



City of Port St Lucie

Utility Systems Department



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Owner's Responsibilities for Utility Connection

Provided below are clear directions for connecting a project to the City of Port St. Lucie Utility Systems Department (PSLUSD) water and wastewater system and the responsibilities of the owner.

Note that approval through the City of Port St. Lucie Planning and Zoning, Engineering or Building Departments, and/or Saint Lucie County site or construction plan approval process, does not constitute approval of your detailed utility plans through the PSLUSD. All forms, utility standards and standard details, etc. can be downloaded from our Web site.

The steps required for Utility Systems approval are:

1. Become familiar with our procedures for connection of utility services as detailed on this Web site.
2. Have your Engineer of Record (EOR) request a pre-design conference with a Utility Systems project manager and plan to attend this meeting. Items discussed will be policies, procedures, fees, interceptors, project turnover and completion, EOR requirements, easements, etc.
3. The EOR shall submit the following items to the PSLUSD prior to plan review:
 - Complete Application for Service (signed by the owner or authorized agent)
 - Easements and/or Plat
 - Pay all fees associated with the submittal package

Note that until the approval and acceptance of the plans and permits, the execution of the Utility Service Agreement, and payment of other associated fees, the project cannot move forward to the construction phase.

4. Execute the Utility Service Agreement, and submit all fees associated with the agreement, and the PSLUSD Construction Permit Application(s) and/or FDEP Construction Permit Application for Water and FDEP Construction Permit Application for Wastewater.
5. If your property is outside the city limits, a Non-Resident Request for Service is required.

6. The EOR will contact your PSLUSD project manager to schedule a pre-construction meeting. You should plan to attend this meeting. Many items are discussed that affect timely completion of your project.

7. During construction the EOR, not the PSLUSD, is responsible for scheduling and carrying out all inspections, as well as running the project, and directing the contractor.

8. Once a passing inspection has been obtained, the EOR will schedule a turnover meeting. At that meeting, your engineer will need to have your turnover package complete. All items in the turnover package must be complete to be accepted by the Utility Systems Department.

9. Paperwork the Owner is required to submit to the EOR are as follows:

Utility Easement Documents

Owner's Affidavit

BEGIN THE TURNOVER PROCESS EARLY. This is a bottleneck for many projects that wait until the last minute to prepare.

10. Once the turnover package is accepted and all outstanding items, fees, etc. are resolved, the EOR shall get clearance from either the PSLUSD or FDEP.

11. When the PSLUSD receives the clearance, the water meter will be set and utilities will be turned on.

12. It is recommended that you monitor the progress regularly through the EOR, and confirm with the PSLUSD.