



Development Services Office
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Request for Utility System Improvement Contract

Any Property Owner required to improve the water system, as specified in the Water Availability Certificate (WAC), must provide the following information. See page 2 to learn more about the contract process.

1. PROJECT DETAILS

Project Address(es)	
Parcel Number(s)	
WAC Number	
System Improvement Requirement	

2. PROPERTY OWNER INFORMATION

	Property Owner ¹	Financially Responsible Party <i>(If different from Property Owner)</i>
Name		
Company		
Mailing Address		
Telephone		
Email		

Notes:

1. The contract must be executed by the *current* Property Owner.

3. REQUIRED DOCUMENTS – Please submit the following documentation:

- Individual Property Owner:** Provide either:
 - Documentation from the [King County Department of Assessments](#) confirming ownership, OR
 - Documentation of property ownership (e.g., copy of title insurance, title report, deed, etc.).
- Property Owner is a Business:** Provide the company/entity name, the name of the authorized contract signatory (shown as the “Governing Person” on the [secretary of state website](#)), and documentation from the secretary of state website confirming the signatory is the “Governing Person.”

WHAT HAPPENS NEXT

- Submit this request to your assigned DSO Project Coordinator or SPU_DSO@seattle.gov.

WATER MAIN CONTRACTS: Water Main Improvement Contracts are administered in two parts. A Commitment and Construction Contract.

Step 1: Commitment Contract:

Once this form and associated paperwork are submitted internal processes begin. SPU will draft your Commitment Contract and invoice and will email them to you. You must sign the contract and pay the invoice to execute the Commitment Contract.

Once the Commitment Contract has been fully signed by all parties and invoice payment received, an “Approved with Contract WAC” will be issued allowing you to move forward with your building and/or land use permit.

Step 2: Construction Contract:

When water main improvement plans near approval, you will be emailed the Construction Contract for your signature and the invoice. This contract establishes the Property Owner’s commitment to pay the specified charges associated with the water main improvements. This second payment will serve as a deposit with certain charges reconciled against actual costs once the work is complete. The payment is required before the preconstruction meeting will be scheduled.

The Construction Contract invoice includes the estimated costs for construction management, connection of the new main to an existing water main, and other work performed by SPU to support construction and connection of the required water main improvements.

VALVE OR OTHER SYSTEM IMPROVEMENT CONTRACTS: Valves and Other System Improvements only have one Contract.

- **Valves:** Once this form and associated paperwork are submitted internal processes begin. SPU will develop your valve schematic, prepare site specific costs for the work, and draft your valve contract and invoice.

Next, your contract and invoice will be emailed to you. You must sign the valve contract and pay the invoice to execute the valve contract. The price for the valve will be based on site specific costs.

Upon execution of the valve contract, an “Approved with Contract WAC” will be issued allowing you to move forward with your building and/or land use permit and [individual water services](#).

The valve contracting process can take several months. Your assigned project coordinator will let you know any time an internal process is complete or additional information is needed.

- **Hydrants:** Hydrants are charged based on established SPU Development Charges.

SPU crews are responsible for the installation of valves and other system improvements. You are responsible for all final street restoration and associated costs.

SPU CHARGES:

For information on SPU Charges, refer to the [DSO Charge Menu](#). The charges may include preparation of legislation associated with SPU owned system improvements located on private property.

ADDITIONAL COSTS:

This project will incur additional costs related to the installation of the system improvements that are NOT included in the Contracts. For example, additional costs may include:

- **Engineered Plans.** The cost to design engineered plans.
- **Materials and Installation.** Unless the work is performed by SPU, you will need get an estimate for the cost of materials and installation from a utility contractor.
- **Permits.** City or agency permit related fees, such as street use permits, hydrant use permit, hydrant consumption, and/or trolley line deactivation.
- **Street Restoration** - The Property Owner must pay for necessary permits and complete the street restoration in accordance with the permitting agency’s requirements.
- **New Water Service Taps.** The Property Owner must apply and pay for new water services through a separate application process.