Springs City Code requires the electric distribution and service lines to be installed underground. The only exceptions to this requirement are in areas already served by an overhead distribution system and new electric transmission lines.

3.2.2.1 Required Design Information

In order to meet the requirements of your development we require specific information be provided to our Field Engineering department so they can design the infrastructure properly. In most cases you will have one Field Engineer responsible for the design of both the gas and electric lines. In order to initiate the design and installation process, you must fill out an application and provide the information needed to complete the utility design. The required application forms and their internet location are listed below for your convenience:

Figure 17- Common Forms Needed for Electric and Gas Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Internet Location</th>
</tr>
</thead>
</table>

The completed application form should be submitted along with any additional information per the instructions on the application form.
3.2.2.2  Extension Contract Process and Payment

After the Field Engineering Department receives the application form and other required information the applicant will be contacted if there is any additional information required. If the information submitted is sufficient, the Field Engineer may begin the design work. In completing the design work for the gas and electric utilities, the Field Engineer will determine what fees are due for the extension of the main lines. Regardless of the type of development, the load from the development, or whether the extensions actually get installed, the owner will be responsible for the design fee which covers the cost of creating the design for the gas and electric utilities.

Once the design is completed the Owner will be sent a copy of the construction drawings along with the applicable extension contracts that are due to be paid. After the developer has reviewed the construction drawings and extension contracts the developer must pay Customer Contract Administration the amount due on the contract in order to have the project placed on the construction schedule.

3.2.2.3  Scheduling and Construction Process

**Figure 18- Summary of Tasks and Responsibilities**

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
<th>Means of initiating action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner pays Extension Contract</td>
<td>Owner</td>
<td>Owner appears at CCA office or mails in payment</td>
</tr>
<tr>
<td>balance due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify Construction that</td>
<td>Colorado Springs Utilities - Customer</td>
<td>CCA sends notification to Colorado Springs</td>
</tr>
<tr>
<td>extension contract is paid</td>
<td>Contract Administration</td>
<td>Utilities - Construction</td>
</tr>
<tr>
<td>Place job on schedule</td>
<td>Colorado Springs Utilities - Construction</td>
<td>Inspector sends notice that job is ready for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>construction</td>
</tr>
<tr>
<td>Construction Completed</td>
<td>Colorado Springs Utilities - Construction</td>
<td>Job rises to the top of the work list</td>
</tr>
</tbody>
</table>

After the amount due on the extension contracts has been paid, the Construction department will send an inspector to the site to ensure that the site is ready for the utility extensions to be installed. The inspector will confirm that the water, wastewater and storm sewers are constructed and that the curb and gutter is installed or staking is completed. To ensure the dry utility lines are located the correct distance from the curb, either the curb and gutter must be installed or the customer must sign a curb and gutter waiver available from the QC inspector or foreman of the project. If the site fails inspection the project will not be placed on the schedule and the inspector may request that the developer contact them when the site is ready for a re-inspection. When the site passes inspection the project will be placed on the work schedule with the work completed as soon as the schedule allows.
Project Closeout and Refund Contracts for Gas Main Extensions

There are no cost adjustments or refund contracts for any electrical extensions thus this section applies only to gas main extensions.

For gas mains, after the construction has been completed the actual costs of the extension are calculated and compared to the extension contract amount. The owner will be given a refund if the actual costs are lower than the amount previously paid and the owner will be notified of the balance due if the actual costs are higher than the amount previously paid. Upon payment of any balance due the applicant will then be eligible for a gas refund contract. The gas refund contract will be initiated by Customer Contract Administration automatically following the payment of the balance after completion of the installation. The process is the same regardless of whether the extension is required for a commercial or residential development.

There are two types of gas extension refund contracts that can be issued: - Single Parcel Refund Contract or a Mainline Facilities Refund Contract. If the property is platted then gas stubs will be installed to the lots when the main lines are installed. In this situation, the Single Parcel Refund Contract is used and refunds are paid based on the number of connections made to the system. Alternatively, the Mainline Facilities Refund Contracts are used when gas stubs are not installed to the lots. Refunds on these contracts are issued based on the amount of connected load as a percentage of the planned load.
4 Building Construction and Connection of Utility Services

All of the previously discussed activities are simply laying the groundwork for actually building the structures on the site. Typically, there is a significant amount of time and money invested in getting the plans and the site to this point. Many of the activities previously described in this Guide can be accomplished concurrently in an effort to shorten the project development timeframe and again we would encourage you to reference the downloadable template of a Microsoft Project Development Gantt chart for a proposed development project within the City of Colorado Springs.

To help you understand how Colorado Springs Utilities fits into the approval of the Pikes Peak Regional Building Department ("PPRBD") building permit, a high level sequence of activities has been prepared for your use. The flowchart is included below, or the most current version is available at the link in the previous sentence. It can help you understand some of the major tasks during the review and issuance of the PPRBD building permit and who you will interface with. It also provides links to internet resources that could be essential during each step of the process. The sequence of activities focuses on the interaction with Colorado Springs Utilities; for more information about the involvement of PPRBD or other agencies please see the useful internet links provided in Figure 21 below.

Figure 19- Building Permit Review Process Flowchart

Several high-level activities for which the developer is responsible must be completed prior to obtaining a building permit, and include:

- Obtain an approved Development Plan and final plat (see section 2.1.2.2 and 2.1.2.3). If the plat is not recorded then a Utilities Addressing Plan (UAP) will need to be approved by Utilities prior to issuing a Service Contract. For more details about the UAP please refer to Appendix B of the water Standards.
- Obtain an approved water construction plan for the project per City Code to ensure that the site has the potential for adequate fire protection- see section 3.2.1.
- Pay all applicable fees to Colorado Springs Utilities and obtain a Service Contract- see section 4.2.2. Following issuance of a Service Contract the applicant has 120 days to obtain a building permit before the Service Contract expires and the applicant is subject to any increase in rates.
- Meet PPRBD and other approval agency requirements as described within this section. The developer or general contractor ("Builder") will be responsible to drive the process through the building construction phase. The primary utility work that occurs during this period would be the...
installation and inspection of the utility service lines from the mains in or near the street to the structure or the meters on the structure.

**Figure 20- Key Interface Points for Building Phase**

<table>
<thead>
<tr>
<th>Function</th>
<th>Department</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections- water and wastewater main lines</td>
<td>Water and Wastewater Inspections</td>
<td>South- (719) 668-4658</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North- (719) 668-4396</td>
</tr>
<tr>
<td>Inspections- water and wastewater service lines</td>
<td>Infrastructure Records</td>
<td>(719) 668-4426</td>
</tr>
<tr>
<td>Gas and Electric designs and estimates</td>
<td>Field Engineering</td>
<td>South- (719) 668-5564</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North- (719) 668-4985</td>
</tr>
<tr>
<td>Water and Wastewater taps</td>
<td>Distribution, Collection and Treatment</td>
<td>(719) 668-5381</td>
</tr>
<tr>
<td>Scheduling gas/electric service inspections</td>
<td>Infrastructure Records</td>
<td>(719) 668-3524</td>
</tr>
<tr>
<td>Inspections- gas and electric</td>
<td>Energy Construction Quality Control</td>
<td>South- (719) 668-5510</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North- (719) 668-5638</td>
</tr>
<tr>
<td>Meter Sets- gas, electric and water</td>
<td>Service Delivery</td>
<td>(719) 668-5524</td>
</tr>
<tr>
<td>Pay fees</td>
<td>Customer Contract Administration</td>
<td>(719) 668-8111</td>
</tr>
<tr>
<td>Temporary Electric Service (Commercial)</td>
<td>Field Engineering</td>
<td>South- (719) 668-5564</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North- (719) 668-4985</td>
</tr>
<tr>
<td>Approval of Drawings</td>
<td>Utilities Development Services</td>
<td>(719) 668-8259</td>
</tr>
<tr>
<td>Building Permits</td>
<td>Pikes Peak Region Building Dept</td>
<td>(719) 327-2880</td>
</tr>
<tr>
<td>Inspections by PPRBD</td>
<td>Pikes Peak Region Building Dept</td>
<td>(719) 327-2883</td>
</tr>
</tbody>
</table>

**Figure 21- Useful Internet Links for Building Phase**

<table>
<thead>
<tr>
<th>Item</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pikes Peak Regional Building Department</td>
<td><a href="http://www.pprbd.org/">http://www.pprbd.org/</a></td>
</tr>
<tr>
<td>Utilities Development Services</td>
<td><a href="https://www.csu.org/Pages/development-files-forms.aspx">https://www.csu.org/Pages/development-files-forms.aspx</a></td>
</tr>
<tr>
<td>Colorado Springs Utilities Building Permit Signoff Information</td>
<td><a href="https://www.csu.org/CSUDocuments/bldgpermitsreview.pdf">https://www.csu.org/CSUDocuments/bldgpermitsreview.pdf</a></td>
</tr>
<tr>
<td>Colorado Springs Utilities Application for a Water Tapping Permit</td>
<td><a href="https://www.csu.org/CSUDocuments/watertappermitapp.pdf">https://www.csu.org/CSUDocuments/watertappermitapp.pdf</a></td>
</tr>
</tbody>
</table>
4.1 **Builder’s Role**
The Builder will make the decision at some point to submit an application for a building permit. Building permits for all of El Paso County are issued by PPRBD. Contact information for PPRBD is listed below for your convenience:

- **Pikes Peak Regional Building Department**
- 2880 International Circle
- Colorado Springs, Colorado 80910
- Phone: (719) 327-2880
- Website: [http://www.pprbd.org/](http://www.pprbd.org/)

Please refer to the PPRBD website for details on what information must be submitted to obtain a building permit and how the process can be managed. To help provide you with an understanding of what Colorado Springs Utilities needs in order to approve the building permit we have prepared a [Building Permit Set Review Information bulletin](http://www.pprbd.org/).

The Builder is responsible for tracking the PPRBD review process and determining how to address any comments which result from the reviews. If the builder feels that it is appropriate to pull the plans out of the normal review process and carry the plans to the different review agencies for walk-through reviews that would be at their discretion, but only after all the PPRBD departments have performed their initial review. During the construction process, the Builder will need to communicate with the inspecting agencies including Colorado Springs Utilities to ensure inspections are performed and connections are completed in a timely manner. The critical phone numbers and useful internet links for this portion of the project are given in Figure 20 and 21 above.

4.2 **Colorado Springs Utilities’ Role**
Colorado Springs Utilities- Utilities Development Services department will be responsible for reviewing the PPRBD building permit set and noting the comments on the plan sets or in the PPRBD website as appropriate. After all of the comments are addressed, the plan set will be approved for the appropriate utilities as dictated by the scope of work and the utility services provided at that location. Concurrent with seeking approval of the drawings, the builder should visit Colorado Springs Utilities- Customer Contract Administration (“CCA”) department to determine what fees, if any, will be due. CCA will prepare a Utility Service Contract as outlined below and will also collect any fees due on Recovery Agreements to reimburse the beneficiary of the Recovery Agreement.

After the building permit is obtained, Colorado Springs Utilities will, at the request of the builder, perform inspections to ensure connections to the gas, electric, water and wastewater mains are made in compliance with the applicable Standards.

If the need for the services to the property was foreseen when the mains were extended, then the water, wastewater and gas lines would have already been tapped and service stubs installed to the property. If the building is being constructed as a result of infill or a newly subdivided lot, then the gas, water and wastewater mains may need to be tapped. In either case, the connection to the mains can be made only after applicable fees have been paid to CCA. The tap to the gas main, as well as
any connections to the electric primary system, must be made by Colorado Springs Utilities. Colorado Springs Utilities will also complete any taps to a Colorado Springs Utilities-owned water main (post warranty period) as well as any water taps larger than 2”. Taps to the wastewater system and water taps 2” or smaller to mains still under warranty may be installed by a licensed contractor, but must be inspected by Colorado Springs Utilities.

4.2.1 Review and Signoff of Building Permit Sets

Colorado Springs Utilities does not review building permit sets related to single-family homes and duplexes; therefore, the discussion in this section is limited to commercial building permit applications including town homes and condominiums. Many times on commercial developments the plan sets for a building permit will be submitted to PPRBD for review and approval before the water and wastewater construction drawings and the final plat are approved. While it may be a good business practice to submit the plan sets at this point, the builder should realize that Colorado Springs Utilities cannot approve the building permit plan set until these items are approved and included in the building permit set.

During the building permit approval process there are a variety of items that are reviewed. As discussed above, the applicable reviews will vary depending on the type of plan submitted (interior finish, interior remodel, new structure…) and the location within the Colorado Springs Utilities service territory. Details are given in the next four sections and are intended to help you understand generally what is being reviewed and approved as part of each review. If you would like more information regarding what is being reviewed at each step, please review the Building Permit Set Review Information bulletin.

4.2.1.1 Water

In reviewing and approving the “Water Department” section on the PPRBD building permit plan set, Colorado Springs Utilities is first checking to make sure that the structure is within our service territory. Next we determine if there is existing infrastructure installed on-site, and if so, that infrastructure must not be compromised by the development or else the infrastructure must be relocated. If it is new construction or there are changes to an existing service line, then we require an approved Utility Service Plan. If a water main is being extended, we also require a copy of the approved water Construction Drawings to be inserted into the PPRBD building permit set. The only types of new construction that do not require a separate Utility Service Plan are single-family, detached homes and duplexes.

4.2.1.2 Wastewater

In reviewing and approving the “Wastewater Department” section on the PPRBD building permit plan sets, Colorado Springs Utilities is first checking to make sure that the structure is within our service territory. The next thing that will be checked is if we have existing infrastructure that is installed on the site and, if so, then ensure the infrastructure will not be compromised by the development or else the infrastructure must be relocated. If it is new
construction or there are changes to an existing service line then we require an approved Utility Service Plan. If a wastewater main is being extended we also require a copy of the approved wastewater Construction Drawings to be inserted into the PPRBD building permit set. The only types of new construction that do not require a separate Utility Service Plan are single-family, detached homes and duplexes.

Colorado Springs Utilities will also review the wastewater connections for restaurants and facilities where vehicles are maintained or parked to ensure they will comply with our Fats, Oil and Grease program. The key to limiting the amount of fat, oil and grease entering our system is to have properly sized grease interceptors for restaurants and properly sized sand-oil interceptors for facilities that might release vehicle waste. When a builder applies for a building permit for any of these facilities Colorado Springs Utilities will review the permit set to ensure the current or new interceptor meets our current Standards.

4.2.1.3 Gas/Electric Utilities

In reviewing and approving the “Gas and Electric Utilities” section on the PPRBD building permit set Colorado Springs Utilities is first determining whether the structure is within our service territory. Then we will be checking if we have existing infrastructure that is installed on the site and if so, then ensure the infrastructure will not be compromised by the development or else the infrastructure must be relocated. If it is new construction or there are changes to the meter location then the new meter locations should be shown on the plan set. On new construction we also require the site plan to be submitted as part of the PPRBD building permit set to verify that the locations of electric vaults and transformers are compatible with the site plan.
There are a couple of items that are commonly overlooked, first the gas meter regulating valves must be at least three feet from any source of ignition as well as any opening on the building. Additionally, a common request on town homes is to bank the gas meters and, while it is allowed, it is difficult to accomplish because the gas line downstream of the meter cannot cross property lines and cannot be buried.

4.2.1.4 Colorado Springs Utilities Contract Administration

In reviewing and approving the “Colorado Springs Utilities Contract Administration” section of the PPRBD building permit set, Colorado Springs Utilities is looking at several items on the submitted drawings. First, Colorado Springs Utilities is looking to confirm that the required utilities are available and if not, the Builder will be advised that main extensions are required and they will be directed to the proper department for design and/or approval. Additionally, the CCA employee will be reviewing to confirm the size of the water meter, which will determine the water and wastewater development charges included in the Service Contract. Finally, CCA will determine what fees are due and will set up a Service Contract for the address. Please see the next section for more details on Service Contracts.

In order for CCA to approve the PPRBD building permit set a Commercial Water Meter Sizing Form, will need to be completed by the applicant and approved by Colorado Springs Utilities. Normally, the form would be filled out by the mechanical engineer for the project and will be reviewed by the department in Colorado Springs Utilities that installs water meters.

4.2.2 Create Utilities Service Contract

Customer Contract Administration is the office of Colorado Springs Utilities that is responsible for collecting development charges and other fees due Colorado Springs Utilities as well as fees due to the City of Colorado Springs Development Review Enterprise. CCA will review the building permit plan set and determine the amount of fees payable. The building permit will not be approved until such time that all outstanding amounts have been paid. CCA is responsible for collecting the following fees and routing the fees to the proper entity:

- Electric Line Extension Design Fee
- Electric Inspection and Connection Fee
- Electric Temporary Service Fee
- Electric Joint Trench Fee
- Electric Underground Residential Fee
- Electric Extension Contract Fees
- Gas Inspection and Connection Fee
- Gas Line Extension Design Fee
- Gas Joint Trench Fees
- Gas Extension Contract Fees
- Water Development Charge
- Water Recovery Agreement Contract Fees
- Water Recovery Agreement Contract Application Fee
- Water Recovery Agreement Process Fee
- Inactive Water Service Development Fee
- Water Tap Fee
- Temporary Water Fire Hydrant Use Permit Fee
- Wastewater Development Charge
- Wastewater Inspection and Connection Fee
- Wastewater Recovery Agreement Contract Fees
- Wastewater Recovery Agreement Process Fee
- Wastewater Recovery Agreement Contract Application Fee
- Public Works (Parks) Fees
- Public Works (Schools) Fees
- Wrecking Permit Application Fee
It is the Builder’s responsibility to determine what fees are due and make arrangements with CCA to pay the balance. When all fees have been paid the customer will receive a Utility Service Contract that will serve as a receipt that the developer or builder is required to present to the front desk at PPRBD as evidence that the fees have been paid. The building permit must be obtained within 120 days of issuance of the service contract or it will be subject to any increase in fees applicable at that time. Construction must begin within 180 days after issuance of a Utility Service Contract or the contract will need to be reissued.

Under the current PPRBD plan review format the Builder has a choice of how plans are routed for the review process before issuance of a building permit. The builder can choose to have PPRBD route the plan through their process and allow each entity to review it or the contractor can carry the plans to the different review entities, following the first review by the PPRBD departments. Additionally, the contractor has the freedom to allow the plans to be routed through the process by PPRBD and then later check them out of PPRBD to carry the plans to the remaining departments from whom approval is needed.

As part of the PPRBD building permit review process, Colorado Springs Utilities reviews the plan set and indicates approval on the Gas/Electric Utilities, Water Department and Wastewater Department signature lines where the development lies within the Colorado Springs Utilities service area. When Colorado Springs Utilities reviews the plans they will be reviewed by the Utilities Development Services department. The contact information for this department is given in section 3.2.1.6.

The construction site may require temporary electric power to operate on-site construction equipment. The process for initiating temporary electric power is straight-forward in that the contractor simply needs to contact Customer Contract Administration and ask to start temporary electric service. The contractor should be ready to provide the following information:

- Property address(es)
- Is the required service overhead or underground?
- Who will be billed for the setup and monthly fee?
- Is a 50 amp service sufficient or is a higher amperage service needed? For services larger than 50 amps, the request should be coordinated with the appropriate Field Engineer.

After answering these few questions the service can normally be set up and installed within a few days and the temporary service can be used for up to 18 months during construction activity. Section 6.02 of the Electric Standards provides more detailed information. Additionally the builder will need to work with their designated Field Engineer to confirm the services to the structures are properly oriented.

On occasion a developer will need to install an irrigation tap not associated with any structure. When this occurs the applicant will request an Irrigation Service Contract. An Irrigation Service Contract is easier to obtain than a building permit since the applicant is only required to pay the applicable fees to Colorado Springs Utilities and obtain a Service Contract. Following issuance of a Service Contract, the applicant has 120 days to obtain an approved water service plan before the Service Contract expires and the applicant is subject to any increase in development charges or tap fees.

4.3 Service Line Installation Process- Commercial
Service line connections for water and wastewater can be made by plumbers with an inspection of the service line by a Colorado Springs Utilities inspector. There is a slightly different process for gas and electric service lines to be connected. These must wait until construction of the building
site is to the point that the meters can be set. When the site is ready for service connections, the Builder should contact Colorado Springs Utilities-Quality Control to schedule a site inspection and verify the project is ready for the requested service connections. The process for connecting the service lines for a commercial development is explained in more detail below.

### 4.3.1 Water and Wastewater Service Lines and Fire Lines- Commercial

A Utility Service Plan must be submitted to Colorado Springs Utilities- Utilities Development Services for review and approval for either a new service line or an alteration of an existing service line.

Utility Service Plans can be submitted at any point in time; however any new developments that require a water and/or wastewater main extension must prepare the Utility Service Plan in accordance with section 3.2.1 above. In cases where mains already exist, there may not be a previously approved Utility Service Plan and it will be the responsibility of the owner’s representative to prepare a plan and submit it for approval before the service line alterations will be allowed.

After the plans are approved, the process of tapping the main and installing the service lines can begin. The application for water tapping permit should be completed and delivered to Colorado Springs Utilities- Customer Contract Administration. Once the Utility Service Plan has been approved and applicable fees have been paid, the owner’s representative will be responsible for contacting Colorado Springs Utilities - Distribution, Collection and Treatment department to schedule a tap for the water main and/or an inspector for the wastewater tap. Once this is done, a licensed contractor will be allowed to make the wastewater line tap with an inspection by Colorado Springs Utilities. In cases where the required tap is larger than two inches in diameter or the main is out of the warranty period, a Colorado Springs Utilities crew will be scheduled to tap the water main once the water tapping fee has been paid. The crew or inspector can be scheduled by giving a 24-hour advance notice to Distribution, Collection and Treatment at the number in Figure 20.

Following the tapping of the main the owner’s plumber or excavator will install the water service line from the corporation stop (tap) at the main to the curb stop and install the curb stop. They will also install the service line from the curb stop to the building. The service line will need to remain exposed until inspected by the service line inspector from the Water and Wastewater Main Line Inspections group. To request a service line inspection the customer will need to contact Colorado Springs Utilities-Infrastructure Records at the number
in Figure 20. Once the service line inspector has inspected and approved the line it could then be buried and the trench compacted.

Commercial wastewater service lines are also installed by the owner’s plumber or excavator and are connected from the building to the stub near the property line. If a stub is not available the owner will be responsible for tapping the wastewater main in addition to installing the service line to the building. As with the water service line above, the wastewater service line must be inspected by a Utilities’ service line inspector before the line can be buried and the trench compacted. The same inspector will normally be assigned to inspect both the water and wastewater service lines.

4.3.2 Natural Gas- Commercial
If there is an existing stub for the commercial lot then the gas stub will be installed in accordance with the joint trench process described in Chapter 2 of the Natural Gas Standards- please see the link in Chapter 6 of this Development Guide. If the site has no existing service stub or will require an elevated pressure, then the proper application will need to be completed and submitted to Field Engineering. Please reference Chapter 2 of the Natural Gas Standards for the proper application forms.

This process, summarized below and extracted from the Natural Gas Standards, is a general idea of the process for which the Owner is responsible:
- Complete the proper application forms in Chapter 2 of the Natural Gas Standards.
- Pay any fees to Utilities- Customer Contract Administration and get the building permit approved.
- Hire a Licensed Utility Service Installer to trench and install any plastic service line up to 2” diameter.
- Set up inspection date and time by calling Construction Quality Control.
- Dig trench, lay service line and riser and leave trench open while waiting for inspection.
- After the installation is air tested and approved, Construction Quality Control will make the tie-in to the gas main and the line can be buried at the direction of the inspector. Note that Utilities would be willing to meet the contractor before this, but only at the request of the contractor.

4.3.3 Electric- Commercial
The installation of commercial electric service lines is in large part a cooperative effort between the builder and Colorado Springs Utilities. To start the process, the builder will be responsible for completing and submitting an Electric Load Data Form, available at the link in Figure 21, along with the required supporting documentation as described on the form.

Generally speaking, the builder is responsible for most efforts related to the
installation of the ancillary items with Colorado Springs Utilities having responsibility to inspect the work, supplying and pulling the wire and making the terminations on the primary side of the transformer. Where safety and the integrity of our electric distribution system is a concern, Colorado Springs Utilities will perform the work. Where the primary concerns are the actual site and the building, the builder is able to perform the work. The process for the installation and approval of the electric service line is described in great detail in Chapter 10 of the Electric Standards to which a link is provided in Section 6 of this Guide, but some of the highlights are given below:

<table>
<thead>
<tr>
<th>Construction Activity</th>
<th>Performed by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenching, backfilling and compaction of trenches; installation of primary and secondary conduit</td>
<td>X Builder</td>
<td></td>
</tr>
<tr>
<td>Inspect trenches and conduit installation</td>
<td>X Colorado Springs Utilities</td>
<td></td>
</tr>
<tr>
<td>Compact transformer pad foundation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Supply and install transformer and transformer pad</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Supply CT’s, VT’s and meter</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Install CT’s, VT’s and meter socket</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Install and connect all secondary cable including connections at meter</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Supply primary cable and primary cable terminations</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Furnish ground rod in pad window</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Provide bumper posts, as required, for protection from traffic on private property</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Provide bumper posts, as required, for protection from traffic in public right-of-way</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Inspection of infrastructure outside building, meter sockets, CT cabinets and all work on primary side of transformer</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

4.4 Service Line Installation Process- Residential
The service lines for gas and electric are tied in to the main after the construction of the mains is completed and the construction of the building site is to the point that the meters can be set. The typical residential service line installation utilizes a joint trench for electric and gas services. These service lines should be installed by a Licensed Utility Service Installer (LUSI) who will be responsible for providing the trenching, padding and backfilling of the trench as well as the electric wire and gas service lines. On both gas and electric residential services Colorado Springs Utilities owns the service to the meter, whereas on water the property owner is responsible from the curb stop to the house, and on wastewater they are responsible from the main to the house.

4.4.1 Water and Wastewater Residential Service Lines- Residential
On residential developments it is common that the developer has previously installed the infrastructure including all the water and wastewater main lines and service stubs to the property line. Additionally the developer normally installs any required storm water infrastructure and streets before selling the lots to home builders. The water and wastewater service lines are typically installed by a licensed plumber or excavator hired by the homebuilder and, during the installation of the service lines, the installer should contact Colorado Springs Utilities- Water and Wastewater Inspections department to schedule a service line inspection before they are buried. In the event a new tap must be installed for a residential lot, the same
process as described in 4.3.1 will be followed, including the completion of an application for water tapping permit.

For any alterations to existing service lines the plumber is required to contact Colorado Springs Utilities- Water and Wastewater Inspections department for inspection of the changes to the service line.

**4.4.2 Natural Gas Service Lines- Residential**
The process for the installation of the gas service line is described in more detail in Chapters 3 and 4 of the Natural Gas Standards. Generally, the service line can be installed by a Licensed Utility Service Installer (LUSI) with inspection(s) and the tie-in to the gas stub performed by Colorado Springs Utilities. For more information please reference the Natural Gas Standards through the link provided in Chapter 6 of this Development Guide.

Before the gas meter can be set the builder needs to schedule a gas plumbing system and residential rough inspection by PPRBD. The structure must pass these inspections before the gas meter can be installed as described in section 4.6.2 below.

**4.4.3 Electric Service Lines- Residential**
The process for the installation and approval of the electric service line is described in detail in Chapter 7 of the Electric Standards. Generally, most of the work of getting electric power to a residence is performed by the Builder. As mentioned above, the Builder will hire a LUSI to install the electric service line to the meter socket at the residence. The LUSI will be responsible for the trenching, supplying, installing and terminating the service wire, scheduling the trench inspection and then properly backfilling the trench.

Before a meter can be set as described in section 4.6.3 below the Builder needs to schedule the PPRBD inspections for the electric wiring system in the building. Following approval by PPRBD, the meter installation will be placed into a queue and Colorado Springs Utilities will visit the site to install the electric meter. If problems occur with this process please call Service Delivery at the number in Figure 20 to resolve any issues.

For more information please reference the Electric Standards through the link provided in Chapter 6 of this Guide.

**4.5 Meter and Meter Loop Inspections and Sets- Commercial**
Before obtaining a meter the Builder needs to ensure that all the steps described in Section 4.1, 4.2, and 4.3 have been completed and then follow the process below to have their required meters installed.

**4.5.1 Water Meters- Commercial**
The Builder will want to ensure that they have a valid water tap and their plumber or excavator has installed and had the water service line inspected and approved. A Colorado Springs Utilities employee will be responsible for setting the meter on the site. The process for obtaining a commercial water meter 1” or smaller will be identical to the process of obtaining a residential water meter described in 4.6.1 below.

In the case of water meters larger than 1” the Builder should first contact Colorado Springs Utilities-Customer Contract Administration to request a meter spool for the job. A Colorado Springs Utilities employee will deliver the meter spool to the contractor and get an overview of the job focusing on the water meter requirements. This employee will visit the site periodically as the job progresses. Once the water meter loop is properly built, including backflow prevention and remote reader wiring installed, the employee will install the meter and remove
the meter spool. The contractor will not need to initiate further contact with Colorado Springs Utilities after contacting Customer Contract Administration to request a meter spool. Please contact Service Delivery at the number listed in Figure 20 above for more details about the commercial water meter setting process.

4.5.2 Natural Gas Meters- Commercial
Following the completion of all the steps in 4.1, 4.2 and 4.3, the building will have a service line installed and charged up to the riser. As the construction progresses the contractor will eventually have a PPRBD inspector inspect and approve the gas piping in the building after they witness a pressure test. Following PPRBD approval of the internal gas system Colorado Springs Utilities will receive a meter release from PPRBD and a Senior Utility Service Specialist (USS) will visit the site to set the gas meter. If the meter is not set on this trip the USS will explain any deficiencies to the Builder and revisit the site at a later date, after the deficiencies are corrected and until the meter is set.

4.5.3 Electric Meters- Commercial
Following the completion of all the steps in 4.1, 4.2 and 4.3 and the building passing the electric inspection by PPRBD, the Builder should notify Colorado Springs Utilities- Energy Construction Electric Services. Colorado Springs Utilities - Energy Construction Electric Services will inspect the site in preparation of completing the Colorado Springs Utilities portion of the work.

The Builder should review the requirements in Chapter 10 of the Electric Standards but the following is presented as a summary of work performed by the Owner’s contractor in getting electric service from the primary feed source to the building:

- Trench, backfill and compact the primary and secondary trenches
- Install the primary conduit from the feed source to the transformer pad
- Install and connect all secondary cable
- Install the meter sockets, instrument transformers, conduit and cabinets
- Furnish and install the ground rod in the pad window
- Furnish and install bumper posts when necessary to protect above-ground equipment
- Excavate, backfill and compact vault holes

Colorado Springs Utilities will be responsible to:

- Provide and install the padmount transformer and pad
- Provide the metering equipment including meters, current transformers and current transformer cable
- Furnish and install any required vaults

For more detailed information please reference Chapter 10 of the Electric Standards through the link provided in Chapter 6 of this Development Guide.
4.6 Meter and Meter Loop Inspections and Sets- Residential

Meter sets on residential sites vary slightly from the commercial meter setting process with the biggest difference involving the gas and electric meters. The process for obtaining all the meters are outlined below. Before obtaining a meter the homebuilder needs to ensure all steps described in Section 4.1, 4.2 and 4.4 have been completed. Two different individuals will be responsible for setting meters at any site. One Colorado Springs Utilities employee will be responsible for setting the water and gas meter and a Colorado Springs Utilities subcontractor will set the electric meter. More details on the processes are given below.

4.6.1 Water Meters- Residential

Following completion of 4.2.1, 4.2.2, and 4.4 the contractor will need to ensure that they have a valid water tap and that their plumber or excavator has installed and had the water service line inspected and approved. A Colorado Springs Utilities - Utility Service Specialist (USS) will be responsible for setting the water meter for the residence. The lay length for meters 1” and smaller are given in the water Standards at the link in Chapter 6, thus no pipe spool will be supplied for a normal residential application.

Before a residential water meter is installed, a USS will inspect the meter loop, wire and the stop box. If any part of the inspected system does not pass then a reject card will be left on the building permit with instruction of what needs to be corrected.

4.6.2 Natural Gas Meters- Residential

Following completion of 4.2.1 and 4.2.2 the gas service line is inspected and the Colorado Springs Utilities crews will tie the gas stub in to the gas service line as stated in 4.4.2. After the gas service line is tied in, and the residence has passed the foundation inspection the address will be released for a gas meter to be set. A USS will be dispatched to inspect the riser for the proper location and to ensure it is plumb. If this initial inspection is satisfactory the gas meter will be set and the riser valve locked off until the interior fuel piping passes the air test witnessed by RBD. If the meter is not set at this point a rejection card will be left on the gas service riser explaining what needs to be corrected in order for the meter to be installed. After the deficiencies are corrected the order will be re-issued to install the gas meter.

Colorado Springs Utilities will receive notification from RBD when the residence passes the residential rough inspection and the interior fuel piping air test. The USS inspector will visit the site, unlock the riser valve, perform the initial water meter loop inspection and advise the superintendent of any deficiencies. The USS will follow up at a later date to check the progress of the job and re-inspect any noted deficiencies.

4.6.3 Electric Meters- Residential

Following completion of 4.2.1, 4.2.2 and 4.4.3 the contractor will need to install the electric meter socket and the riser (or mast for overhead services) on the building.
For residential service needs 200 amps or below the following chart shows a list of activities and who they will be completed by:

<table>
<thead>
<tr>
<th>Construction Activity</th>
<th>Performed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Data Form submitted to Colorado Springs Utilities Field Engineer</td>
<td>X</td>
</tr>
<tr>
<td>Prepare job plans and send them to owner with the residential aid-to-construction contract (if required)</td>
<td>X</td>
</tr>
<tr>
<td>Pay fees to Colorado Springs Utilities- Customer Contract Administration</td>
<td>X</td>
</tr>
<tr>
<td>Provide Service Contract- marked as paid- to the Owner</td>
<td>X</td>
</tr>
<tr>
<td>Bring site to final grade</td>
<td>X</td>
</tr>
<tr>
<td>Remove construction debris</td>
<td>X</td>
</tr>
<tr>
<td>Install meter socket and riser</td>
<td>X</td>
</tr>
<tr>
<td>Install above-ground GRC conduit on line side of meter</td>
<td>X</td>
</tr>
<tr>
<td>Complete all wiring on customer side of meter</td>
<td>X</td>
</tr>
<tr>
<td>Have a LUSI supply and install the service line conductor and terminate at the meter socket</td>
<td>X</td>
</tr>
<tr>
<td>Inspection of service line installation</td>
<td>X</td>
</tr>
<tr>
<td>Request inspection of wiring from PPRBD</td>
<td>X</td>
</tr>
<tr>
<td>Set meter after approval of wiring by RBD, payment of fees and above steps completed</td>
<td>X</td>
</tr>
</tbody>
</table>

For residential service needs above 200 amps there are different specific requirement addressed in the Electric Standards in section 7.02.
5  Easements

Before utility infrastructure can be installed, Colorado Springs Utilities will require that all utility infrastructure for which we will have any ownership or maintenance responsibility lies within a public right-of-way or public utility easement. For installations in easements, the easement widths for underground utilities vary based on the number of utilities installed in a given area, the size of the lines and the depth of the lines. Additionally, the easement width for electric transmission and distribution lines vary with the characteristics of the line and the area. For more information on the easement widths required for your specific utility needs we recommend that you contact Utilities Development Services at (719) 668-8259.

For easements on gas and electric utilities you may be notified in one of several ways what the easement requirements are for your development. For existing facilities you will commonly be required to show their location in the Concept Plan or Development Plan stage. If there is no easement for the existing or proposed utilities we will require that any necessary easement is identified and shown before the land planning and entitlement submittal is approved. Such easements will have to be recorded prior to approval of any utility construction plans. The other common point of notification is when the design is completed by Colorado Springs Utilities and it is clear that additional easement will be needed. In this case, the developer will be notified by the gas and/or electric Field Engineer that additional easement will need to be granted. Typically, easements are only required for the distribution system, as placement of service lines is considered a condition of service as allowed by the Utilities Rules and Regulations.

Water and wastewater easements will typically be identified at the land planning and entitlement submittal stage, regardless of whether the lines are existing or proposed. The easements will then need to be recorded before the construction drawings can be approved. While there are other special conditions that can alter the easement requirements they are applicable only in a minority of developments and are best handled on a case-by-case basis.

We would also like to point out in this section that some of the items commonly proposed within an easement are not allowed and must be resolved before plans can be approved. Common examples include:

- Change of grade in an easement
- Planting of trees
- Building of a structure, including retaining walls, trash enclosures, sheds and gazebos
- Construction of stone or brick pedestals or patterns
- Basketball and tennis courts

All of these items are prohibited in our easements because they compromise our ability to perform maintenance of our utility lines in a safe and efficient manner. At best they increase our cost of restoration and at worst they compromise our ability to provide continuing service to our customers and work in a safe, responsible manner.

Easements can be granted via one of two primary processes- by plat or by separate instrument. The characteristics of each of these processes are discussed below in more detail.

5.1  Easement by Plat

One method for granting easements is to grant the easements along with the recordation of the plat otherwise referred to as “Easement by Plat.” It is up to the developer or the owner’s representative to determine if this is the best process for granting easement(s) for their development. If this process is chosen, the easements must be shown on the plat and identified as a public utility easement. If the easement is created by plat the following note must be on the plat:
All easements that are dedicated hereon for public utility purposes, shall be subject to those terms and conditions as specified in the instrument recorded at Reception Number 212112548 of the records of El Paso County, Colorado.

* this note may be updated from time to time, please contact Utilities Development Services for the current wording

The note references the Terms and Conditions recorded with the El Paso County Clerk and Recorder’s office and allows both the property owner and Colorado Springs Utilities to have their rights and responsibilities defined; thus, providing clarity to both future landowners and Colorado Springs Utilities. In this process the easement is shown on the plat along with all necessary easement dimensions and locations as well as the proper note. The easement is granted when the plat is recorded. The reception number of the plat will be the reception number for the easement.

As mentioned above, when recording an easement by plat, the easement will not be created until the plat is recorded; therefore this method is only useful if the utilities are installed after the plat is recorded. Note that per Title 38 of the Colorado Revised Statutes and City Code, all existing easements as well as any newly created easements must be shown on the subdivision plat.

5.2 Easement by Separate Instrument
The other option for granting an easement is through a Permanent Easement Agreement. We call this process “Easement by Separate Instrument.” This method is desirable if the utilities are to be installed prior to recordation of the plat.

After downloading the appropriate Permanent Easement Agreement form under the “Easements” heading, the form should be completed and returned to Utilities Development Services or the Colorado Springs Utilities representative that requires the easement. The owner(s) need to sign the easement agreement and have the necessary exhibits prepared, signed and sealed by a licensed
surveyor. The owner or their representative will then submit the easement agreement along with any required plans to Utilities Development Services or another Colorado Springs Utilities department if otherwise directed.

Once the form is submitted to Colorado Springs Utilities, the easement exhibits A, B and C will be checked for proper alignment and mathematical integrity. If the submitted easement passes all these checks then the easement will be signed by Colorado Springs Utilities and recorded. As soon as the easement is recorded the person submitting the easement will be given a reception number for the recorded document and a copy of the easement will be returned to them for their records. For more information on the easement recordation process or for an update on the status of your easement please contact Utilities Development Services at (719) 668-8259.
6 Links to Other Applicable Documents

The following documents were used in the preparation of this Development Guide, which is only intended to summarize their contents and assist in providing answers to some of the questions most commonly asked by developers and their representatives. These documents are subject to frequent revision and by providing the links rather than a hard copy; you’ll have access to the most up-to-date information.

<table>
<thead>
<tr>
<th>Reference Document</th>
<th>Internet Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado Springs Utilities Development Services website</td>
<td><a href="https://www.csu.org/Pages/development-files-forms.aspx">https://www.csu.org/Pages/development-files-forms.aspx</a></td>
</tr>
</tbody>
</table>
### Appendix

#### 7.1 Phone List

**City Land Use Review Department (for developments within the city limits)**
- **Address**: 30 S Nevada, Colorado Springs, CO
- **Phone Number**: (719) 385-5905
- **Key Functions**: Review/approval of land planning and entitlement submittals
  - Issuance of land use variances

**County Development Services Department (developments in unincorporated areas of El Paso county)**
- **Address**: 2880 International Circle, Colorado Springs, CO
- **Phone Number**: (719) 520-6300
- **Key Functions**: Review/approval of land planning and entitlement submittals
  - Issuance of land use variances

**Pikes Peak Regional Building Department**
- **Address**: 2880 International Circle, Colorado Springs, CO
- **Phone Number**: (719) 327-2880
- **Key Functions**: Review of building plans/Issuance of building permits
  - Inspection of building/Issuance of Certificates of Occupancy

**Colorado Springs Utilities- Utilities Development Services Department**
- **Address**: 1521 Hancock Expressway, Colorado Springs, CO
- **Phone Number**: (719) 668-8259
- **Key Functions**: Comment on land planning and entitlement submittals
  - Review/Approval of water and wastewater construction drawings
  - Review/Approval of RBD plans
  - Process oversize water line reimbursements among other functions

**Colorado Springs Utilities- Customer Contract Administration Department**
- **Address**: 2880 International Circle, Colorado Springs, CO
- **Phone Number**: (719) 668-8111
- **Key Functions**: Collect fees and issue Utility Service Contracts
  - Process recovery agreements
  - Review/approval of RBD plans

**Colorado Springs Utilities- Field Engineering**
- **South**: 1521 Hancock Expressway, Colorado Springs, CO (south)
- **North**: 7710 Durant Drive, Colorado Springs, CO (north)
- **Phone Number**: (719) 668-3574 or (719) 668-5562
- **Key Functions**: Design gas and electric mains and service lines
  - Design streetlight layout
  - Prepare gas and electric Extension Contracts and cost estimates

**Colorado Springs Utilities- Quality Assurance (gas and electric)**
- **Address**: 7710 Durant Drive, Colorado Springs, CO
- **Phone Number**: (719) 668-3667
- **Key Functions**: Inspect site to ensure readiness for construction
  - Inspect gas and/or electric service trenches
  - Inspect gas line installations
Colorado Springs Utilities - Water and Wastewater Inspections (S. of Garden of the Gods/Austin Bluffs/Barnes)
Address 1521 Hancock Expressway, Colorado Springs, CO
Phone Number (719) 668-4658
Key Functions Inspect water and wastewater mains and service lines
Access to manholes

Colorado Springs Utilities - Water and Wastewater Inspections (N. of Garden of the Gods/Austin Bluffs/Barnes)
Address 7710 Durant Drive, Colorado Springs, CO
Phone Number (719) 668-4396
Key Functions Inspect water and wastewater mains and service lines
Access to manholes

Colorado Springs Utilities - Infrastructure Records
Address 1521 Hancock Expressway, Colorado Springs, CO
Phone Number (719) 668-4405
Key Functions Acquire records of existing water and wastewater mains
Receive and distribute approved water and wastewater main plans
Schedule water and wastewater service line inspections

Colorado Springs Utilities - Distribution, Collection and Treatment (water and wastewater)
Address 1521 Hancock Expressway, Colorado Springs, CO
Phone Number (719) 668-5381
Key Functions Schedule taps for water mains or tap inspections

Colorado Springs Utilities - Asset Management Department (FIMS)
Address 1521 Hancock Expressway, Colorado Springs, CO
Phone Number (719) 668-8325
Fax Number (719) 668-8368
Key Functions Provide maps showing record of existing utilities

Colorado Springs Utilities - Construction Quality Control (gas and electric)
Address 7710 Durant Drive, Colorado Springs, CO
Phone Number (719) 668-3667
Key Functions Site inspection before scheduling gas and electric main installation
Inspection of gas and electric service lines

Colorado Springs Utilities - Construction Operations (gas and electric)
Address 7710 Durant Drive, Colorado Springs, CO
Phone Number (719) 668-5510
Key Functions Scheduling for installation of gas and electric mains

Colorado Springs Utilities - Service Delivery
Address 701 N. Circle Drive, Colorado Springs, CO
Phone Number (719) 668-7354
Key Functions Schedule installation of gas, electric and water meters
### 7.2 Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Whom to contact</th>
<th>Reference section of this document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will Colorado Springs Utilities provide service to my property?</td>
<td>Utilities Development Services</td>
<td>1</td>
</tr>
<tr>
<td>How do I begin the development approval process?</td>
<td>City Planning or County Planning (Development Services)</td>
<td>2.1</td>
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7.3 Acknowledgements

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