

Process Request Checklist – WWRD Miscellaneous



This checklist should accompany any of the Process type requests listed in the table below. Fully completing this checklist and attaching all required items plus any additional information will help us expedite your request.

Requestors Name: _____

Business Name: _____

Address: _____

Phone number: _____ email: _____

Project Name (if applicable): _____

Tax Map Key(s) of Property: _____

Address of Property: _____

Description of Information or Action Requested:

	WWRD - Miscellaneous Review	Required items
	General Info Request	Process Request Checklist
	Sewer Line/Lateral Info Request	Process Request Checklist
	Sewer Capacity Info Request	Process Request Checklist
	Recycled Water Inquiry	Process Request Checklist
	Construction Plan Review	Process Request Checklist Complete Construction Plan Set
	Property Sewer Service Manhole/Cleanout Installation	Process Request Checklist Complete Construction Plan Set
	Sewer Lateral Installation	Process Request Checklist Complete Construction Plan Set
	Site Specific Spill Prevention Plan (SSSPP)	SSSPP, Site Plan
	By-pass Plan	SSSPP, Site Plan
	Dewatering Plan	Dewatering Plan
	Tenant Space Listing	Process Request Checklist, Floor Plan
	Memorandum of Understanding (MOU) Review	Agreement
	MECO Plan Review	Process Request Checklist Complete Construction Plan Set
	Test Boring Plan Review	Process Request Checklist Complete Construction Plan Set
	Authorization of Existing Sewer Easement - MCC 18.12.030(E)(13)(a)	Process Request Checklist
	Acceptance of Sewer System Improvements	Process Request Checklist, As-Built Plans
	Irrigation Meter Review	Irrigation Plans, Application, As-Built Plans
	Miscellaneous Inspection	Process Request Checklist
	Other	Process Request Checklist