



**Checklist for an  
APPLICATION FOR A CONNECTION AND USE  
AGREEMENT FOR WATER AND SEWER SERVICES**  
**Public Works Department  
Engineering Division**

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**APPLICABILITY.** *This checklist should be used when applying to the Town of Jackson for consideration of connection to Town Sewer, Water and/or Stormwater infrastructure, or a private extension thereto, through a Connection and Use Agreement for a development, service district, or property outside of the Town's corporate boundary AND not within an existing approved service area.*

**When is an APPLICATION FOR A CONNECTION AND USE AGREEMENT FOR WATER AND SEWER SERVICES required?**

An application to connect and, if approved, the resulting Connection and Use Agreement, are required prior to a development, service district, property, or any individual property within a development or service area, applying for a Town of Jackson / Teton County Sewer and Water Connection permit. *For more detailed information on the process see the PROCESS section of this checklist.*

**INSTRUCTIONS.** *Use this checklist to provide the information required for review of an application. All items on this checklist should be shown or noted in the application or on the plans, including not applicable items.*

	DESCRIPTION
	Submit all materials with a Planning Application to the Planning Division, select the <i>Miscellaneous</i> option.
	Town of Jackson Letter of Authorization if applicant is other than the owner.
	Letter of Consent from system being connected to, if the proposed connection is not directly to the Town's Infrastructure.
	<p>ENGINEER'S REPORT. Engineering design report shall include:</p> <ul style="list-style-type: none"> <li>• All materials shall be prepared and sealed by a licensed Wyoming engineer with experience designing municipal water and/or sewer infrastructure.</li> <li>• A brief narrative of the proposed project and request of the Town.</li> <li>• A description of the service area.</li> <li>• Reason for requesting the connection(s). e.g. new development, permit compliance, existing system failure, high ground water, proximity to surface water, geological conditions, etc.</li> <li>• Alternatives, if any, considered for sewage collection and treatment and/or water supply. Include any reasons for not pursuing the alternatives or whether the alternative is still being proposed.</li> <li>• Proposed schedule for the project.</li> <li>• A statement regarding who will pay the costs of design, permitting, construction, operation, maintenance, regulatory compliance, repair, and replacement of the system.</li> <li>• Identify the entity that will own the system(s) and be legally responsible for the system(s), i.e. the party that would execute a Connection and Use Agreement with the Town. <ul style="list-style-type: none"> <li>○ If applicable, identify the certified operator that will operate the proposed system(s).</li> </ul> </li> <li>• Information regarding the proposed method of metering.</li> <li>• Provide information regarding how customers that are delinquent on paying for services will be handled, e.g. water shutoffs.</li> <li>• WATER AND SEWER <ul style="list-style-type: none"> <li>○ Current and projected average, maximum day and peak flows for the design of the project, per capita design flows, extraneous flows, and industrial and/or commercial waste flows.</li> <li>○ Estimated Water Demands <ul style="list-style-type: none"> <li>▪ AWWA M22, actual flows, or other approved methodology</li> </ul> </li> <li>○ Estimated Sewer Volumes</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ AWWA M22, actual volumes, Wyoming DEQ, Other approved methodology.</li> <li>○ For estimated demands use the most conservative sewer volumes and/or water demands for the potential service area based on maximum allowed development for the service area at build out. For example, if there are 20 existing hotel rooms but 40 are allowed by development regulations, use 40 rooms for the estimate. <ul style="list-style-type: none"> <li>▪ Include estimated volumes and demands from the adjacent properties within 500 feet of the proposed system.</li> <li>▪ Provide the information separated into the proposed service area and potential future service areas, include a table by parcel for individually metered lots, e.g. lots that connect via an unmetered gravity system.</li> </ul> </li> <li>• Anticipated downstream impact on existing sewers, lift stations and treatment facilities. This information shall include existing population, waste loads, existing flows and capacity of downstream facilities.</li> <li>• Sewage Characteristics: <ul style="list-style-type: none"> <li>○ For proposed development provide information regarding the anticipated wastewater strengths e.g. Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS); types of use e.g. residential, brewery, industrial, commercial, lodging; and any other expected characteristics.</li> <li>○ For existing developments provide a summary of any existing wastewater strength or quality monitoring data.</li> </ul> </li> </ul>
	<p><b>PLANS AND MAPS:</b></p> <ul style="list-style-type: none"> <li>• Vicinity Map</li> <li>• Map of the Proposed Service Area. <ul style="list-style-type: none"> <li>○ Show all properties intended to be served by the proposed system and requested connection.</li> <li>○ Show all properties within 500 feet of the proposed infrastructure, regardless of whether or not the property intends to connect to the private system at this time.</li> </ul> </li> <li>• Water and/or Sewer Plans showing the proposed systems, sizes, and points of connection.</li> <li>• Existing utilities. <ul style="list-style-type: none"> <li>○ Identify critical existing infrastructure or infrastructure that will need enlarged or improved e.g. lift stations or undersized mains.</li> </ul> </li> <li>• Easements: Existing or proposed required for the system and connection.</li> <li>• Parcel Information: existing, proposed, future boundaries. Provide parcel id, street address, and ownership information.</li> <li>• Scaled drawings with north arrows.</li> <li>• Any other relevant information.</li> </ul>
	<p><b>PERMITTING:</b></p> <ul style="list-style-type: none"> <li>• Provide a list of all applicable local, state, and federal permits required to complete the project and indicate whether they were issued, waived, denied, or pending. <ul style="list-style-type: none"> <li>○ Teton County, Wyoming Department of Environmental Quality, Wyoming Department of Transportation, Army Corps of Engineers, VonGontard Agreement (TCSD Munger), private properties, etc.</li> </ul> </li> <li>• For an existing system, provide a list of any existing local, state, and federal permits and indicate if the permit is in good standing, under review, citations, fines, or otherwise pertaining to the permit.</li> </ul>
	<p><b>PRIVATE PROPERTIES AND SYSTEMS:</b></p> <ul style="list-style-type: none"> <li>• Provide a list of all private properties that are impacted by the project and any required easements, approvals, land acquisitions, etc. and indicate the status of each.</li> <li>• Provide a list of all private systems required to make the connection and indicate the status of each. Include any and willingness to serve letters, approved permit, etc.</li> </ul>

**REQUEST FOR SERVICES AND CONNECTION AND USE AGREEMENT PROCESS.** *This summary is general and each application may vary depending on the circumstance. Not applicable for properties that are already approved to connect, see Town application for County Sewer and Water Connections Permit.*

	<p><b>STEP 1: REQUEST TO CONNECT:</b></p> <ul style="list-style-type: none"> <li>○ <b>CONNECTION TO TOWN INFRASTRUCTURE:</b> The new Customer makes the application to request for services or additional services using the Planning Application – Miscellaneous Option and this checklist. <i>Fees for an administrative decision elevated to a public hearing apply.</i></li> <li>○ <b>CONNECTION THROUGH AN EXISTING PRIVATE SYSTEM(S):</b> The new Connectee or the existing Customer/District/Provider may make an application to request services or additional services using the Planning Application – Miscellaneous Option and this checklist. <b>If the Connectee and not the existing Town Customer makes the application a letter of consent must be included.</b> <i>Fees for an administrative decision elevated to a public hearing apply</i></li> <li>○ Staff Review of Application for a Connection and Use Agreement for Water and Sewer Services.</li> <li>○ Council Review: Request for connection will be presented and reviewed by Council at a regularly scheduled council meeting.</li> <li>○ Staff issues a final approval letter with any conditions of approval, including expiration of the request, typically a year.</li> </ul>
	<p><b>STEP 2: CONNECTION AND USE AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>○ If Council approves the Request to Connect, Town staff will prepare the Connection and Use Agreement(s) and incorporate any conditions of approval as part of the application. Each utility will be covered by its own agreement.</li> <li>○ Fees for preparation of the agreement(s) may be applicable as defined in the agreement(s).</li> <li>○ Applicant will have a chance to review the agreement prior to presenting to Council for approval.</li> <li>○ Applicant shall be responsible for preparing and paying for all exhibits required for all agreement(s) to the Town's satisfaction. Required exhibits vary by project but typically include a map of the service area, list of parcels within the service area, table of estimated peak demands, conceptual system plans, and / or other relevant information.</li> <li>○ Council Review: Connection and Use Agreement(s) will be presented for review by Council at a regularly scheduled council meeting.</li> <li>○ Following Council approval of the Connection and Use Agreement, it will be finalized according to Council approval.</li> <li>○ Staff will provide the applicant the final agreement(s) for execution. The Mayor will execute the agreement(s) after the applicant.</li> <li>○ Recordation: The Connection and Use Agreement(s) shall be recorded with the Teton County Clerk against all properties within the approved service area. Applicant shall pay all recording fees.</li> </ul>
	<p><b>STEP 3: PERMIT FOR CONSTRUCTION:</b> <i>Following execution and recordation of the Connection and Use agreement construction of the proposed connection(s) is permitted as follows:</i></p> <ul style="list-style-type: none"> <li>○ ToJ SEWER AND WATER CONNECTION PERMIT (SWP) Application for the system if applicable</li> <li>○ ToJ SEWER AND WATER CONNECTION PERMIT (SWP) Application for the individual properties within the service area, if necessary.</li> </ul>