



Email: UtilEng@cityofpsl.com

900 SW Ogden Lane, Port St Lucie, FL 34983

Phone (772) 344-4320

Documents signed by the Engineer are shown with an asterisk, in green, underlined.

Documents signed by the **Owner** are shown in red, bold font.

Documents submitted electronically are shown in lower case
Documents submitted on PAPER are shown in upper case

Engineer submits Application Package electronically with

- A. Application (UPI)
- A. Proof of Ownership
- B. Proof of Authorized Signatory
- C. Location Map
- D. Meter Address
- E. Boundary Survey
- F. Conceptual Project Layout
- G. Application Fee

Plans submitted electronically with

- A. LIFT STATION CALCULATIONS* (signed & sealed)
- B. DESIGN INFORMATION FORMS* (signed & sealed)

Draft unsigned Agreement returned electronically with

- A. Agreement
- B. Any Missing Information & Corrections
- C. Summary Sheet
- D. **Affidavit for LLC**
- E. **Affidavit of no Lien**
- F. **Consent of Mortgage**
- G. **Service Outside of City Limits Request**
- H. Owners Affidavit
- I. Bill of Sale
- J. Easements

Final executed Agreement Package returned PAPER

Shop Drawings submitted electronically with Qualified Products List
Any items not on Qualified Products List (meters, structures, control panels)

Pre-Construction Meeting Request submitted electronically with
All required attachments

Construction commences during this time

Testing Package submitted electronically with As-Built Survey (preliminary)
Density Testing Reports
Asset List from Bill of Sale
Easements

As-Built completion done during this time

Final Inspection Package submitted electronically with As-Built Survey (final) signed & sealed – paper, pdf, & CAD
Recorded Easements (copy)
Turnover Package (draft)