

BGWSD: LINE EXTENSION PROCESS

1. **Pre-Construction Meeting:** Customer meets with District staff to broadly outline project and pick up a “Line Extension Packet.”
2. **Application Completed:** Customer returns completed application and pays review fee.
3. **District Review:** Utility Superintendent reviews application, conducts a site visit and approves project concept.
4. **District Engineer Approval:** The application, plan specifications, insurance certificates and other data will be reviewed by the District Engineer. If the Engineer finds that the plan described conforms to the requirements of the Rules and Regulations and that all required fees have been paid, a permit will be issued. All applications will be reviewed and comments provided to the customer.
5. **Final Approval:** The customer/contractor shall provide three (3) sets of engineer-approved plans to the District for final approval. When the District issues a permit based on plans that are required, the Engineer will endorse the plans in writing. The endorsed plans and specifications shall not be changed, modified or altered without authorization from the District.
6. **Construction meeting:** Prior to work beginning, the District and contractor will meet to review the project. No work will begin without a permit.
7. **Final Inspection and Acceptance:** The District will complete a final inspection and acceptance of the completed project.

The above items may be submitted by mailed or dropped off at the following address:

**Baca Grande Water and Sanitation District
57 Baca Grant Way S – PO Box 520
Crestone, CO 81131
Attn: Gary Potter, Director of Utilities
719-256-4310**



BACA GRANDE WATER AND SANITATION DISTRICT

57 Baca Grant Way S - PO Box 520 | Crestone, Colorado 81131-0520

p: 719-256-4310 | f: 719-256-4309 | www.bacawater.com | info@bacawater.com

APPLICATION FOR LINE EXTENSION

Property owners desiring the extension of District water or sewer lines shall be required to bear the cost of such extensions to a location specified by the District, which will ensure uninterrupted mainline operations when subsequent line extensions are required.

All fees are subject to the District's current fee schedule.

APPLICANT INFORMATION

APPLICANT

Print Name: _____

Company Name: _____

Contact Phone Number: _____

The undersigned hereby makes application for service from the Baca Grande Water and Sanitation District (District) at the herein named premises. The undersigned will assume all expenses of the tap, pipe, and other appurtenances in accordance with the schedule of rates and charges as adopted by the District. Water use and supply are subject at all times to the rules and regulation established by the District.

Applicants Signature: _____ Date: _____

SERVICE ADDRESS

Lot Number: _____

Account Number: _____

Street Name: _____

Parcel Number: _____

OWNER

If applicant is not owner, please submit Owner's Authorization Letter.

Print Name: _____

Phone Number: _____

Billing Address: _____

City: _____

State: _____ Zip: _____

ENGINEERING

If applicant does not wish to use the District's engineer, please provide the engineering firm's information below.

District's Engineer

Other Engineering Firm

Print Name: _____

Phone Number: _____

Billing Address: _____

City: _____

State: _____ Zip: _____

DISTRICT USE ONLY

Application Received By (Employee Name):			
Payment: Check #	Credit Card Confirmation #	Customer Account #	Work Order #
Payment: Check #	Credit Card Confirmation #	Customer Account #	Work Order #
Payment: Check #	Credit Card Confirmation #	Customer Account #	Work Order #

PROJECT INFORMATION

Residential: Commercial:

Main Size: 2" 3" 4" 6" 8"

Main Length: _____

Main Location _____

FUTURE SERVICE INSTALLATION

Building Lots to be served: _____

Comments: _____

Design (Site) Plan Required

Plan Submitted

Work to be performed by: _____

Approved Contractor: _____

Engineer Approval: _____

Operations Staff Inspection

Utility Superintendent Approval Signature

District Manager Approval Signature

Date

Operator:	Date:
Water System: S. Crestone <input type="checkbox"/> Fallen Tree <input type="checkbox"/> Moonlight <input type="checkbox"/> Brook View <input type="checkbox"/> Cottonwood <input type="checkbox"/>	Photos: Tap: <input type="checkbox"/> Sewer : <input type="checkbox"/> Water: <input type="checkbox"/> Tracer Wire Installed: <input type="checkbox"/> GIS/GPS Taps & Curb Stops: <input type="checkbox"/> Water Main Size: _____