WATER MAIN EXTENSION WORKFLOW

Design plans submitted via Compass KC → Project Number and Drawing number requested then provided to applicant. → Design plans re-submitted via Compass KC for review. → Submitted plans require revision. —No→ Approved in Compass KC; Mylars requested. —Yes→ Section Head; Division Manager: Deputy Director review and approve mylar plans

(Yes loop back to "Design plans re-submitted via Compass KC for review.")
(No loop back to "Submitted plans require revision.")

Yes →

Approved mylars are scanned into network folder and an estimate is generated. → Inspection fee is invoiced and template contract docs are emailed to Developer → All Contract documents received and reviewed. Surety verified. → PIF entered into ebuilder. Completed contract documents circulated for approval. → Section Head; City Attorney; Division Manager review and approve contract documents. → Contract documents approved? —No→ Notify Developer what is required.

(Resubmit loop back to "Section Head; City Attorney; Division Manager review and approve contract documents.")

Contract documents approved? —Yes→ Assign a contract number, scan completed documents into the network folder. → Notice to proceed issued. Approved project plans loaded into PIF design folder. Handed off to Inspection Supervisor.

Developers' Contractor completes the build. Assigned inspector oversees their work. → Project approved by Inspector, FSO issued? —Yes→ As-Builts GIS Coordinates Valve Cards, FSO & zip drive delivered to GIS → Closeout Documents Submitted (FSO, Paid in Full Letters, Completed Affidavit, Recorded Easement/Plat) → Payment Bond released and Extension is released for Taps. P&M 3 yr term begins → Notice for Field Inspection sent by CompassKC to Inspection Staff after 2.5 years

(No loop back to "Developers' Contractor completes the build. Assigned inspector oversees their work.")

GIS Updates Maps

P&M Bond Released 3 years after tap release

10/6/2025