

## **Supplemental Checklist – Construction of Utility Buildings**

1. The applicant must clearly articulate why the new utility building is needed.
2. Identify how much of the existing building and proposed building (by % and square feet) is used by the water utility, and how much by other municipal departments. Describe how the project cost is shared between other municipal departments accordingly.
3. Provide a cost comparison analysis of alternatives (e.g. renting commercial space, hiring out services like vehicle maintenance).
4. How would a new building increase the efficiency of your utility's service (e.g. location, age, size, new technology needed, consolidation of staff, centralization of storage/maintenance operations)?
5. Justify any increase in the building size based on population projections, demand projections, or new capabilities needed over the next 20 years.