



Concept Utility Letter Checklist

The Concept Utility Letter must be in conformance with the latest Town of Castle Rock Water and Wastewater System Design Criteria Manuals, available on the Town’s website.

The Concept Utility Letter may be submitted in letter format, signed and sealed by a Professional Engineer licensed in the State of Colorado. The purpose of the Concept Utility Letter is to confirm that the utilities proposed for the development can be feasibly connected to the Town’s water distribution system and/or wastewater collection system, that the Town’s system can adequately support the development, and to ensure consistency with the Town’s Water/Wastewater Master Plans.

The preparer should contact and work with the Town Utility Engineering Staff regarding any design, utility master planning and existing system questions (720-733-6000). Whenever possible, water and wastewater utility reports should be combined into a single document provided that separate sections clearly identify the information associated with each of the two systems. The following outline sets forth the **required minimum** content to be provided in the Concept Utility Letter that shall be submitted with the Planned Development Plan (PDP). A copy of this checklist must be submitted with the Concept Utility Letter.

Please check off the following items to assure your letter is complete. Appropriate notations shall be provided with the checklist. For example, if a specific item is not addressed or not applicable, an explanation needs to be provided.

Included	N/A	
		PROJECT INFORMATION
		A. Name of Project, including legal name of development
		B. Address
		C. Owner
		D. Developer
		E. Engineer
		F. Submittal date and revision dates as applicable
		PROJECT LOCATION AND DESCRIPTION
		A. Site Location
		B. Description of Property and Land Use
		EXISTING WATER SYSTEM
		A. Existing Distribution System
		B. Existing Supply Facilities
		PROPOSED WATER SYSTEM
		A. Proposed Distribution System
		B. Proposed Supply Facilities

Concept Utility Letter – Formatting Checklist

Included	N/A	
		EXISTING WASTEWATER SYSTEM
		A. Existing Collection System
		PROPOSED WASTEWATER SYSTEM
		A. Proposed Collection System
		B. Proposed Wastewater Facilities
		REFERENCES
		APPENDICES
		Appendix A — Copies of all pertinent information from reference materials
		Appendix B — Vicinity Map
		Appendix C — Planned Development Plan
		Appendix D — Utility Map(s) provided by the Utilities Department

Notes/Comments: