



Developer Guide & Project Roadmap

A Guide for Property Owners, Developers, Engineers, and Contractors

Welcome

Thank you for considering development within the Lakeside County Water & Sewer District (LCWSD).

This guide provides a high-level overview of the development process and is intended to help property owners, developers, engineers, and contractors understand the typical sequence of events required to obtain water and/or sewer service.

Every project is unique. Depending on the size and complexity of your development, additional reviews, permits, agreements, or engineering may be required. The District's Engineering Standards, Ordinances, and applicable federal, state, and local regulations govern all development.

District staff are available to answer questions and assist you throughout the process.

Project Roadmap

Step 1 – Contact the District

Before beginning design work, review the District Service Standards and Regulations (<https://lcwsd.com/service-standards-and-regulations>), schedule an initial meeting with the District General Manager. Topics typically include:

- Existing utilities and service availability
- Available system capacity
- Annexation requirements (if applicable)
- Anticipated project timeline
- Engineering requirements
- Next steps

Step 2 – Engineering & Plan Review

Your engineer prepares the required design report, plans, and supporting documentation. The District Engineer reviews the submittal, comments are addressed, developer will be required to pay for this review, and a Will-Serve Letter may be issued once requirements are satisfied and capacity is available.

Step 3 – Approvals & Agreements

Obtain applicable County and State approvals, execute any required Service Agreement and/or Developer Extension Agreement, complete annexation documents if required, and satisfy applicable District fees.

Step 4 – Construction Preparation

Before construction begins:

- Obtain any required easements if applicable
- Obtain all applicable permits, including Flathead County and/or Montana DOT road permits when work occurs within rights-of-way. Provide copies of all applicable permits to LCWSD
- Submit required bonds and insurance in accordance with District requirements
- Attend the pre-construction conference

Step 5 – Construction

Construct improvements in accordance with approved plans and District standards. District inspections and required acceptance testing are completed throughout construction.

Step 6 – Project Closeout

Submit closeout documentation including as-built drawings, engineer certifications, operation and maintenance manuals, lien releases, Transfer Agreement, recorded easements, and other required documentation. Following acceptance, the warranty period begins.

Helpful Tip

Many projects require coordination with additional agencies, which may include:

- Flathead County
- Montana Department of Environmental Quality (DEQ)
- Montana Department of Transportation (MDT)
- Local utility providers
- Montana 811

Project Flow

Review Property District Service Standards Document

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Property Owner/Developer Contacts LCWSD

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Engineering Design

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District Review

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Will-Serve Letter

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County / DEQ Approvals

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Agreements & Fees

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Construction

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Testing & Inspection

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Project Closeout

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Final Acceptance

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Project Checklist

Use this checklist to track your project's progress. Depending on the size and complexity of your development, some items may not apply.

- ☐ Contact LCWSD to discuss the proposed project
- ☐ Determine water and/or sewer service availability
- ☐ Determine whether annexation is required
- ☐ Hire a licensed professional engineer (if applicable)
- ☐ Prepare and submit engineering plans and design report
- ☐ Address District review comments
- ☐ Receive Will-Serve Letter
- ☐ Obtain County approvals
- ☐ Obtain DEQ approvals (if applicable)
- ☐ Execute Service Agreement (if required)
- ☐ Execute Developer Extension Agreement (if required)
- ☐ Pay applicable District fees
- ☐ Record required easements
- ☐ Obtain road/encroachment permits
- ☐ Provide insurance certificates
- ☐ Provide required bonds
- ☐ Attend pre-construction conference
- ☐ Begin construction
- ☐ Schedule required District inspections
- ☐ Complete required testing
- ☐ Correct any deficiencies
- ☐ Submit as-built drawings
- ☐ Submit engineer certification
- ☐ Submit Transfer Agreement
- ☐ Complete final walkthrough
- ☐ Receive final acceptance from LCWSD