

**PLATTE CANYON  
WATER AND SANITATION DISTRICT**

**PROCEDURES FOR REQUESTING RELOCATION OF FACILITIES**

The following rules shall apply to all requests to relocate water and sanitary sewer mains and appurtenances owned by the Platte Canyon Water and Sanitation District. In all cases the necessity and extent of the relocation of facilities shall be determined by the District.

1. A written request shall be submitted to the Platte Canyon Board of Directors or its designated representative. The letter shall contain at least the following information.
  1. Name, address, telephone number and contact person for the party requesting relocation.
  2. Description of facility to be relocated.
  3. Location of existing facility.
  4. Proposed location and description of relocated facility, if known.
  5. Reason for proposing relocation.
  6. Requested time schedule for accomplishing the relocation.
  7. Ownership of property where existing facility is located and ownership of property proposed for the relocated facility.
  8. Disposition of existing facility (abandoned in place or removed).
2. If the District determines that it may be possible to accommodate the relocation request a meeting will be scheduled between the District and the requesting party to discuss specific details regarding the proposed relocation.
3. Following the meeting between the requesting party and District representatives, the District will decide at its sole discretion whether it is in the best interest of the District to design and relocate the facility or if the party requesting relocation will be allowed to design and relocate the facility. However, regardless of who designs and relocates District facilities, all costs associated with the relocation including, but not limited to, administrative, engineering, legal, construction materials, and labor costs shall be the responsibility of the party requesting said relocation.

4. At the discretion of the District a Utility Relocation Agreement defining the rights, duties, and obligations of the District and the party requesting relocation shall be prepared by the District's attorney.
5. The relocation will proceed in accordance with the Utility Relocation Agreement.