Subject: Internal Construction Permission Process Update – Effective March 6, 2023

We are updating our internal construction permission request process. Effective March 6, 2023, permission requests will no longer be circulated to infrastructure strategists, and the circulation timeline for Utility Generalist (formerly called Development Engineering) has been reduced to three business days. This new process will reduce the overall timeline of the permission request process from 14 business days to 7 business days.

The new process applies to the following:
- Full/Partial Underground Permissions
- Full/Partial Surface Permissions

The following is the updated process guideline to request construction permissions:

1. Development Agreement # assigned.
2. Construction permission request package submitted through ApplyCentral is reviewed
3. Once package is deemed complete, request is circulated to Utility Generalist for three business days for review and approval. *
4. Release of permission within two business days after approval from utility generalists.

Please note as per the 2023 CARL, construction permission package requirements have been updated. The package requirements are as follows:

- **Underground Construction Permission Request**
    - Official request letter with community name, phase number, and developer name
    - Site map(s) for underground utilities to be constructed with boundaries outlined in red
    - Copy of ESC approval letter from Water Quality & Regulatory Assurance
    - Copy of Pond approval letter from AEP (for storm pond requests only)

- **Surface Construction Permission Request**
    - Official request letter with community name, phase number and developer name
    - Site map(s) for surface improvements to be constructed with boundaries outlined in red
    - Pavement Design approval letter from Pavements, Soils and Asset Management
    - Storm Water Management Report approval letter from Development Engineering

*Incomplete packages will no longer be accepted and will be returned for resubmission.