

## **SEWER / WATER LINE REPAIR PROJECT & PAYMENT PROCEDURES**

1. Property Owner contacts City of Auburn Department of Public Works (DPW) at 255-4129.
2. City Sewer/Water Department inspects residence and verifies need of work and completes Inspection Approval Form with any cost to be incurred by City (Water repair only).
3. City distributes the following forms to the property owner:
  - a.) **Licensed Plumbers List** for obtaining three quotations;
  - b.) **Application** (to be completed (with Notarization) and returned to City DPW when three quotations obtained); and
  - c.) **Final Payment Statement** to be completed and returned to the Director accompanied by a signed final invoice from contractor upon completion of the work.
4. City contacts Assessor and Treasurer to verify ownership and current tax payments.
5. Property Owner returns quotations to DPW for review and final approval.
6. DPW sends letter to Mayor/Council with memo-Resolution describing project.
7. Upon Council approval, DPW sends "**Notice to Proceed**" to the property owner with a copy of the Council resolution authorizing the work, noting the accepted contract quotation, requirement to obtain a plumbing permit and directions for final payment request by the contractor.
8. Work Completed. Property owner returns completed **Final Project Payment Statement** accompanied by a **signed final invoice from contractor** to DPW.
9. DPW issues **Final Payment Claim** with brief project description to Director of Public Works and City Manager for signature.
10. DPW issues **letter referencing Contractor and amount due with numbered invoice** to property owner (cc: to City Comptroller, City Treasurer, file).