



## Pay Jobs for Developer Projects Plan Review and Permitting Process

A pay job is required when a development project requires the removal, abandonment, replacement, and/or relocation of existing Citizens water assets.

**Step 1:** During the plan review of the associated private development project, the development's assigned plan reviewer will identify that a pay job may be required.

> Internal - Preliminary Pay Job Assessment

*Please note: Pay jobs are separate projects from private development projects (water main extensions, sanitary main extensions, water service lines, and sanitary laterals).*

*Please note: If the development does not require a main extension, service line, or lateral, please contact the pay job coordinator directly if existing Citizens water assets may be impacted by the development.*

**Step 2:** If it is determined a pay job is required, the assigned plan reviewer will put the applicant in contact with the pay job coordinator. The applicant must submit plans for the pay job to the pay job coordinator.

**Step 3:** Citizens will assign a pay job number and prepare a pay letter that includes cost breakdown, a project summary, and instructions for payment.

*Please Note: Citizens' contractor prepares statement of work and cost breakdown. Please allow a minimum of two weeks to prepare the Pay Letter.*

*Please note: If the development has an associated private development water main extension or water service line project, all pay jobs will be required to be labelled on the private development plans.*

**Step 4:** If the applicant agrees to the proposed statement of work, the applicant must submit required contract documents and pay job payment as described within the Pay Letter.

*Please note: If the applicant chooses not to proceed with the pay job, the applicant will be required to modify their development design to eliminate all conflicts with existing Citizens water assets.*

**Step 5:** Citizens' contractor will perform pay job as described in the Pay Letter and shown on the approved Developer Main Extension plans (if applicable). Once payment has been received the project will be scheduled.

**Step 6:** If any funds received by Citizens Energy Group are not spent on the project they will be refunded to the payee.

*Please note: Pay job schedule varies depending on project complexity, contractor schedule, etc. It may be two to six weeks before work begins.*

*Please note: The applicant's contractor cannot perform work on existing Citizens water assets unless previously written approval is provided by Citizens Energy Group.*

### For more information:

Website: [info.citizensenergygroup.com/permits-and-forms](http://info.citizensenergygroup.com/permits-and-forms)

Pay Job Coordinator: Scott Ritter

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