

LIST OF FORM DOCUMENTS AND LETTERS

For

TOWN OF DUNDEE WATER AND SEWER ORDINANCE AND POLICIES

Document 1: **Petition for Water and Wastewater Utility Services**

This Document contains a request for the Town of Dundee to be extend water and/or sewer service to a property within the Dundee utility service area.

Document 2: **Annexation Agreement**

This Document provides for voluntary annexation of property located inside the Utility Service Area but outside of the corporate limits of the Town of Dundee to which the Town has extended water and/or sewer service. By signing this document before a witness and having it notarized, the property owner agrees to voluntarily annex the property served to the municipal boundaries of the Town if the property should ever become contiguous to property located within the limits of the Town. This agreement is to be recorded among the land records of Polk County and runs with the land.

Document 3: **Conveyance of Easements**

This Document contains a request for the Town of Dundee to extend water and/or sewer service to a property within the Dundee Utility Service Area. In consideration therefore, the property owner obliges himself/herself to convey all interests in an easement or easements at least 15 feet in width. By signing this document, the property owner agrees to vest ownership of the easement to the Town. The conveyance, after acceptance by the Town, is to be recorded in the land records of Polk County, and runs with the land.

Document 4: **Bill of Sale for Conveyance of Water and Wastewater Facilities**

This Document is a bill of sale by which the property owner or developer certifies ownership of and sells and conveys to the Town of Dundee all of their interests in real property, easements, and water and/or sewer facilities installed in such easements or property. Consideration for the sale of the land, easements and water and sewer facilities is \$1.00 plus the benefits conferred by the Town of Dundee in accepting the ownership, operation and maintenance of the completed utilities. The Bill of Sale, after acceptance by the Town, is to be recorded in the land records of Polk County, and runs with the land.

Document 5: **Developer's Letter of Dedication to Town of Dundee**

This Document contains a description of new water and sewer facilities constructed on behalf of the property owner/developer. The letter dedicates the water and wastewater system in fee simple to the Town for ownership, operation and maintenance; and further, warrants all construction, materials, and workmanship for a period of one year from the date that the Town accepts the project. This document is provided to the City concurrently with the Engineer of Record's Letter of Certification (Document 6), and must be notarized. The filing of this and the following document 6 does not negate the requirement for filing the Bill of Sale (Document 4).

Document 6: **Engineer of Record's Letter of Certification**

This Document contains a certification by the Engineer of Record that the utility system and parts thereof have been completed in general conformance with the construction plans approved by the Town of Dundee Department of Public Works, and is submitted concurrently with the Developer's Letter of Dedication (Document 5). It contains a detailed description of the completed utility improvements, and a certification by the Engineer of Record that the Record Drawings are complete and accurate. The letter of Certification must be signed by the Engineer and notarized.

Document 7: **Water System Schedule of Values**

This Document contains detailed information on the current value of the water system improvements described in Document 6. It is to be completed in detail by the Engineer of Record, signed by the owner, and notarized.

Document 8: **Sewer System Schedule of Values**

This Document contains detailed information on the current value of the sewer system improvements described in Document 6. It is to be completed in detail by the Engineer of Record, signed by the owner, and notarized.