

APPLICATION CHECKLIST

Please use the following Essential Elements Checklist to determine if all required elements of your application are in place.

- OPWC Application** Pages 1-6 completed

Required Attachments for ALL PROJECTS

- Attachment A Correct Supplemental Sheet for Your Project
- Attachment B Certified Engineer's Cost Estimate/Statement of Useful Life
- Attachment C Authorization Legislation Designating Official
- Attachment D Chief Financial Officer's Certification of Funds
- Attachment E Capital Improvement Report (Two Year Effort 2009-2010)
- Attachment F Project Location Map
- Attachment G CFO Letter Certifying the amount of Per Capita Indebtedness for your Subdivision

Additional Attachments Required for LOAN PROJECTS

- Attachment H Method of Repayment Letter

Additional Attachments Required for WATER & SEWER PROJECTS

- Attachment I Legislation Authorizing Current Water & Sewer Rates
- Attachment J Health & Safety Documentation
- Attachment K Permit-To-Install

Additional Attachments to be included if relevant to your project

- Attachment L Tax/Fee Documentation
- Attachment M Farmland Preservation Letter
- Attachment N Cooperation Agreement
- Attachment O Amortization Schedule
- Attachment P Other Supporting Documentation