



## Private Development Plan Review and Permitting Process Sanitary Main Extensions

**Step 1:** Visit [www.CitizensEnergyGroup.com/Permits](http://www.CitizensEnergyGroup.com/Permits) for Sanitary Sewer Main Application to complete online form. If additional assistance is required, please call the New Service Contact Center.

- > Internal - Application in Processing/Technical Review
- > Internal - Application assigned a reviewer

**Step 2:** Applicant emailed a link to an online project folder for uploading of required supplemental documentation. (i.e. Full Construction Plans, Completed Design Summary Template, etc.)

**Step 3:** Notify Citizens (i.e. Your assigned reviewer) of plan submittal.

- > Internal - Application in Processing/Technical Review

*Please allow a minimum of two weeks, plus an additional week for each subsequent review following resubmittals. Typically, two or more resubmittals are required for each application.*

**Step 4:** Upon approval of the Design Summary, Citizens will submit a signed copy of the Indiana Department of Environmental Management (IDEM) Capacity Certification/Allocation Letter to IDEM and notify the applicant.

**NOTE:** An IDEM permit must be obtained independently of Citizens review process, and submitted to Citizens as part of the required supplemental documentation. (See Step 2)

**Step 5:** Once the review process has concluded and all required documentation has been received, the applicant will be notified by Citizens via email and letter to complete the final contract documents as instructed in the letter.

**Step 6:** Upon receipt of completed contract documents, Citizens will contact the applicant via email with instructions on required fees to be collected and how to make those payments.

**Step 7:** Following collection of the final contract and required fees, Citizens will issue a release for construction to the applicant via email with instructions on contacting an inspector to begin construction of their sewer main.

**Step 8:** Upon completion of sewer main construction and final inspection by Citizens Energy Group, the developer's engineer will complete as-built drawings with the inspector observing. The developer's engineer will submit to the inspector approved as-built drawings for review. Citizens will review and accept the as-built drawings that meet Citizens' digital submission standards. The developer will send close-out documents, as outlined in the approval letter.

Once the as-built drawings have been accepted and all of the appropriate closeout documents have been received, Citizens will release the Performance Bond. Please note: Individual building sewer lateral connection permits may not be issued until all of the preceding requirements have been met. In addition, per Section 536.205(b)(7) of the Indianapolis Municipal Code, the structural permit applicant is required to obtain a sanitary connection permit (from Citizens) prior to being able to obtain a structural permit for any new building and/or dwelling connections.

### For more information:

**Website:** [CitizensEnergyGroup.com/Permits](http://CitizensEnergyGroup.com/Permits)

**New Service Contact Center info:** 317-927-4444  
(M-F 8:00am-4:30pm)