

Developer Process Overview

The following is a summary of the Indiana American Water Developer Services Process. More information can be obtained by contacting your local [Developer Services Contact \(DSC\)](#) or by e-mailing Indiana American Water Developer Services at inaw.developerservices@amwater.com.

Customers who select Indiana American Water (INAW) as a water resource partner will work with a designated contact person from project beginning to completion. A brief summary of the process is described below.

Preliminary Project

- Contact your local DSC or Indiana American Water Developer Services to determine if your project can be served by Indiana American Water
- Discuss details of project
- Determine if Off-Site main is needed to get to your development
- Discuss installation in easement vs. right-of-way
- Discuss required Utility Fee involved with project
- Discuss Subsequent Connection Fee, if required

Approval/Engineering Review

- Submit proposed plans for water main installation. Plan must meet Indiana-American Water's "Minimum Requirements for Preliminary Review, Approved and As-Built Drawings" and "Indiana-American Water Company Specifications"
- Submit Overall Project Drawing, if applicable for multi-phase projects
- Submit Preliminary Plat
- Provide Name of Registered Professional Engineer and contact information
- Allow at least 30 days for plan review
- If plans are not ready for approval, they will be returned to developer requesting revisions

IDEM Notice of Intent Application

- Submit a completed Indiana Department of Environmental Management (IDEM) "Notice of Intent Letter to Construct a Water Main Extension" (NOI) along with the above mentioned plans and a check for the applicable IDEM fee, if required
- Indiana American Water Company will submit the application and check to IDEM once plans are approved
- If water main extension plans deviate from Indiana-American Water's "Minimum Standards for Preliminary Review, Approved and As-Built Drawings for Developer Installed Water Mains," a full IDEM Construction Permit may be required.

Fire Service Application

- If private fire lines or hydrants are anticipated, please contact the local DSC for assistance.
- The developer will work with the DSC to get the application package and flow test data from the nearest location. The developer will then design the service based upon the flow test data and project-specific needs and will then return the completed application package to the DSC.
- When the application package is submitted to INAW engineering from the DSC, the INAW engineer will review the application package and issue a recommendation.

Contractor Pre-Qualification

- All contractors who install water mains and/or who perform taps on existing mains must be on our Approved Contractor list

- If your preferred contractor is not on the Approved Contractor List, they may begin the process by submitting the "Contractor Work Experience Questionnaire and Qualification Statement" and submit to the local DSC complete with all requested information
- The application will be reviewed and a decision made for or against approval, typically within three weeks
- Construction cannot begin until approval is received

Agreement

- Submit Estimated Cost Form to local DSC
- Provide Name of Contractor (from pre-approved list) and contact information to local DSC
- Provide letter authorizing location for fire hydrants, if required in local district to local DSC
- Provide three (3) copies of the approved waterline construction plans to local DSC
- Agreement for Water Main Extension is prepared and sent to developer upon completion of above requirements
- When signed agreement is returned to INAW, developer will be notified by letter that a pre-construction meeting may be scheduled

Construction

- IDEM 30-Day waiting period for NOI must be complete
- Developer will contact local DSC to set up pre-construction meeting
- Construction of road subgrade must be completed before installation may begin
- Centerline or off-set stakes must be maintained until construction of the water main is complete. Some districts require curbs to be in place before installation may begin. This is to ensure that the main is located in the proper place and at the proper depth. Check with your local DSC for details.
- Developer must provide verification that all required permits have been obtained
- Contractor will install the water main as per the approved plans and according to the "Indiana American Water Company Specifications"
- Developer's engineer shall provide written progress reports and periodic inspections of the main installation as required by INAW at the preconstruction meeting
- Developer will have the new main flushed, disinfected and pressure tested, with INAW employee present

Acceptance

- Developer to provide three copies of as-built drawings
- Some districts may require a smaller size as-built drawing for use in determining meter pit placement
- Provide Certification by Engineer of as-built drawings (signed by Professional Engineer)
- Provide Recorded Plat
- Provide signed Final Actual Cost Form
- Provide Transfer of Ownership document, signed by the developer
- Provide check for utility fee documented on agreement
- Provide original recorded easements, as required. Please note that easements must be on INAW standard easement document and must be granted to INAW.
- Contact the local DSC to schedule a final inspection after the as-built drawings have been approved
- Acceptance Letter is mailed to developer upon completion of all requirements
- Connections for water service can now be requested

Revenue Refund

- For a period of ten (10) years, a one-time revenue refund is issued for each new service connected to the main installed for your project, not to exceed the cost of installing the water main.

- The refunds will be issued once a year for your project

It is the Developer's responsibility to ensure that any address changes are submitted to Indiana-American Water