



STAGE 1: PROJECT ~~DEVELOPMENT INITIATION INTAKE~~ SUMMARY CHECKLIST

[Chapter 3 Link](#)

Project Name: _____

Contact Info:

Owner (name, phone, email): _____

Engineer (name, phone, email): _____

Date Submitted: _____

This stage identifies the scope, concept, relevant planning documents, policies, and regulations supporting the proposed project.

There is no Stage 1 checklist. This stage includes the request for an Intent to Serve letter from the City for projects requesting connection to City water and/or sewer system(s).

Projects outside the city limits requesting connection to City water and/or sewer system(s) are required to gain approval from the Utility Service Review Committee (USRC) prior to requesting an Intent to Serve letter. Before a project or development can be heard by the Utility Service Review Committee, the land must be zoned.

By writing an Intent to Serve Letter, the City is agreeing to supply water to and/or accept sanitary sewerage waste from the proposed development. The Intent to Serve Letter satisfies subdivision application requirements. The developer is obligated to design and construct infrastructure necessary to serve the development, and the City will review and approve design prior to construction. The project may need to extend system mains and/or construct other system improvements in order for the system(s) to be "available" or ready for use. Therefore, "availability" of system(s) will be determined at Stage 3 once improvement plans (including design reports) are submitted for City review.

Links to Forms – The following links contain information about all water, sewer, and related services provided by the City of Missoula:

- For information regarding all City utility services in the city: [Title 13 of the Missoula Municipal Code – Public Services](#)
- For water and sanitation information requirements on City subdivision application: [Article 5 of the City Subdivision Regulations](#)
- For requests of water and sewer service to property outside the corporate limits of Missoula: [Resolution 8181](#) and Application to the Utility Services Review Committee.
- For condition of annexation: [Annexation and Development Agreement](#)
- To receive City water and/or sanitary sewer: [Contract Agreement and Petition for Annexation to City](#)

• ~~To expand utility service area boundaries: [Petition Requesting Expansion of the Wastewater Facility Service Area](#)~~

• ~~To receive City water and/or sanitary sewer: [Petition for Annexation to City](#)~~

• ~~Latecomer's Agreement—See [Section 2.2.5](#) of Manual.~~

~~Links to State of Montana Forms and Regulations:~~

~~[Municipal Facilities Exclusion Checklist \(MFE\)](#)~~

~~[Montana Department of Environmental Quality Website](#)~~

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