



Green Lake Sanitary District General Project Schedule

For Sewer Extension Projects

Description of Project Task

Task Timeline

*Tasks with asterisk are not required legally but often undertaken voluntarily by GLSD

**Many tasks happen concurrently

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| 1. Receive Property Owner Sewer Service Request | |
| 2. Perform Preliminary Engineering Feasibility Study | 2 to 3 Months |
| 3. Send/Receive landowner survey of residents in affected area* | 2 Months |
| 4. Conduct Preliminary Informational Meeting (PIM)* (1 st PIM) | 2 Months to Coordinate |
| 5. District reviews survey and comments from PIM | 1 to 2 Months |
| 6. If approved to proceed, review and approve Engineering Contract | 1 Month |
| 7. Begin Preliminary Design & Route Selection | 2 to 4 Months |
| 8. Meet with Property Owners* (2 nd PIM) | 2 Months to Coordinate |
| 9. Complete the geotechnical subsurface exploration (rock) | 1 to 2 Months |
| 10. Begin Final Design | 1 to 2 Months |
| 11. Prepare Easements and begin acquisition/negotiation | 1 to 2 Months |
| a. Hire Appraiser/ Initiate Condemnation, if necessary | Potentially Unnecessary |
| 12. Submission of Design to East Central Regional Planning Commission | 1 Month |
| 13. Complete Final Design | 1 Month |
| 14. Plan/Spec Submittal to DNR – 90 day review period | 2 to 3 Month |
| 15. Authorize police powers to assess for project – Preliminary Resolution
(formal project approval by board) | 1 Month |
| 16. Development of Assessment Role and Engineers Report | 1 to 2 Months |
| 17. Securement of All Easements | 1 to 2 Months |
| 18. Advertise for Bids – Type II Notice | 1 Month |
| 19. Notice of Public Hearing on Assessment Report | 14 Days Prior to Public Hearing |
| 20. Bid Open Date – Review Bids | < 1 Month |
| 21. Informal Informational Meeting for Public* (3 rd PIM) | 2 Months to Coordinate |
| 22. Special Assessment Public Hearing/Accept Special Assessment Report | 14 Days After Notice Publication |
| 23. Approval of Plan/Spec and Directive to Carry Out Work
(Final Resolution – Class I Notice) | Must be After Public Hearing |
| 24. Award Construction Contract – Time to Hold Bids (Typ. 60 days) | 2 Months |
| 25. DNR Approval of all Plan/Spec | See Above note |
| 26. End of Assessment Appeal | 90 Day Period if Necessary |
| 27. Start Project Construction | Within Time Period from Award |
| 28. Substantial Completion | Variable Construction Period |
| 29. Final Completion | Specified Time Period |
| 30. Finalize Assessment Role (Exact assessment cost known) | After Final Construction is Accepted |
| 31. Begin Lateral Connections – starts upon Project acceptance | Up to 12 Mo. (to Connect to GLSD Sewer Line) |
| 32. Assessment Payment Schedule – Depends on Size of Assessment | |